
Non-Teaching Supplemental Information Form Instructions

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

Non-Teaching Supplemental Information Forms must be submitted with the Position Action Request (PAR) Form.

The Position Action Request (PAR) Form is a multi-purpose form that is taking the place of the Position Exception form, the Search Exception form, and in some instances, the HR200/HR220 form.

The Position Action Request Form applies to the following employment actions for benefit eligible teaching positions:

- Search (new/replacement),
- Non Search (search waiver/emergency hire),
- Workforce Transitions (Promotions/Demotions/Transfers)
- Off-Cycle Pay Change Requests (pay change that occur outside the annual cycle which is the beginning of a fiscal year)

To streamline the process and minimize forms, this process will be used by both grant/externally funded and non-grant funded organizations/positions.

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

Completing a Non-Teaching Supplemental Information Form

The following steps are for completing a Non-Teaching Supplemental Information Form. For detailed instructions on completing a procedure, click the link within each step.

1. Enter **Position Title** for this position that is listed in the Job Catalog. The [Job Catalog tutorial](#) is available for additional guidance.
2. If this request is for the replacement of a current position, enter that position number in the **Position Number** box. If this request is not for a replacement position, leave this box blank.
3. Enter the **FTE** for this position.
4. If the candidate for this position is a current or previous WSU employee that has supervised employees at WSU, select 'Yes' as the response for **Has this Employee previously supervised at WSU**.
5. If this Position will supervise employees, list the **Name, WSU ID and Position Number** for each employee that this Position will supervise. If there are more than 8 employees to be supervised, please use the [Change of Supervisor form](#) to add additional employee information and attach to the Non-Teaching Supplemental Information form.
6. Enter the **Division, Department and Org #** for this position.
7. Enter the name **WSU ID and position number for the Supervisor** of this position.
8. Enter the **Campus Address** with room number and building for this position.
9. Enter the **Campus Box Number** and **Campus Phone Number** for this position.

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10. Enter if this work **will be completed primarily in person or remotely**. If remotely and is outside the state of Kansas or while on an H1B, please fill out the [Remote Work Request form](#).
 11. Enter the **Regular Hours of Work**. For example, enter the regular days and hours, or if there are regular exceptions to the work schedule.
 12. Human Resources will enter the information for **FLSA Designation, SOC Code, HR Initials, and Date**. The requestor will not enter information in these boxes.
 13. **Required Knowledge, Skills and Abilities** represent minimum requirements in addition to the general requirements provided in the Job Description in the Job Catalog. A candidate must meet the requirements for all items listed in the Required Knowledge, Skills and Abilities.