

## Helpful Hints for Using the Position Request Form

Please refer to the Personnel Action Processing Manual provided by Human Resources for specific detailed instructions on completing these forms. For your convenience, the page numbers have been referenced below.

Action	When to Use	Reference
(Leave Blank)	<b>Replacement for Benefits-Eligible staff only.</b> Post vacant position as is - <b>no changes.</b> Must check <b>Yes</b> under Staff Replacement.	A.1.1
Create New Position	Request to create a <b>new</b> position number. <ul style="list-style-type: none"> <li>• If you wish HR to fill in the number, you must send the position request with the PAR attached.</li> <li>• <b>Any PAR not attached to a Position Request without a position number will be sent back to the department.</b></li> </ul>	Ben-Elig A.1.3 Non-Ben A.3.1 Faculty A.2.1
Job Reclassification	<b>Benefits-Eligible only.</b> Reclassify existing position number and incumbent, if any. <b>Cannot reclass lump sum positions.</b>	Ben-Elig A.1.5 Faculty A.2.3
Transfer	Change Department and Location codes on the position and <b>all incumbents</b> , if any.	Staff A.1.8 Faculty A.2.5
FTE Change	<b>Benefits-Eligible only.</b> Change FTE for incumbent and position. <ul style="list-style-type: none"> <li>• FTE changes of less than 1 pay period can be made on the timesheet.</li> <li>• FTE changes of more than 1 pay period must be made via Position Request, so that the employee receives correct accruals.</li> <li>• FTE changes on monthly paid employees also require a PAR to adjust the Comp Rate.</li> </ul> <b>Lump Sum (Non-Benefits) FTE changes are made directly on the PAR.</b>	Staff A.1.10 Faculty A.2.7
Funding Change	<b>Request is sent directly to the Budget Office. No Human Resources Action.</b>	See Budget Office
Inactivate Position	Delete position that will no longer be used.	Staff A.1.14 Faculty A.2.11 Non-Ben A.3.7

Section 1: **Campus, Division, Department, and Location Codes** are required.

Please refer to D.3.1 to look up these codes.

Department **Contact person and phone number** are required.

Section 2: Per the instruction manual, complete the **current and proposed lines** for reclassifications. Complete only the proposed line to create a new position.

**Please circle Previous or Current** to indicate a vacant or filled reclassification request.

Remarks: Always explain what you are trying to do in plain English in the remarks section. This will speed up the process, even if you did not complete the form properly.

## Helpful Hints for using the PAR Form

### PAR- Job Information

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Action	Reason	When to Use	Reference
Hire	Hire	Hiring an employee that is new to the University of Houston System. <ul style="list-style-type: none"> <li>• Must look in PeopleSoft (under the flashlight) to <b>verify that there is no Empl ID for this employee.</b></li> <li>• Benefits Eligible are required to attend Orientation and Signup in HR.</li> </ul>	(PS HR View Manual) Ben-Elig B.1.1 Faculty B.2.1 Non-Ben B.3.1
Rehire	Rehire	Hiring an employee that <b>is not new</b> to the UHS. This includes any employee that has an Empl ID. <ul style="list-style-type: none"> <li>• Non-Ben: Sign-up paperwork is required only if employee has not worked for 1 year.</li> <li>• Benefits Eligible Faculty and Staff are required to attend Orientation and Signup in HR if they have any break in service.</li> </ul>	(PS HR View Manual) Ben-Elig B.1.1 Faculty B.2.1 Non-Ben B.3.1
Promotion		<b>Benefits Eligible faculty or staff</b> that are promoted to a new position.	Staff B.1.3 Faculty B.2.5
Demotion		<b>Benefits Eligible staff</b> that are transferring to a lower position.	B.1.3
Transfer	Lateral Transfer	<b>Benefits Eligible Staff</b> Lateral Transfers within the same pay grade.	B.1.3
Transfer	(Leave blank)	<b>Non-Benefits Eligible</b> staff, faculty or students moving to another non-ben position.	B.3.5 (as an example for how to complete PAR)
Data Change	FTE Change	<b>Non-Benefits Eligible:</b> change the standard hours and Comp Rate (if monthly).	B.3.6
Data Change	Change to Benefits Eligible	Hire a non-benefits employee into a benefits eligible position. Employee required to attend Orientation.	B.3.4
Data Change	Change to Insurance Eligible	Hire a non-benefits employee into an insurance eligible position. Employee will need to go to Benefits to enroll in insurance.	B.3.4

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<b>Action</b>	<b>Reason</b>	<b>When to Use</b>	<b>Reference</b>
Pay Rate Change	Adjustment	<b>Non-Benefits Eligible:</b> changing the Comp Rate (for example, changes in teaching workload).	B.3.5
Pay Rate Change		<b>Benefits Eligible:</b> see manual.	B.1.5
Paid Leave of Absence	Faculty Development Leave	<b>Faculty on Paid Development Leave of Absence.</b>	B.2.16
Paid Leave of Absence	FMLA	<b>Benefits Eligible Faculty or Staff</b> using accrued sick and/or vacation hours prior to going on Leave without Pay.	Staff B.1.13 Faculty B.2.16
Leave of Absence		<b>Benefits Eligible Faculty or Staff on <i>unpaid</i> leave of absence.</b>	Staff B.1.13 Faculty B.2.16
Return from Leave		<b>Benefits Eligible Faculty or Staff returning to active status after a leave of absence.</b>	Staff B.1.13 Faculty B.2.16
Retirement		<b>Benefits Eligible Faculty or Staff retiring from the university.</b>	Staff B.1.16 Faculty B.2.19
Termination	Assignment End/Cancelled	<b>Non-Benefits Eligible employee</b> that will no longer work for the university. Can be rehired at a later date.	B.3.12
Termination	Voluntary	<b>Benefits Eligible Faculty or Staff</b> terminating from the university. <b>Do not use termination if employee is transferring to another department.</b>	Staff B.1.16 Faculty B.2.19
Termination	Involuntary	<b>Benefits Eligible Faculty or Staff</b> terminated by the university. <b>Do not use termination if employee is transferring to another department.</b>	Staff B.1.16 Faculty B.2.19

**Please avoid terminating and re-hiring employees, if possible.** Use an action to indicate the change to the new position, such as Transfer, Data Change, or Pay Rate Change.

**Transfers due to funding (changing the position number without changing pay or title) must be done as current actions.** Current actions are actions that are processed before the final payroll cycle for that month. Retroactive actions may cause a check to be issued, overpaying the employee. Reallocations for prior months will need to be processed through the Payroll Office.

Always indicate the **Empl Record** that you wish to modify with this action, any new action added on an Empl Record will automatically end the previous action.

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**SSN:** **Required Field.** If the SSN does not populate from PeopleSoft, you must type or hand-write it in. If you cannot type it in, call the FAST project team for help.

**Standard Hours: Required Field.** Calculate the standard hours worked per week, based on the FTE. See attached chart. Overloads (over 100% FTE) should have 0 FTE and 1 standard hour.

**End dates:** Required for Non-Ben employees over 49% FTE in positions that do not require student status. However, all terminations that are submitted to HR will be entered.

**Please avoid terminating and re-hiring employees, if possible.**

- Add one day to last day worked, and use this date as the effective date on a new line.
- Indicate Empl Record and Position # of the assignment to be ended.

**Signature lines:** Please type the title **under the line** (in the Name/Title cell). The signature goes above the line. Certifying Signature and Vice President Approval requirements have not changed. All PARs require College or Division Business Administrator signature.

**Debt:** Check for debt to the university **before** sending PAR to HR. Per MAPP policy, HR will return all PARs that have a debt greater than \$10.00.

### PAR- Employee Information

Reference C.2.1 in the manual.

**New Hires:** Use the Flashlight Search (Green Flashlight Symbol on the far right of the PeopleSoft Toolbar) to find out if a New Hire has an Empl ID. They may have worked on campus before, or may be a student.

Search by all of the following to ensure a correct match:

- Birth date
- First and Last Name
- SSN (if the employee has one)

Required Fields: Department Code, Benefits Eligibility, Effective Date, and Empl ID

Required Signatures: Department Certifying Signature