

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 <u>PSEC's People, Data & System (Formerly HRIS) website</u> and click on the <u>Forms</u> <u>tile</u>. For questions, please email <u>hrcomp-group@pcc.edu</u>.

When to Submit a PAR

- New Employee. <u>Please note, for recruited positions, the Diverse Talent</u> Acquisition Partner will fill out the PAR.
- New Position
- Change to existing position:
 - o Job Title
 - o Supervisor Change
 - Classification Change (Comp Team will fill out the PAR)
 - o 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.

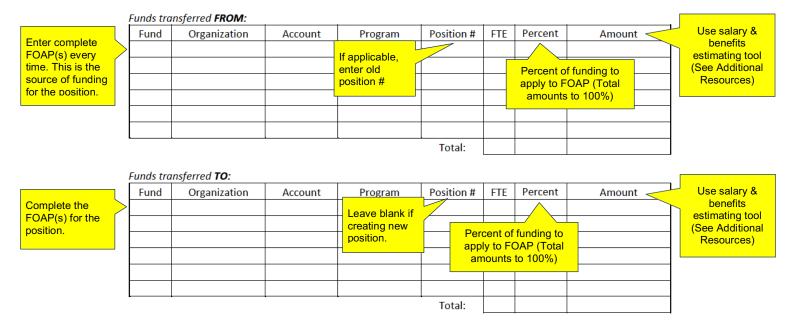
	SECTION I: Reason for Request & Employee Information		
	First & Last Name:	ID:	
	Job Title:	_	Location fields only
	Work Location: Campus/Center/Location:Building	ng:Room:	completed for new
	PCC Extension: PCC Email:		employees and for existing employees
The start of a monthly pay period is preferred.	Position Status: New Employee New Position (attach job description)	Regular/Ongoing Temp	
preieneu.	Start Date: End Date (temp. only):		The employee's salary
	Employee Classification: Salary Table: Grade/Leve	el: Step:	schedule and step will need to be determined by the Compensation Team when
	Direct Appointment Recruited LOA Replacement - If yes, replacing:		verifying and classifying.
	Hourly Rate/Annual Salary: Position #: ORG: _	FTE:	
	Hourly or Daily rate number of hours, or number of days: Te	mp Leave Pay:	
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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.



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 <u>adrien.bennings@pcc.edu</u> 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

Last Updated:11.09.2023

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