Position Action Request (PAR) Form Instructions

The HR Talent Acquisition team is available to assist with the hiring process. Questions should be emailed to employment@wichita.edu.

The Position Action Request (PAR) Form is a multi-purpose form that applies to the following actions for benefit faculty and staff positions:

1. Search (new position/replacement position)
2. Non Search (search waiver/emergency hire)
3. Workforce Transition (Promotion/Demotion/Transfer)
4. Off-Cycle Pay Change Request (pay change that occur outside the annual cycle which is the beginning of a fiscal year)

This process is used by grant/externally funded and non-grant funded organizations/positions.

Student hires, lecturers, non-benefit eligible temps and all positions in the Division of Industry and Defense Programs are exempt from this process.

You can find the Position Action Request (PAR) Form, instructions, and more online at wichita.edu/PAR.

Contents

Completing a Position Action Request (PAR) Form

The following steps are for completing a Position Action Request (PAR) Form. For detailed instructions on completing a procedure, click the link within each step.

Remember, blank fields could delay the approval and/or completion of your request.

Description of Request

1. Enter the **Requestor Name** and **Extension Number**
2. Enter the **Date**
3. Enter the **Proposed Start** or **Effective Date** for this request
    a. The **Proposed Start Date** or **Effective Date** *should be at the beginning of a payroll period*
4. Enter the **Org #**
5. Enter the **Department Name**
6. Enter the **Supervisor WSU ID**
7. Enter the **Supervisor Name**
8. Enter the **Timekeeping Approver WSU ID**
9. Enter the **Timekeeping Approver Name**
10. Select the **Type of Request** being submitted
    a. A **Search** request includes:
        i. **New Position**
        ii. **Replacement Position**
            1. If the request is for a **Replacement Position**, ***enter the name*** *of the employee who has vacated this position*
    b. A **Non Search** request includes:
        i. **Emergency Hire**: Select the link to Policy 3.21 for information
        ii. **Search Waiver**: Select the link to Policy 3.29 for information
    c. An **Off-Cycle Pay Change Request** includes:
        i. Pay changes that occur outside the annual cycle which is the beginning of a fiscal year
    d. A **Workforce Transition** includes:
        i. **Promotion**
        ii. **Demotion**
        iii. **Transfer**

Candidate/Employee Information

If this is for an Internal Candidate/Current Employee, complete the section for Candidate/Employee Information as this information is needed to process a request for a Benefit Eligible Search Waiver, Emergency Hire, Workforce Transition (Promotion/Demotion/Transfer), or Off-Cycle Pay Increase.

11. Enter the **Name**, **WSU ID**, and **External Email**
    a. *Leave these fields blank if a Recruitment Search will be conducted*
12. Include **Visa Status** if this candidate is in the process of obtaining a Visa to work in this position and your department will be going through the sponsorship process
    a. *Your department and Human Resources must coordinate to ensure the appropriate steps are taken prior to completing the offer or hire process*

Position Information

13. Enter the **Non-Teaching Job Code** for this position
    a. The Job Code is assigned to the job in the Job Catalog which can be found in myWSU
        i. Instructions on Accessing the Job Catalog can be found on the WSU Market-Based Compensation website
    b. If you are unsure of the Job Code for your request, please contact employment@wichita.edu and an HR Talent Consultant will reach out to review the position with you
14. Enter the **Non-Teaching Job Code Title**
    a. This is the classification assigned to the Job Code in the Job Catalog
15. Select the **Position Designation** from the drop-down options:
    a. **Teaching**
        i. *If this request is for a **Teaching** position, select a **Teaching Designation** from the drop-down options*
    b. **Non-Teaching**, or
    c. **Executive**
16. Enter the requested or approved **Working Title**. All requests for a **Working Title** need to be approved prior to utilization.
    a. *To request a **Working Title**,* enter the **Working Title** you are requesting
    b. *If a **Working Title** has been previously approved for this position*, enter the approved **Working Title**
17. Select the **Length of Appointment** from the drop-down options
18. Enter the **Position Number**
    a. *If this is a new position, please leave the position number blank and a new number will be assigned during the approval process*

19. Enter the **FTE**, or Full Time Equivalent, for this position
20. Enter the **Fund, Org and Percent** for all funding sources assigned to this request
21. Enter an **Additional Funding Comment** if applicable
22. Enter the **E Class**
23. If this is a **Grand Funded Position**, Research Payroll approval is required. *If you are unsure if your organization requires this additional review, email researchpayroll@wichita.edu.*
    a. **Has approval been received (if applicable)?** Make your selection from the drop-down options
24. Enter the requested **Salary/Hourly Pay Rate**
25. Enter the **Shift Schedule**
26. Select an **Export Compliance Validation Requirement** from the drop-down box
    a. *If you are unsure, email compliance@wichita.edu to determine if export validation is needed for the position*

Justification Information

27. Select the **Business need for requested working title** from the drop-down options if you are requesting a **Working Title**
    a. Access the Working Title Guidelines webpage for additional information
28. If this request is for an **Emergency Hire** or **Search Waiver**, select the **Business need for Emergency Hire or Search Waiver** from the drop-down options
29. For **Teaching** positions, select the most accurate option with justification for the **Criticality of Position** from the **Faculty Criticality** drop-down options (Divisional Officer will confirm selection)
30. For **Non-Teaching** positions, select the most accurate option with justification for the **Criticality of Position** from the **Staff Criticality** drop-down options (Divisional Officer will confirm selection)
31. Use the **Justification** text box to include narrative to explain the reason why this action is needed
    a. For **Teaching** positions, provide historical and projected data on student credit hours generated
    b. For **Non-Teaching** positions, provide historical data on workload which may include information such as client appointment counts, number of students processed, etc.
32. Use the **Additional information for this request** text box to include how any position salary change or new position will be funded
    a. Also include any additional information for this request that was not addressed previously in the form

Electronic Signature and Date

33. **Requestor** should electronically sign and **Date** the PAR Form in the boxes provided under the following text on the form:
    a. "I support this request based on my determination that resources are being fully and appropriately utilized including discussion with the Chair/Director and review of current workloads of faculty/staff in this unit. This form is fillable with digital signature capabilities through Adobe Acrobat and should be submitted electronically for approval signatures."
34. **NOTE:** The remaining sections of the form is for use by HR Compensation, University Budget Office, and Divisional Officers. *The requestor should not enter information in the remaining sections.*

NOTE:

Additional detailed information on the PAR Form Submission, Review & Approval, and Completing the Process is outlined on the following pages.

Submission Process for the Requestor

The following steps are for submitting a Position Action Request (PAR) Form. For detailed instructions on completing a procedure, click the link within each step.

The requestor will complete the PAR Form and attach any appropriate documentation that may be needed.

1. The Requestor will **complete the PAR Form**.
    a. Each section of the PAR Form is important and will need to be filled out to prevent review/approval delays unless noted otherwise on the form.
2. The Requestor will **attach any appropriate documentation** that may be needed to go along with the PAR Form.
    a. Supplemental Information Forms can be found online at wichita.edu/PAR and must be submitted, with the PAR Form for all:
        i. Teaching Positions
        ii. Non-Teaching Positions
    b. A resume must be submitted with all requests for all:
        i. Search Waivers
        ii. Emergency Hires
        iii. Off-Cycle Pay Change Requests
3. The Requester electronically **Signs** and **Dates** the PAR Form. The form is fillable with digital signature capabilities through Adobe Acrobat and should be forwarded electronically for approval signatures.
    a. The Requestor then **sends the form and all required attachments** to HR Compensation at marketbasedcomp@wichita.edu for preliminary review.

NOTE:

Additional detailed information on the PAR Form Review & Approval, and Completing the Process is outlined on the following pages.

Review & Approval

The following steps are for review and approval of a Position Action Request (PAR) Form. For detailed instructions on completing a procedure, click the link within each step.

At each step of the approval process, the Approver will carbon copy (Cc) the original requestor. This will enable the requester to track the approval process.

1. The **Requestor submits the PAR Form and any additional required documents** to HR Compensation by emailing marketbasedcomp@wichita.edu.

2. After review, **HR Compensation** will forward the request to the University Budget Office and carbon copy (Cc) the original Requestor.

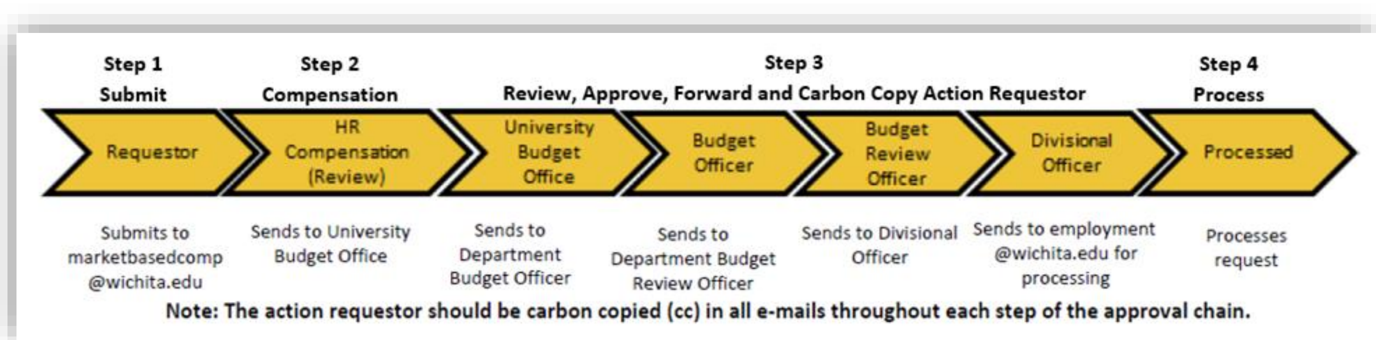
3. The request will be reviewed, approved/denied, and forwarded to the next approval level by the **University Budget Offic**e, **Department Budget Officer**, **Department Budget Review Officer**, **Vice President (if applicable)***and **Divisional Officer**.

    a. *Vice President signature is required for approval of PAR forms in Student Affairs and Strategic Engagement & Planning. If applicable, the Vice President will forward to the Divisional Officer.

    b. The action requestor should be carbon copied (Cc) in all e-mails throughout each step of the process. This will enable the Requestor to track the approval process.

    c. If a position is not approved at any step in the approval process, this information is to be communicated back to the original Requestor by the Approver that does not accept moving the request forward.

4. After approval, the **Divisional Officer** will forward the request to HR Talent Acquisition at employment@wichita.edu for next steps and actions.



NOTE:

Additional detailed information on the PAR Form and Completing the Process is outlined on the following page.

Completing the Process

The following steps are for the completion process of a Position Action Request (PAR) Form. For detailed instructions on completing a procedure, click the link within each step.

1. After approval, the Divisional Officer will forward the request to **HR Talent Acquisition** at employment@wichita.edu for next steps and actions.
   a. A member from the HR team will review the submitted PAR form and documents then respond to the original Requestor if any additional action is needed to complete the process.
2. **Approved Workforce Transitions** and **Pay Changes** will be entered into Banner by Human Resources.
   a. The Requestor will:
      i. receive notification with acknowledgement of employee's new status information
      ii. communicate to employee
      iii. receive employee signature on acknowledgment
      iv. provide a copy to employee
      v. return the signed acknowledgement form to Human Resources
3. **Approved Search Exceptions** will be entered into PeopleAdmin by an assigned HR Talent Consultant.
4. **Approved Searches** will be entered into PeopleAdmin by the department assigned point of contact.