DECISIONS

VALDOSTA STATE UNIVERSITY

Faculty and Staff Personnel Action Request (PAR)

Submitter User Guide

Faculty & Staff PAR Purpose

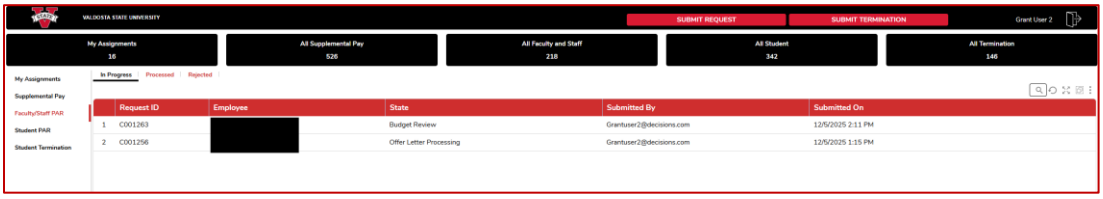
Enables faculty and staff to submit a Personnel Action Request (PAR) Form, which can be used to process employment-related changes such as position, pay, reporting structure, and other updates, contingent upon obtaining approval from all designated parties.

Faculty & Staff PAR Process Overview

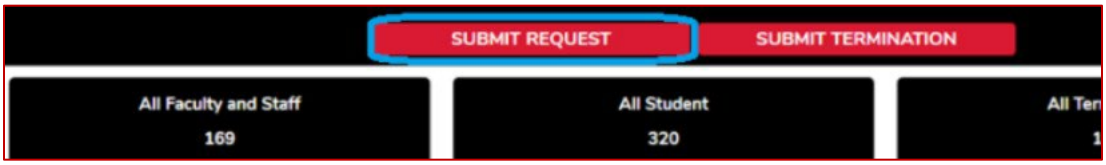
Initiating a Faculty & Staff Request

To initiate the Faculty / Staff PAR Process:

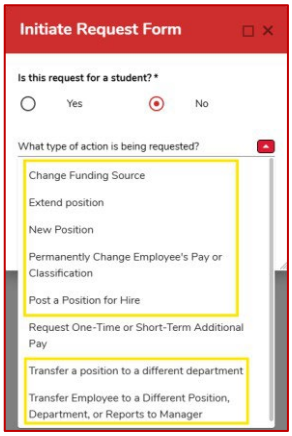
- Land into the Faculty / Staff Dashboard



- Click the “Submit Request” button on the top of the dashboard.



- A questionnaire will appear to guide the user to the appropriate form. To navigate to the Staff/Faculty PAR request, select the following options:



  - Click No and select one of the following options below)
    - Change Funding Source
    - Extend Position
    - New Position

- Permanently Change Employee's Pay or Classification
- Post a Position for Hire
- Transfer a position to a different department
- Transfer Employee to a Different Position, Department, or Reports to Manager

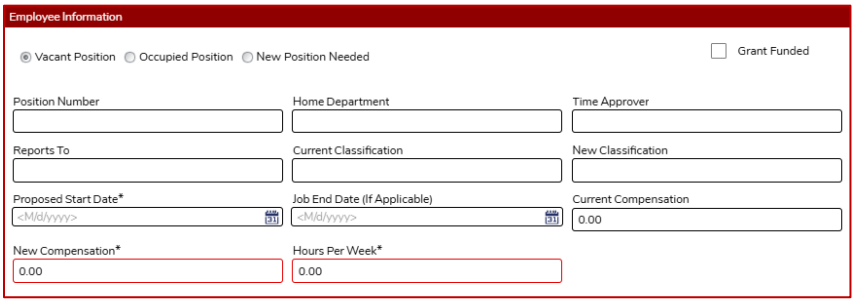
Faculty & Staff PAR Form

Employee Information



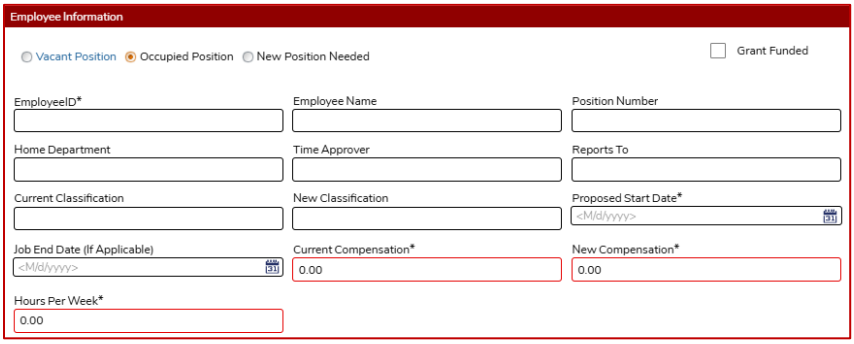
The user will begin with the Faculty & Staff PAR Form by completing the Employee Information section. This section is divided into three parts: Vacant Position, Occupied Position, and New Position Needed. Once a selection is made, relevant fields will automatically appear, requiring the user to provide the necessary information based on the chosen option.

- Vacant Position



  - Entering a valid Position Number will **automatically populate** the following fields**:**
    - Home Department
    - Reports To
    - Current Classification
    - Chart String in Funding Section

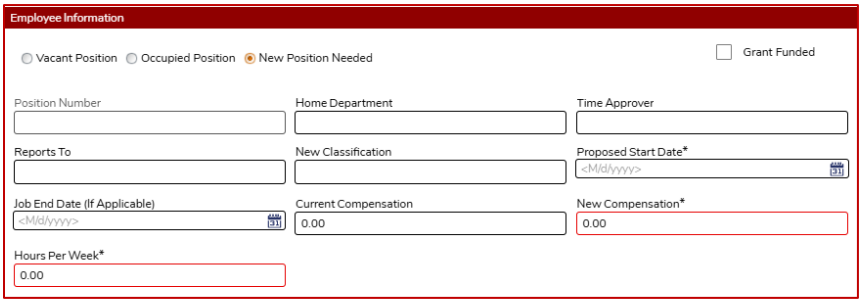
- Occupied Position



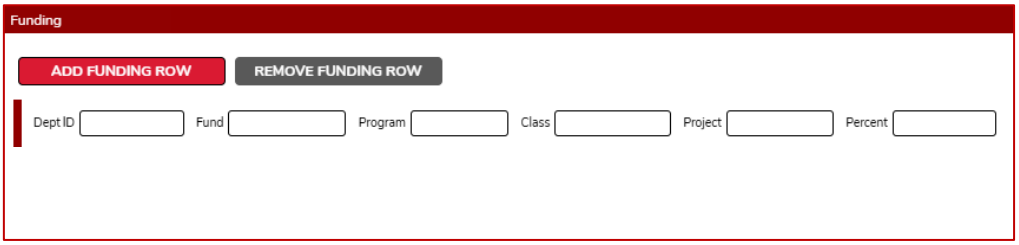
  - Entering a valid Employee ID will **automatically populate** the following fields**:**

        - Employee Name
        - Home Department
        - Time Approver
        - Reports To
        - Current Classification
    - Entering a valid Position Number will **automatically populate** the following fields**:**
        - Chart String in Funding Section

- New Position Needed



Funding



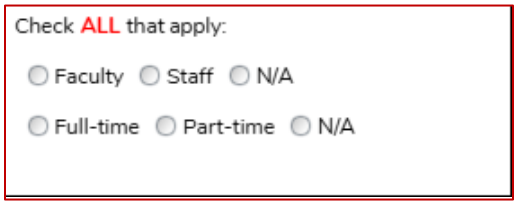
If a valid Position Number for Vacant Position Requests or Occupied Position Requests is entered, the funding section should automatically populate. Otherwise, users will need to complete it manually and may add up to three additional Funding Rows, but at least one must be included. Rows can be added or removed by clicking the “Add Funding Row” or “Remove Funding Row” buttons. If the request is Grant Funded, as indicated by the checkbox in the Employee Information section, then the “Project” field is required.

Employment Type

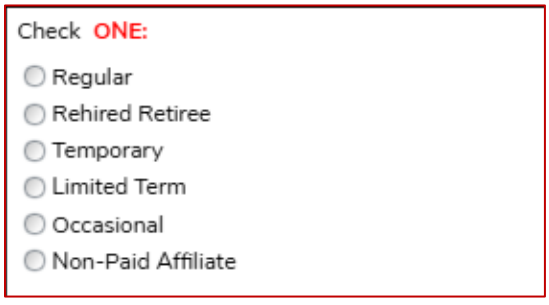


Employment Type is broken into two sections:

- Top Section:
  - The submitter must select either: Faculty, Staff, or N/A.
  - The submitter must select either: Full-time, Part-time, or N/A.

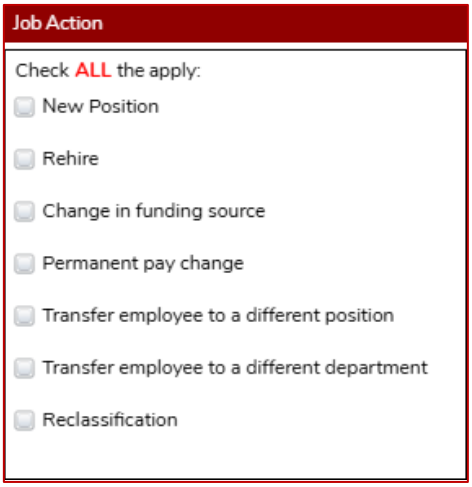


- Bottom Section:
  - The submitter must select one of the following options:
    - Regular
    - Rehired Retiree
    - Temporary
    - Limited Term
    - Occasional, Non-Paid Affiliate



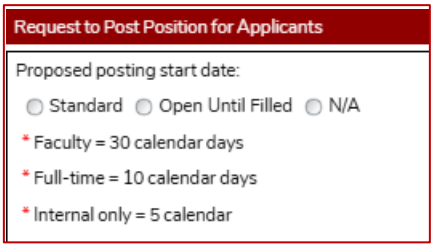
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Job Action



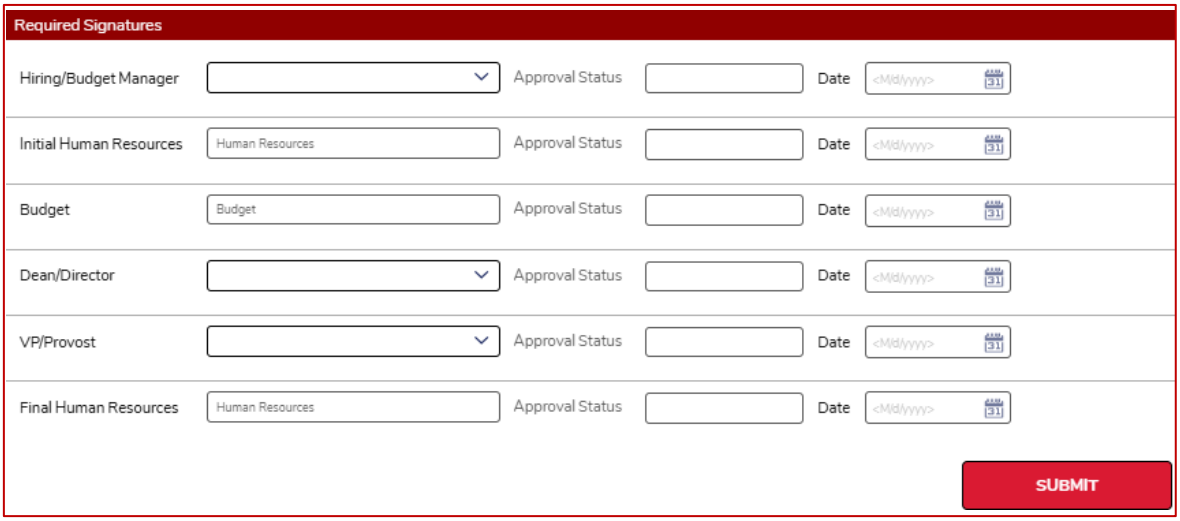
The submitter must select all that apply and that best fits the request. However, New Position and Rehire cannot be selected at the same time.

Request to Post Position for Applicants



For the Request to Post Position for Applicants, Users must select Standard or Open Until Filled and may also select “N/A” if this field is not needed.

Required Signature



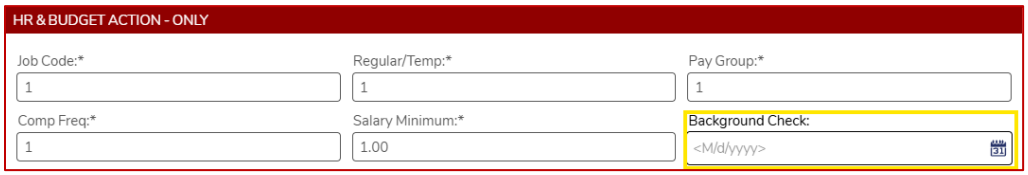
This section lists all groups or users in sequential order whose signatures are required to authorize the approval process. A user must be selected from the dropdown menu to approve the Faculty/Staff PAR Request. The required signatories, in order, are:

1. Hiring/Budget Manager
2. Initial Human Resource
3. OPSRA
    a. If "Grant Funded" is selected on the form, the request will be forwarded to OPSRA for approval.

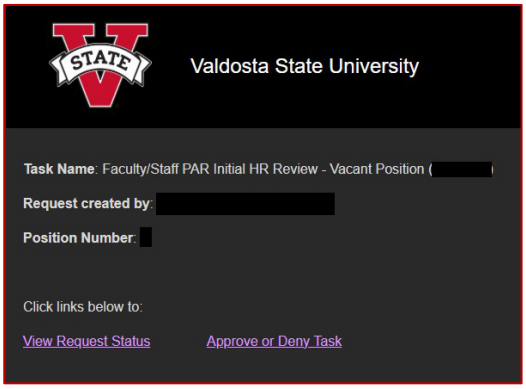


4. Budget
5. Dean/Director
6. VP/Provost

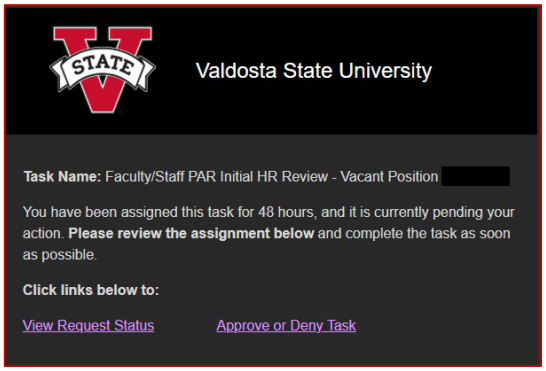
b. The Human Resource approver must complete the “Background Check” field in the “HR & BUDGET ACTION – ONLY" section.”



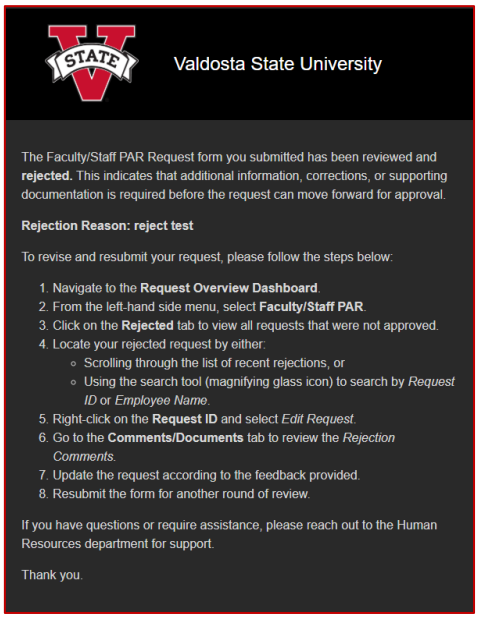
Once a user is assigned to review the Faculty/Staaff PAR Request, they will receive an email notification prompting them to review the request.



If no action is taken within 48 hours, a reminder email will be sent to the user or group to respond to the request.



If a request is rejected at any point, a rejection email will be sent to all previous approvers and the submitter, outlining the reason for rejection and providing guidance on the next steps for resubmission.



Valdosta State University

The Faculty/Staff PAR Request form you submitted has been reviewed and **rejected.** This indicates that additional information, corrections, or supporting documentation is required before the request can move forward for approval.

Rejection Reason: reject test

To revise and resubmit your request, please follow the steps below:

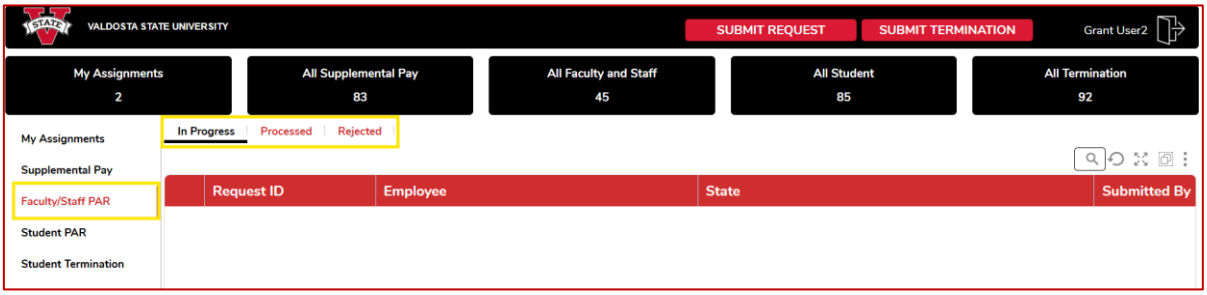
1. Navigate to the **Request Overview Dashboard**.
2. From the left-hand side menu, select **Faculty/Staff PAR**.
3. Click on the **Rejected** tab to view all requests that were not approved.
4. Locate your rejected request by either:
   - Scrolling through the list of recent rejections, or
   - Using the search tool (magnifying glass icon) to search by *Request ID* or *Employee Name*.
5. Right-click on the **Request ID** and select *Edit Request*.
6. Go to the **Comments/Documents** tab to review the *Rejection Comments*.
7. Update the request according to the feedback provided.
8. Resubmit the form for another round of review.

If you have questions or require assistance, please reach out to the Human Resources department for support.

Thank you.

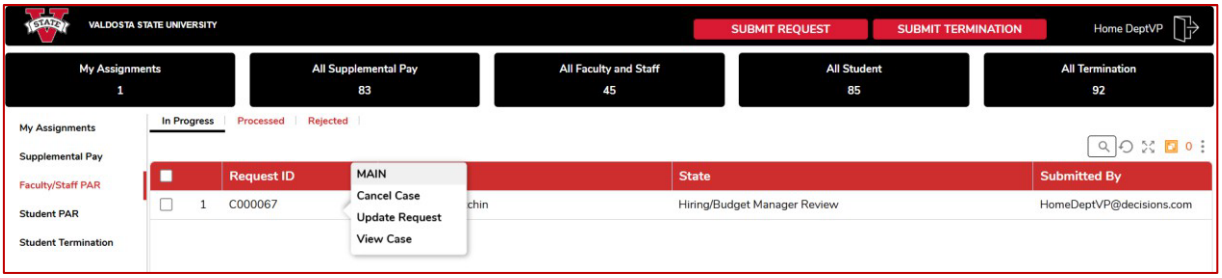
Faculty/Staff PAR Dashboard

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

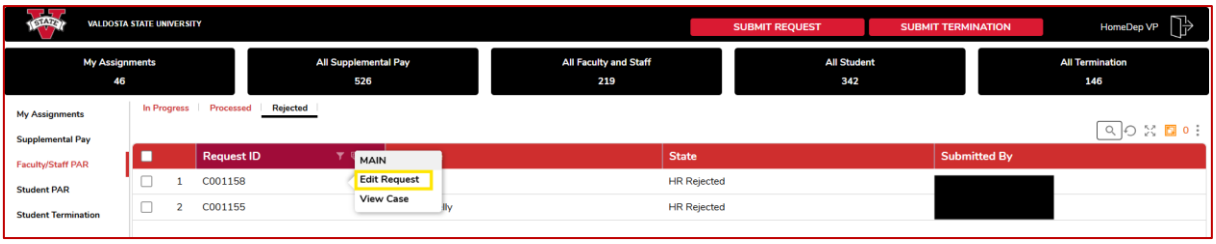
Enables the user who submitted the request or HR personnel to update the list of required approvers who have not yet approved the request. Once the update is completed, a Task Assignment email will be sent to the revised designated signatory when it's their turn to approve.

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.

