

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: _____

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 start of a monthly pay period is preferred.

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

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

