

Message sent to listservs 1.15.19

Good afternoon,

Thank you so much for the feedback that was provided regarding the PAR form and the process. We have used the suggestions that we received to make minor adjustments to the form and to further simplify the process. As a result:

- An additional line was added onto the PAR form for situations where the position will require split funding.
- The signature line for the Budget Office was removed and now only signatures from the chain of command are required.
- There is **no** requirement to send it to HR before collecting all required signatures. HR will work with the Hiring Manager once we have received the completed forms with all signatures.
- VSU HR will continue to initiate transactions in PeopleAdmin on behalf of hiring managers. However, Hiring Managers will now be able to view and sign off on the completed position description or posting in PeopleAdmin. PeopleAdmin workflows will work as normal from that point forward.
- For those who have already submitted a PAR, there is nothing more you need to do at this time. HR will contact you with any next steps.

We have attached the updated form for use and ask that you discard any earlier versions. Once again, we appreciate you contacting us and providing feedback to help HR remain responsive to campus needs.

Your HR Team