



**PERSONNEL ACTION REQUEST (PAR)
DETAILED INSTRUCTIONS FORM**

This is the official form used for hiring purposes or to change a current employee’s status. This form should be completed by the hiring supervisor and approved by the appropriate officials.

Personnel Action Request Forms should be routed to Human Resources for processing after Principal/Department Director or Administrator have signed. All new hires and employees with status changes require an Authority to Report to Work in order to begin a new assignment. Please contact Human Resources with questions about the completion of this form.

DEFINITIONS

Check the status that applies. You may check more than one box. The definitions are as follows:	
New Hire	An employee who is new to District. A new hire will not have an employee ID.
Transfer	An employee transferring from one department to another or being moved due to a reassignment.
Change in Position	A change in position/title (e.g. Secretary to Bookkeeper, etc.)
Change in Funding	A funding source change from local funding to grant-funding, or a different type of funding.
Administrative Action	A status change for an employee based on an administrative decision/action (e.g., transferring an employee from one department to another due to administrative reasons). This action is initiated by the Superintendent or Designee.
Vacancy	A request to post an unoccupied position.
Adjustment	A change in an employee’s pay due master’s stipend, college incentive, term of appointment, employee status, or position class.
Termination	Termination of employment due to resignation or a decision made by the District.
Rehire	A former employee who returns to the District within one year.
SECTION I	<p>To be completed by the hiring supervisor or campus/department head.</p> <p>For new employees, complete the employee name, effective date of assignment and complete only the right column of Section 1.</p> <p>For current employees, complete both the left and right columns in Section I.</p> <p>The definitions are as follows:</p>
Name	The employee’s official name according to the employment application or payroll records; the name should be left blank if filling a vacancy.
From Campus	Official name of former campus/department (if applicable).
To Campus	Official name of the new campus/department (this is where you would place the campus of the new hire).

Contact Human Resources with questions regarding the use of this form.



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Position	The name of the position (e.g. custodian, administrative assistant, etc.)
Employee No	FOR EXISTING EMPLOYEES ONLY – the number assigned by Ascender.
Releasing Initials	The initials of the Hiring Supervisor or campus/department head acknowledging that he/she has informed the releasing supervisor or campus/department head that the employee is transferring.
SECTION 2	Hiring supervisor or campus/department head should check the “new” or “replacing” box as appropriate; if replacing, include the former employee’s name. The remaining section to be completed by Human Resources.
SECTION 3	To be completed by Human Resources.
FOR BUDGET USE ONLY	To be completed by Finance/Budget.
APPROVALS	To be signed by appropriate administrator before forwarding. Hiring supervisors should check the “I affirm” box before signing the PAR to ensure there is no nepotism violation.

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