

PAR Quick Sheet

The Personnel Action Request (PAR) replaces the PR/C and JAF for submitting monthly position and employee changes to PSEC.

To locate the PAR: Visit the [PSEC's People, Data & System \(Formerly HRIS\) website](#) and click on the [Forms tile](#). For questions, please email hrcomp-group@pcc.edu.

When to Submit a PAR

- New Employee. Please note, for recruited positions, the Diverse Talent Acquisition Partner will fill out the PAR.
- New Position
- Change to existing position:
 - Job Title
 - Supervisor Change
 - Classification Change (Comp Team will fill out the PAR)
 - FTE Change
 - Schedule/Shift change
 - Funding change (fund or org. code)
- Change in Employee Status
 - Employee performing out-of-class work
 - Employee taking on a temporary job (1 or 2 years)
 - Employee FTE changing (adjustments part-time FTE to full-time, or vice versa will also change the position, not just the employee)

Section I: Reason for Request and Employee Information

Please enter the details about the position such as its FTE, duration, supervising manager and scope of responsibilities. For new positions, list the major job duties to be performed or attach a job description.

If applicable, complete contact and location information.

SECTION I: Reason for Request & Employee Information

First & Last Name: _____ ID: _____

Job Title: _____

Work Location: Campus/Center/Location: _____ Building: _____ Room: _____

PCC Extension: _____ PCC Email: _____

Location fields only need to be completed for new employees and for existing employees

The start of a monthly pay period is preferred.

Position Status: New Employee New Position (attach job description) Regular/Ongoing Temporary

Start Date: _____ End Date (temp. only): _____

Employee Classification: _____ Salary Table: _____ Grade/Level: _____ Step: _____

Direct Appointment Recruited LOA Replacement - If yes, replacing: _____

Hourly Rate/Annual Salary: _____ Position #: _____ ORG: _____ FTE: _____

Hourly or Daily rate number of hours, or number of days: _____ Temp Leave Pay: _____

The employee's salary schedule and step will need to be determined by the Compensation Team when verifying and classifying.

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Section II: Funding Source and Labor Distribution

Complete this section for new positions, FTE changes, and funding changes. Use the additional lines for jobs that require labor distribution across multiple FOAPs. Skip this section for changes to job title, supervisor, or schedule/shift.

SECTION II: Funding Source and Labor Distribution (Must include salary and benefits)

Fill out both sections below for all new positions, FTE changes, and funding changes. List the salary on one line, and the benefits on another line. **Skip this section** if you are submitting a change of job title, supervisor change, or schedule/shift change.

Funds transferred FROM:

Fund	Organization	Account	Program	Position #	FTE	Percent	Amount
			If applicable, enter old position #			Percent of funding to apply to FOAP (Total amounts to 100%)	
Total:							

Enter complete FOAP(s) every time. This is the source of funding for the position.

If applicable, enter old position #

Percent of funding to apply to FOAP (Total amounts to 100%)

Use salary & benefits estimating tool (See Additional Resources)

Funds transferred TO:

Fund	Organization	Account	Program	Position #	FTE	Percent	Amount
			Leave blank if creating new position.			Percent of funding to apply to FOAP (Total amounts to 100%)	
Total:							

Complete the FOAP(s) for the position.

Leave blank if creating new position.

Percent of funding to apply to FOAP (Total amounts to 100%)

Use salary & benefits estimating tool (See Additional Resources)

Describe the reason for the request (e.g., new program, increased workload): _____

Section III: Requester Information

Please enter your name, department and supervisor's name to contact you if needed.

Section IV: Approval

- Using PASS, send to the approvers that match the routing path for your department.
- All new positions (both general and grant funded); Increases to position salaries; and Advanced Placement Memos must be routed to the college president adrien.bennings@pcc.edu for approval.

Additional Resources

[Employee Class](#)

[Breakpoints](#)

[Estimating Salaries and Benefits](#)

[Financial Services Directory](#)

[Instructions for Calculating FTE](#)

[PCC Organizational Guide](#)

[NBIPORG](#)

[Submitting HR Form via AODocs](#)

[Process Guide](#)

[NBAPBUD](#)

[PASS Approval System](#)