DECISIONS



VALDOSTA STATE
UNIVERSITY

Student Personnel Action Request (PAR)

Submitter User Guide

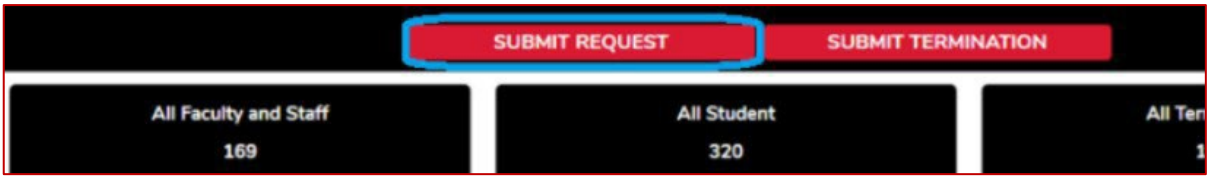
Student PAR Purpose

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

Student PAR Process Overview

Submitting a Student PAR Request

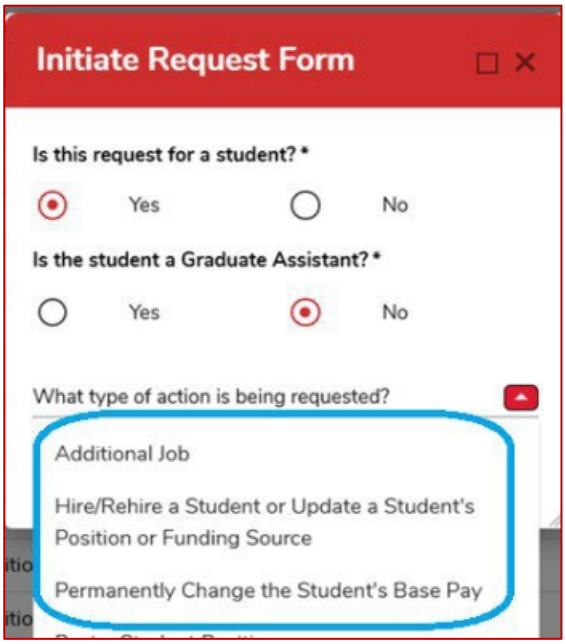
To initiate the Student Par Process, click the "Submit Request" button on the VSU Request Overview Dashboard or the Faculty/Staff Dashboard.



Select any of the following options from the drop-down menu as applicable:

- Additional Job
- Hire/Rehire a Student or Update a Student's Position or Funding Source
- Permanently Change the Students Base Pay

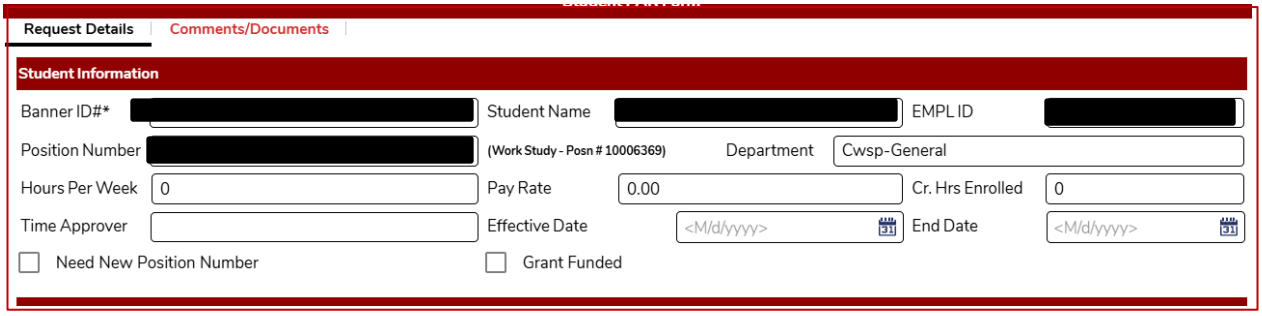
These menu options will only appear if the request is for a Non-Graduate Assistant Student. Submitting this form with these specified combinations will display the Student PAR form for the user to proceed.



Student PAR Form

Student Information

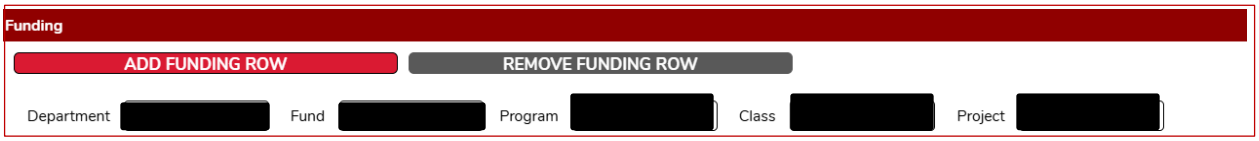
The user will start the Student PAR Form by completing the Student Information section. Entering a valid Banner ID will **automatically populate** the Student Name and Employee ID fields.
Entering a valid Position Number will **automatically populate** the Department and Funding Section fields. The remaining information in the Student Information section must be completed manually.



Note:
If you select "Need New Position Number", you will be prompted to attach a budget amendment to this Student PAR. If you do not have a completed budget amendment at this time, please attach language stating that you are working on a budget amendment. Once you have the budget amendment, please send it to budget@valdosta.edu.

Funding

If a valid position number is entered, the chart string in the Funding Section of the form will **automatically populate**. If not, the chart string must be entered manually. Users can add multiple funding rows, with a maximum of three and a minimum of one.

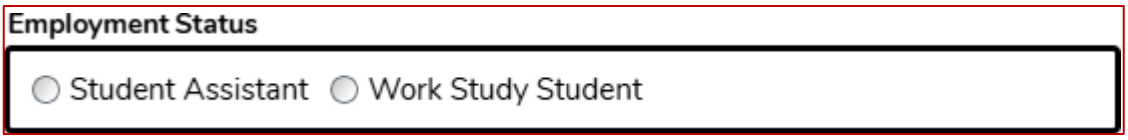


Employment Information

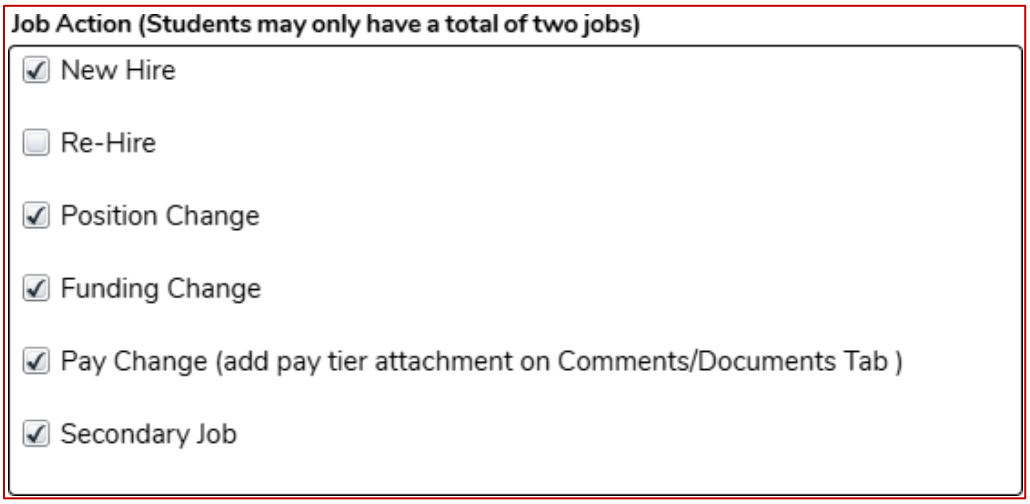
This section is divided into three parts: Employment Status, Job Action, and Comments.



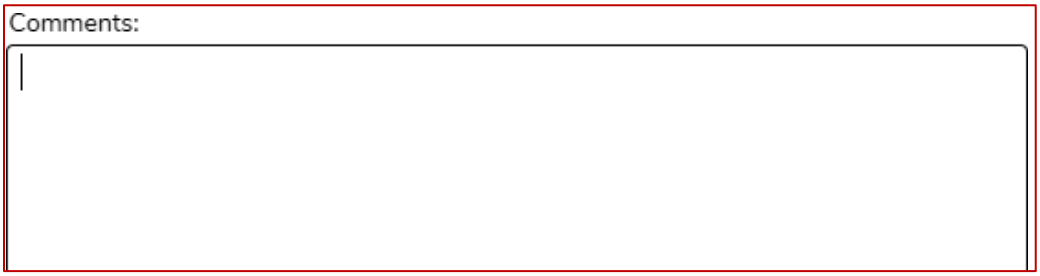
- Employment Status
  - The user is required to select Student Assistant or Work Study Student
  - This selection will determine who is required to sign the request



- Job Action
  - The user can check all that applies, but must select at least one option
  - The user can only select either “New Hire” or “Re-hire”, not both
  - If “Pay Change” is selected, a pay tier document must be attached to the Comments/Documents tab



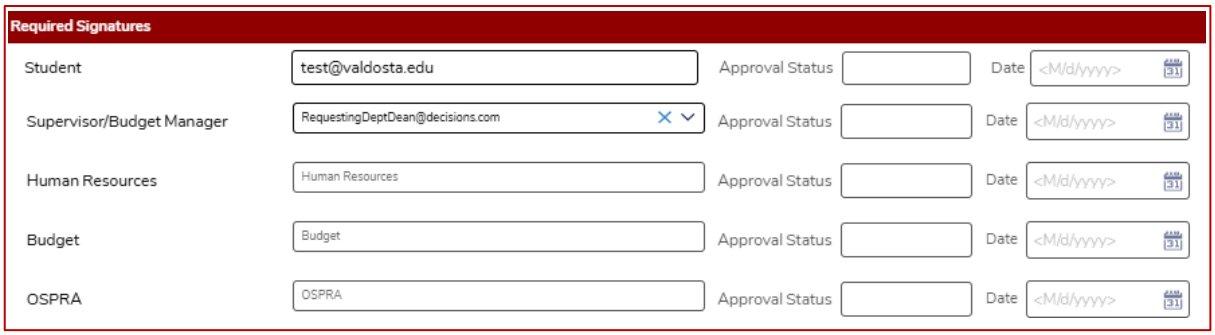
- Comments
  - Allows the requester to include any important information related to the request



Required Signatures

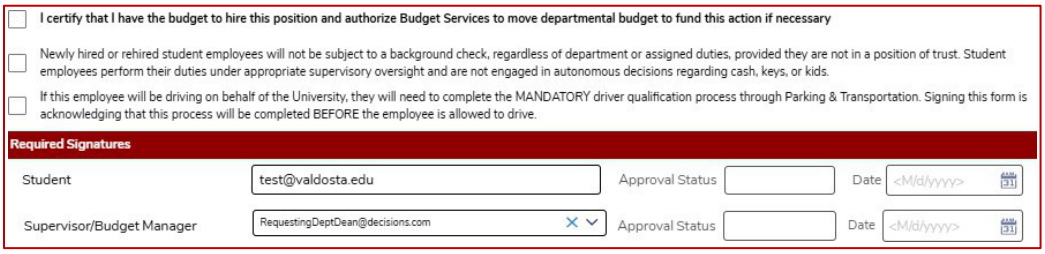
This section lists all groups or users whose signatures are needed for approval during the approval process.

By default, the required signatories are the “Student” and “Supervisor/Budget Manager.” Additional users or groups will be dynamically added and displayed in this section based on the selections made earlier on the form request.

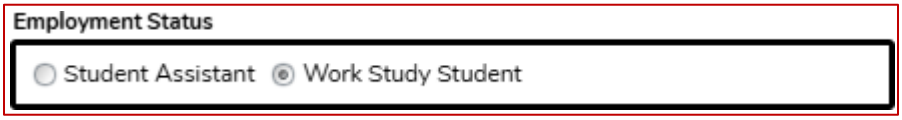


- Student
  - The Student field will **automatically populate** with the email address associated with the entered Banner ID#.
  - The user has the option to manually enter or modify the student's email address, which is required for signing the request.

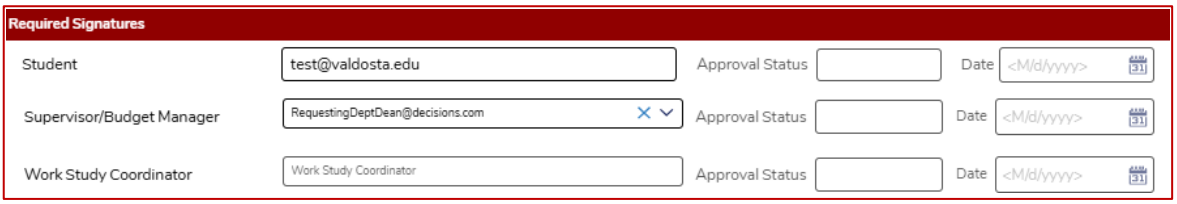
- Supervisor/Budget Manager
  - The user must manually enter the email of a Supervisor or Budget Manager required to sign the request.
  - If the individual submitting the form is the same person as the designated "Supervisor/Budget Manager," acknowledgement messages will automatically appear and must be checked off by the user before proceeding with submission.
  - If the "Supervisor/Budget Manager" is different from the user submitting the form, the acknowledgement message will be displayed and must be acknowledged during the "Supervisor/Budget Manager" approval stage.



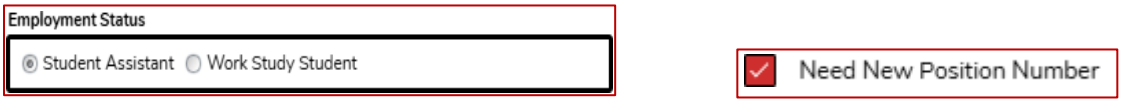
- Work Study Coordinator



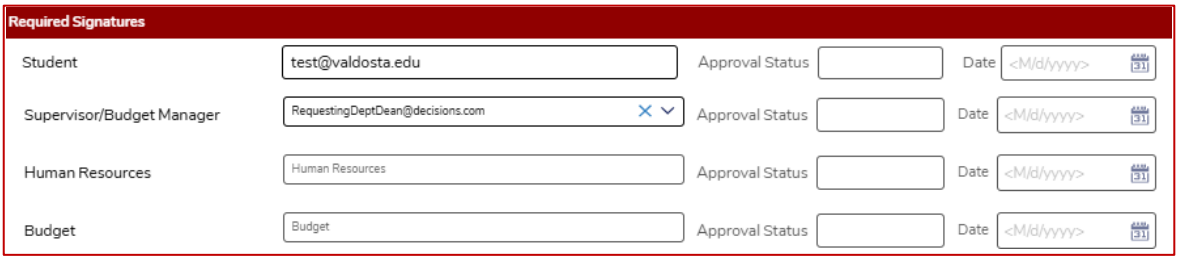
  - If the request is being submitted for a "Work Study Student", then the request will be sent to the "Work Study Coordinator" group for approval.



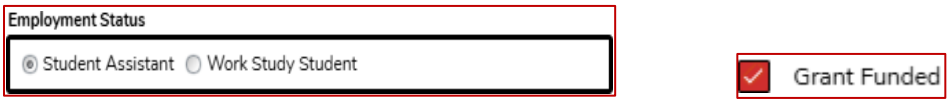
- Budgets



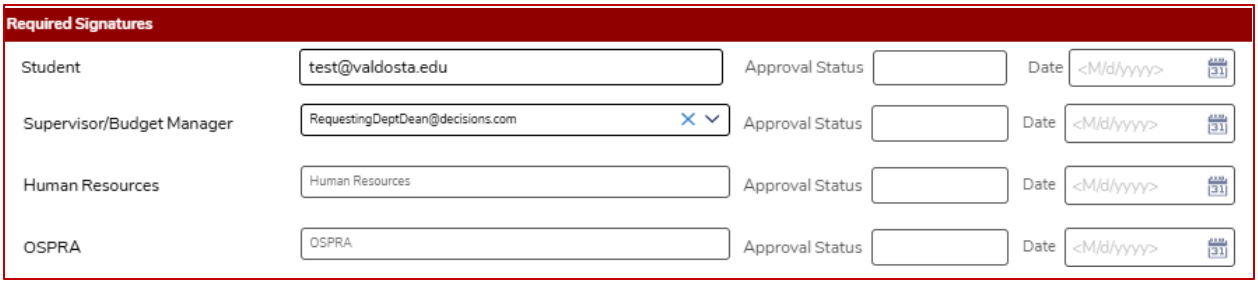
  - If the request is being submitted for a "Student Assistant" and "New Position Needed" has been selected on the form, the request will be sent to the Budgets team for



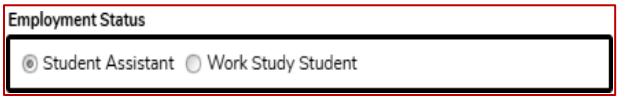
- OSPRA



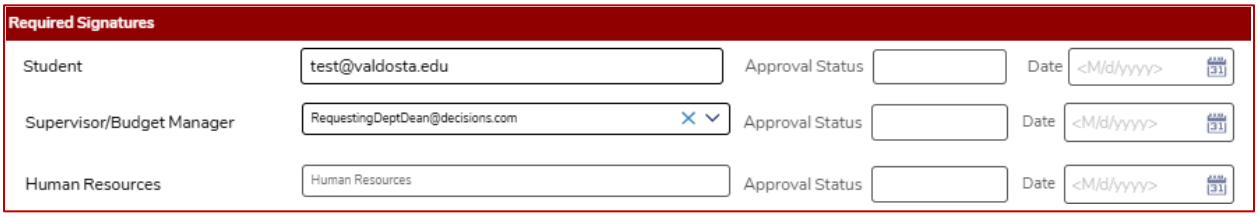
  - If the request is being submitted for a "Student Assistant" and "Grant Funded" has been selected on the form, then the request will be sent to OSPRA for approval.



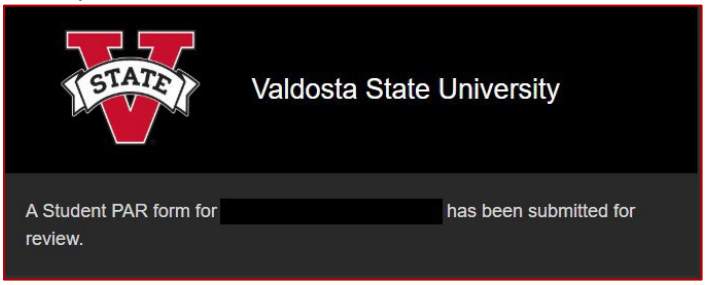
- Human Resources



  - If the request is being submitted for a "Student Assistant", then the request will be sent to Human Resources for approval.



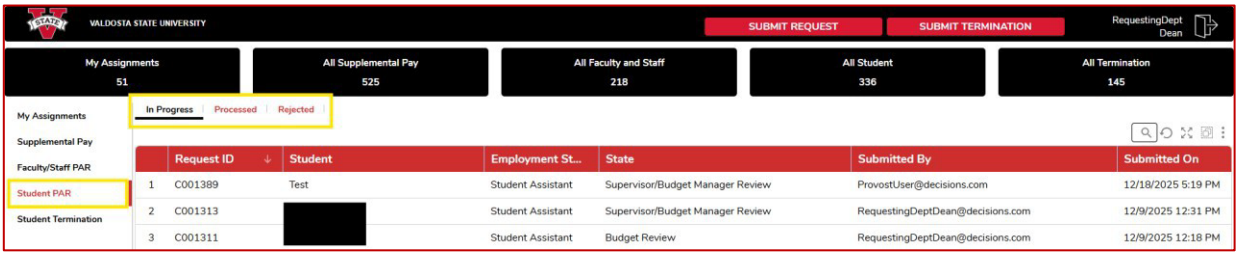
After submission, a confirmation email will be sent to the initiator to inform them that their request has been received and is currently under review.



Student PAR Dashboard

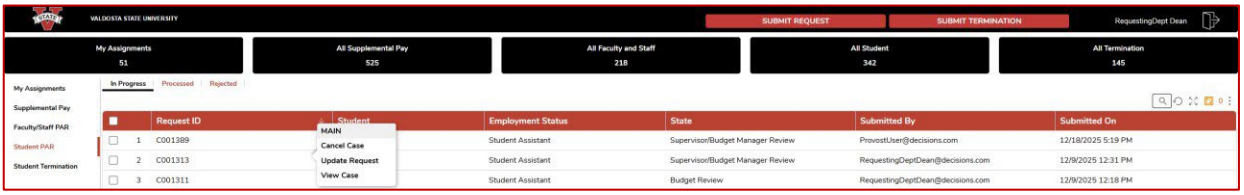
Overview

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

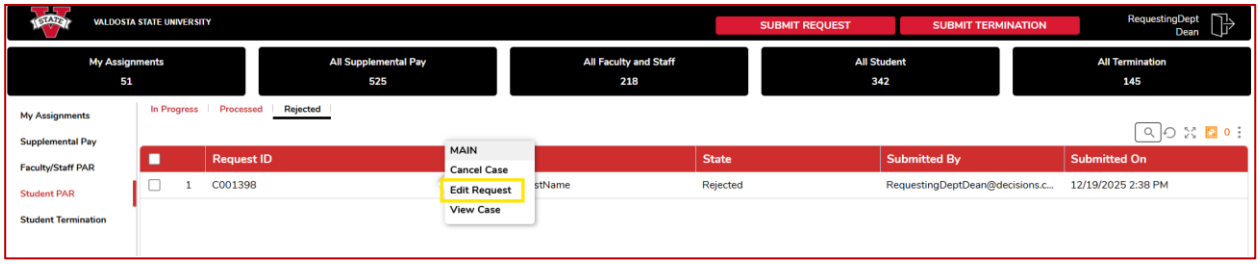
Enables the user who submitted the request or HR personnel to update the list of required approvers who have not yet approved the request. Once the update is completed, a Task Assignment email will be sent to the revised designated signatory when it's their turn to approve.

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.

