DECISIONS



VALDOSTA STATE
UNIVERSITY

Faculty and Staff Personnel Action Request (PAR)

Approver Guide

Faculty & Staff PAR Purpose

Enables faculty and staff to submit a Personnel Action Request (PAR) Form, which can be used to process employment-related changes such as position, pay, reporting structure, and other updates, contingent upon obtaining approval from all designated parties.

Faculty & Staff PAR Approval Process

When submitted, a copy of the Staff & Faculty PAR Request will be assigned sequentially to each user listed in the Required Signatures List. If the same user is designated to sign multiple times, they will be prompted to sign all relevant approvals simultaneously. The approval sequence is as follows:

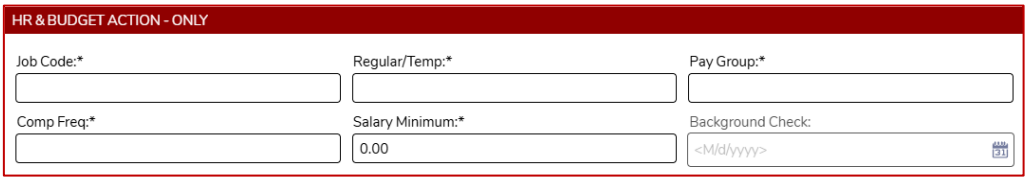
1. Hiring / Budget Manager
2. Initial Human Resources
3. OSPRA
4. Budget
5. Dean / Director
6. VP / Provost
7. Final Human Resources

Human Resources Approval

Human Resources must conduct an initial review after the Hiring / Budget Manager review and complete any missing fields before the request is submitted for approval. After all approvals have been obtained Human Resources will conduct a final review and approval.

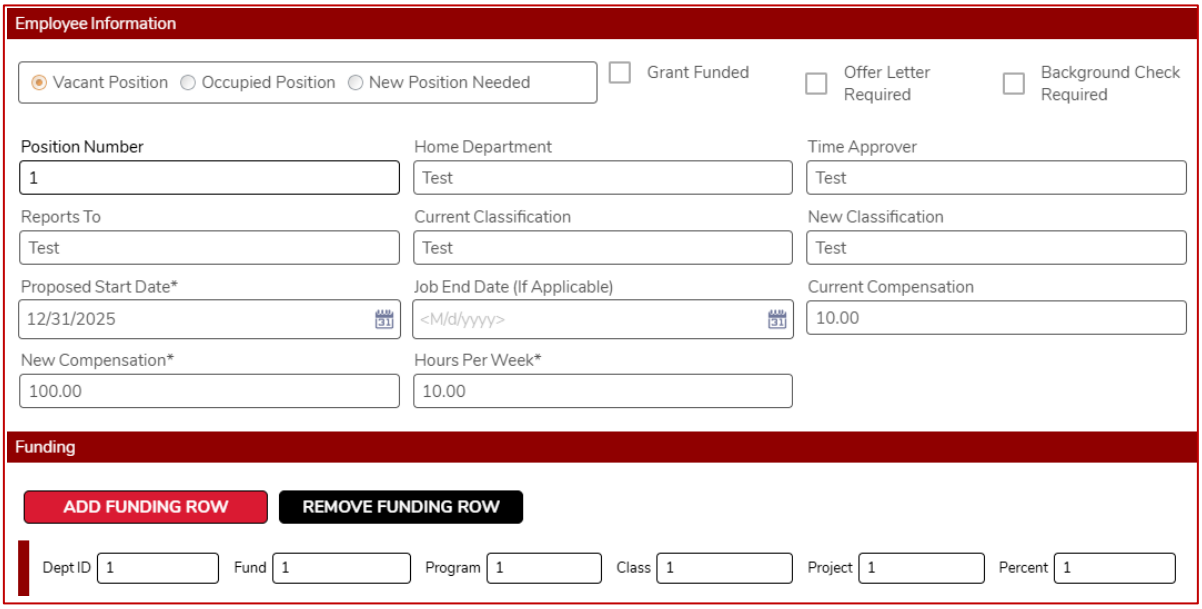


If the Human Resources user knows that this request requires Offer Letter or Background Check, they can select the option to have that required.



Human Resources must also complete the “HR & BUDGET ACTION – ONLY" section.

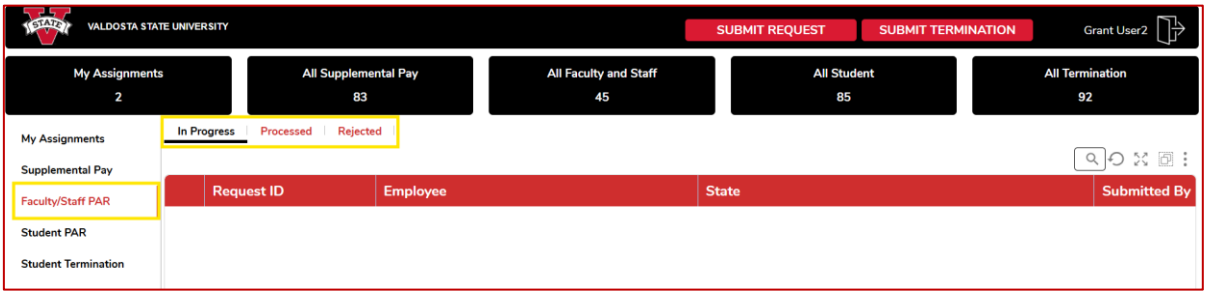
Budget Approval



The budget team must review and make any necessary revisions to the Position Number, Chart String, or “HR & Budget Action – ONLY" section.

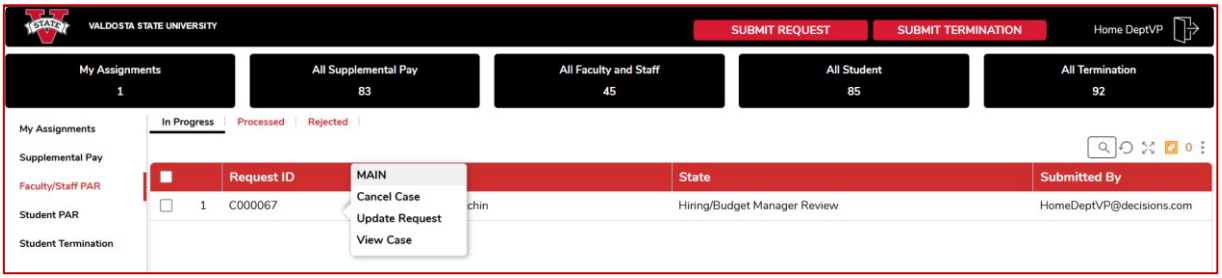
Faculty/Staff PAR Dashboard

The Faculty / Staff PAR Dashboard has 3 tabs: In Progress, Processed, and Rejected, with each tab showing a report that lists requests in their corresponding state.



Requests appear in the In Progress tab upon initial submission and while awaiting review by the necessary approvers. Requests approved by HR are moved to the "Processed" tab, while those that are rejected are transferred to the "Rejected" tab. The Faculty / Staff PAR Dashboard will only display requests in which the user is involved.

Faculty & Staff PAR User Actions



To view the Faculty/Staff PAR actions, right click on a case. To view column filter options, hover your mouse over the column name.

Cancel Case

Enables the user to cancel the selected Faculty / Staff PAR Request. This feature applies only to In Progress requests and can only be performed by users involved in the request. Upon cancellation, an email notification will be sent to inform the involved users of the cancellation. The request will then be moved to the "Processed" tab on the Dashboard, with its status marked as "Cancelled."

Update Request

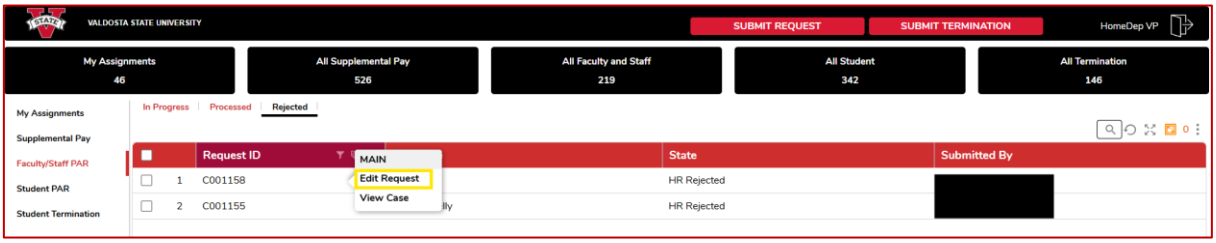
Enables the user who submitted the request or HR personnel to update the list of required approvers who have not yet approved the request. Once the update is completed, a Task Assignment email will be sent to the revised designated signatory when it's their turn to approve.

View Case

Allows the user involved in the request to view the case, including its historical and current progress.

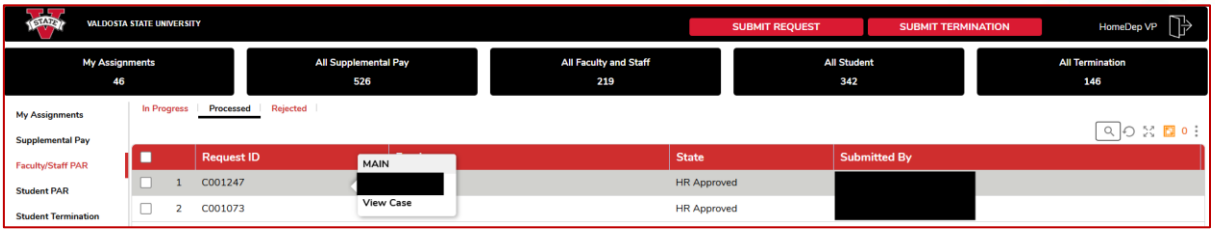
Edit Request

Enables the user who submitted the request to make edits after it has been rejected. Once the modifications are completed, the request can be resubmitted.



Download PDF

Provides the user involved in the request with the ability to download the form as a PDF and any attached files following final HR approval of the selected Faculty / Staff PAR Request.


VALDOSTA STATE UNIVERSITY
SUBMIT REQUEST
SUBMIT TERMINATION
HomeDep VP
My Assignments
46
All Supplemental Pay
526
All Faculty and Staff
219
All Student
342
All Termination
146
My Assignments
Supplemental Pay
Faculty/Staff PAR
Student PAR
Student Termination
In Progress
Processed
Rejected
Request ID
State
Submitted By
1
C001247
HR Approved
2
C001073
HR Approved
MAIN
View Case