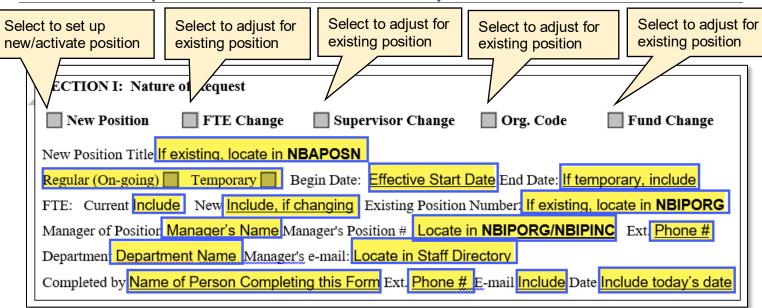
# **PR/C Quick Sheet**

To locate the PR/C: Visit the HRIS website and click on the Forms tile.

### When to Submit a PR/C

PR/C	When and Where to Submit
Creating a new monthly position	These must be discussed with HR and associated to a budget by the Budget Office or Contracts and Grants Accounting Dept. Please allow for several business days for the position to be associated to a budget and activated in NBAPOSN. Position must be active prior to recruitment. Submit Final Approved PR/C via PASS AODocs to HRComp-group@pcc.edu.
Adjusting an existing position with no incumbent	These must be discussed with HR prior to submission. Please allow for several business days for changes to take effect. Position must be active in <b>NBAPOSN</b> prior to recruitment. Submit Final Approved PR/C via PASS AODocs to HRComp-group@pcc.edu.
Adjusting an existing position's FTE from Full- Time to Part-Time or vice versa with an active incumbent	These must be discussed with HR prior to submission. The PR/C must be submitted with the incumbent's JAF-M attached. Submit Final Approved PR/C via PASS AODocs to HRCompgroup@pcc.edu.

# **Section 1 (Details about Position):**





## **PR/C Quick Sheet**

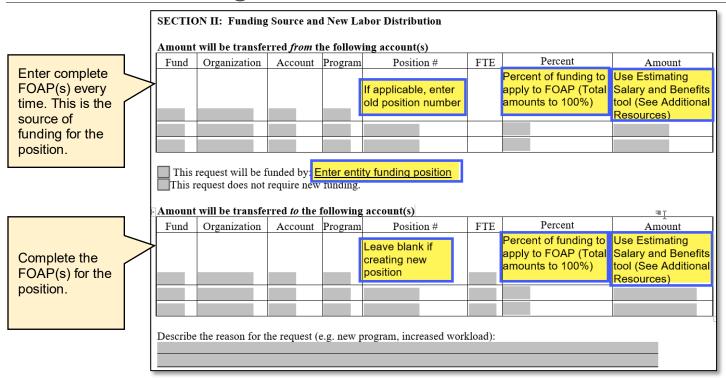
**Note**: For instructions on how to calculate FTE, visit the <u>Position Request / Change link on the HR</u> Website.

Complete next section for new positions or increase in a position's FTE (DO NOT complete for faculty positions):

#### For a New Position OR an Increase in FTE, attach the following: (Disregard for Faculty positions)

- List major job duties beginning with those of greatest importance and ending with those of lesser importance, with approximate % of time spent on each. (Use increments of no less than 5%).
- List the minimum acceptable levels of skills, knowledge, formal education and experience required to meet
  the basic objectives of the position. Include any required licenses, registrations, certifications, etc.

## **Section II: Funding**



## **Section III: Approval**

- Executive approval is required for new temporary positions, increases in FTE by 25% or more and increases in funding.
- Executive Vice President (acting as District President designee) approval is required for all regular, on-going positions and new temporary positions at the manager level at or above Grade N

### **Additional Resources**

Emily McNamara, HR Business
Process Specialist
Employee Class Breakpoints

Employee Class Breakpoints
Estimating Salaries and Benefits

Financial Services Directory
HR PR/C Page
Instructions for Calculating FTE
PCC Organizational Guide

Submitting HR Form via AODocs
Process Guide

