

Personnel Action Request (PAR) Form

This is a sample of one page of the PAR form. This electronic form will replace the paper Assignment Authorization Form. Ten different electronic PAR pages will be used for different types of employee and position actions.

The screenshot shows a web browser window displaying the PeopleSoft interface. The browser's address bar shows a 'Send' button. The PeopleSoft logo is at the top left, and navigation links for 'Home', 'Add to Favorites', and 'Sign out' are at the top right. Below the logo, there are links for 'New Window' and 'Help'. The main content area is titled 'Hire/Rehire' and 'Approvals'. It contains several sections: 1. A header section with fields for 'PAR ID', 'Status: Initial Request', 'Appr Submit DtTm:', '*Empl Grp:', 'Submitted By:', 'Request Date/Time:', and '*DeptID:'. 2. A section for 'Original Requestor' and 'Final Approver: SD_H_HR_PAR_ROUTER'. 3. Fields for '*Contact Name:' and '*Contact Phone:'. 4. A section for 'Effective Date', 'Action', and 'Reason' with a 'TOC' checkbox. 5. Two side-by-side sections: 'Rehire' with an 'EmplID' field, and 'Hire' with fields for 'Name:', 'SSN:', 'Address:', 'City:', 'State:', and 'Zip:'. 6. A 'Position/Employee Information' section with fields for 'Position:', 'Department:', 'Location:', 'Job Code:', 'Classified Indc:', 'Acct Code:', 'FTE:', 'Job Share' checkbox, 'TL Calendar:', and 'Job Share Emplid:'. 7. A 'Comp Rate Code' section with a search field and '+' and '-' buttons. 8. A 'Comment' section with a text area. 9. At the bottom, there are 'Save', 'Add', and 'Update/Display' buttons. The browser's status bar at the bottom left shows 'Hire/Rehire | Approvals'.