DECISIONS

VALDOSTA STATE UNIVERSITY

Student Personnel Action Request (PAR)

Approver User Guide

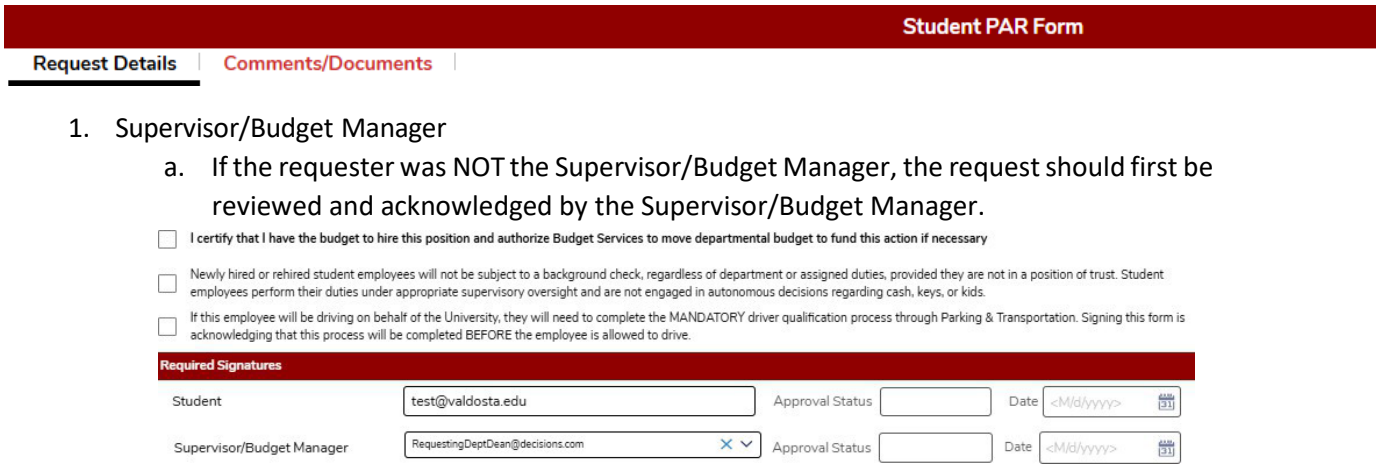
Student PAR Purpose

The Student PAR form enables supervisors or administrators to initiate onboarding or job changes for student assistants and federal work-study students.

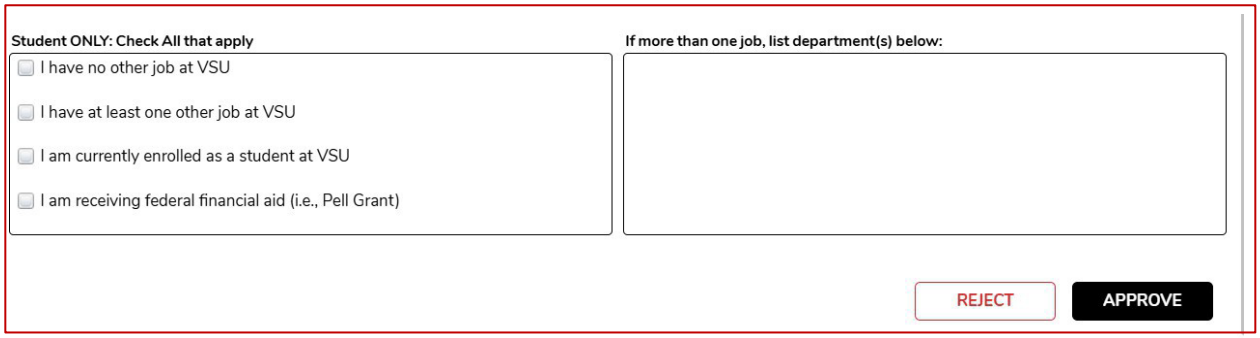
Student PAR Approval Process

After the request has been submitted for review, it will proceed through a hierarchical approval process, which will be reviewed in the following order:

Note: All approvers should review the Comments/Documents tab to review previous approver comments, also if there are any attachments, you can view from this tab.



1. Supervisor/Budget Manager
    a. If the requester was NOT the Supervisor/Budget Manager, the request should first be reviewed and acknowledged by the Supervisor/Budget Manager.
2. Student
    a. The student must review and complete the "Student ONLY: Check All That Apply" section before approving the form.
    b. If they have selected the option “I have at least one additional position at VSU,” they are required to provide input in the “If more than one job, please list department(s) below:” comment box.

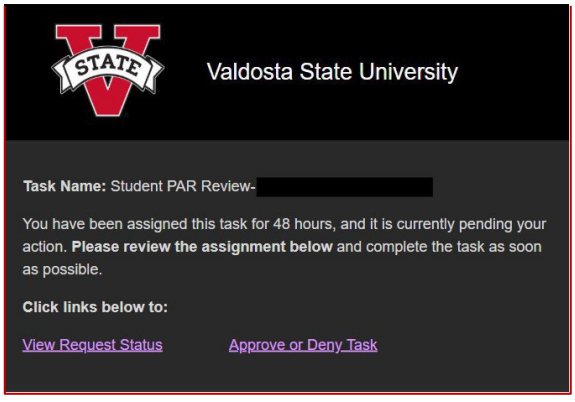


3. Work Study Coordinator
    a. The request will only go to the Work Study Coordinator if it was submitted for a “Work Study Student.”
    b. Once the Work Study Coordinator approves, the approval process is complete for this request.

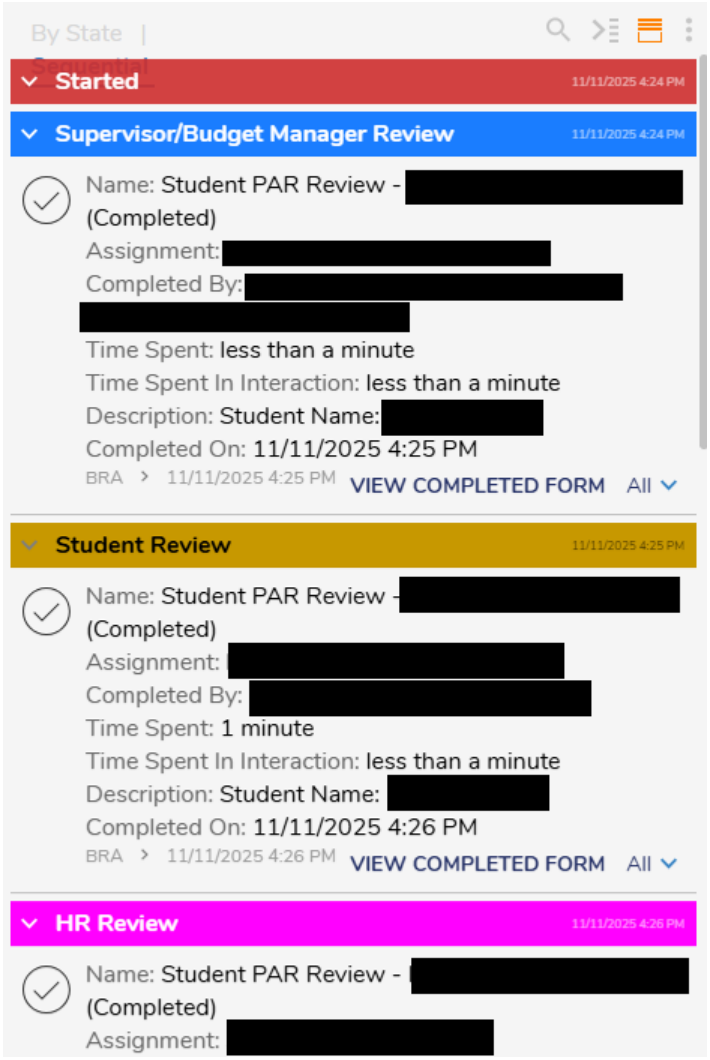
If the request was submitted for a “Student Assistant,” it will continue to be reviewed in the following order:

4. OSPRA
    a. Only if "Grant Funded" was selected in the request.
5. Budgets
    a. Only if "Need New Position" was selected in the request.
    b. The budget team must review and make any necessary revisions to the Position Number, Department, or Chart String fields.
6. Human Resources (divided into two approval parts, based on the selections made in the form)
    a. HR Review
        - Must be reviewed and approved by a user in the HR Group who did not submit the initial request.
    b. Documentation Pending
        - If the request was submitted for a “New Hire” or “Re-Hire,” it will enter the documentation pending stage, during which it is awaiting confirmation from the HR group that all required documentation has been received to proceed with completing the request.

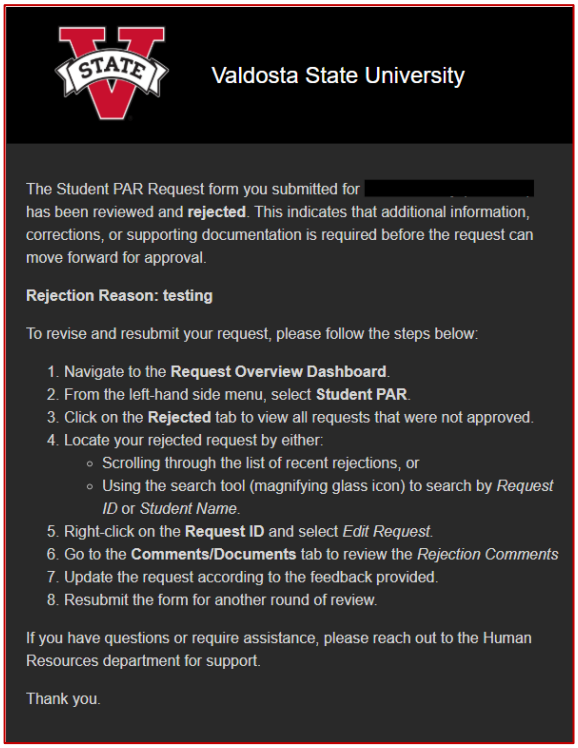
Once a user is assigned to review the Student PAR Request, they will receive an email notification prompting them to review the request. If no action is taken within 48 hours, a reminder email will be sent to the user or group to respond to the request.



Click on “View Request Status” in the assignment email to see the status of the form.



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. The rejected form can be edited, it does not have to be redone.



Valdosta State University

The Student PAR Request form you submitted for [redacted] 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: testing

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 **Student 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 *Student 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.

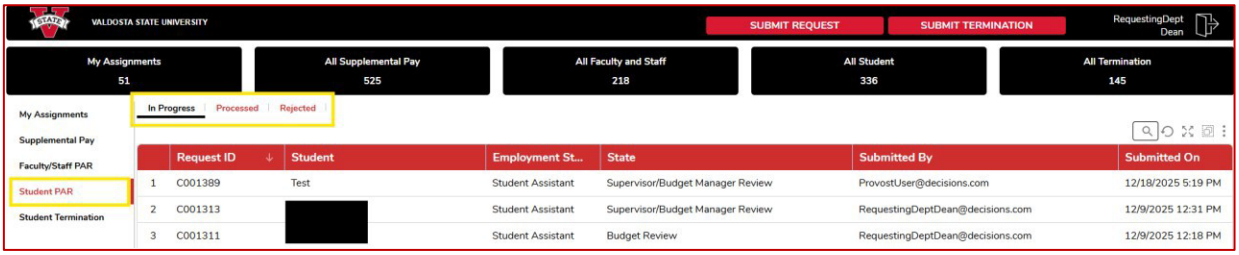
If you have questions or require assistance, please reach out to the Human Resources department for support.

Thank you.

Student PAR Dashboard

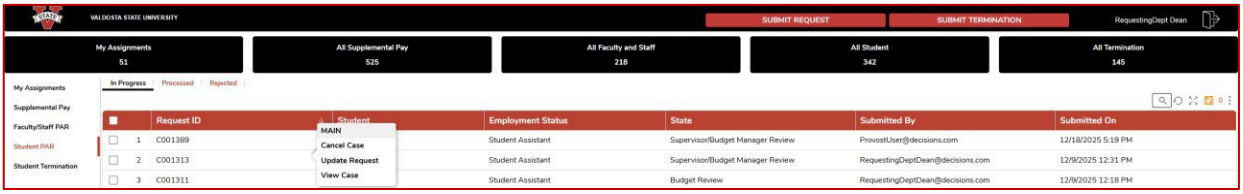
Overview

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



Requests land in the In Progress tab when they are initially submitted and are awaiting review by Human Resources or any of the users who must sign it. Requests that have been signed by each of the required users and then approved by HR go to the Processed Tab, while requests that are rejected go to the Rejected Tab.

Student PAR User Actions



To view the Student 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 Student 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

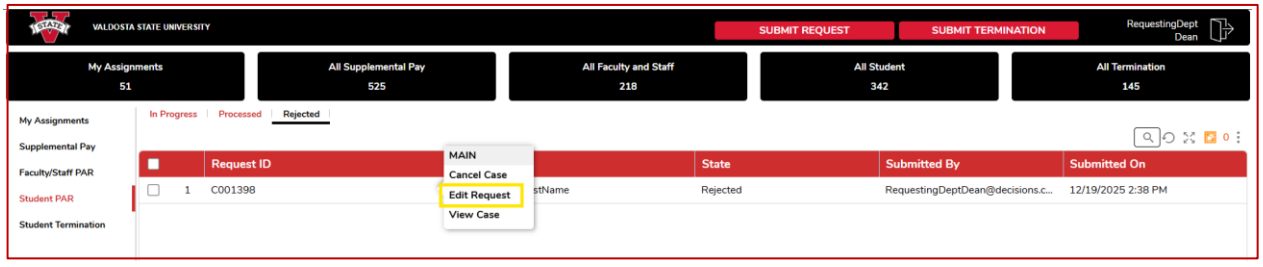
Enables the user who submitted the request or HR personnel to update the list of required approvers who have not yet approved the request. Once the update is completed, a Task Assignment email will be sent to the revised designated signatory when it's their turn to approve.

View Case

Allow the user involved in the request to view the case, including its historical and current status.

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 Student PAR Request.

