

Personnel Action Requests – PAR

Updated May 2024

PARs are entered in Employee Access through:
Resources/School ERP Pro/Human Resources/Employee PARS/PARS

PARs for employment changes effective the 24-25 school year should be completed in the 24-25 Connection Group.

PARs for staff who are terminating at the end of the 23-24 school year should be completed in the 23-24 Connection Group.

1. The PAR approval process is as follows:

Admin Asst → Business Office → HR → Payroll

An email will be sent to the initiator notifying them the PAR has been completed

2. **FOOD SERVICES** are responsible for completing PARs for their staff.

CUSTODIAL PARs for high schools are completed by the building. **CUSTODIAL** PARs are completed by Custodial Services for elementary and middle schools.

PARs for **SPED, ELD, ELEMENTARY COUNSELORS, MUSIC AND PE** are to be completed by the building and are only required if there is a change in assignment at your location.

NOTE: Separation of Employment and Leave of Absence forms for SPED should be completed at the building with a photocopy sent to the Special Education Department.

PARs for **TITLE I** staff should be completed as follows:

Completed by Federal Programs:

*DISTRICT Title

*BUILDING Title – **Licensed** Only

Completed by Building:

*BUILDING Title – **Classified IA's** Only

3. **Staffing Changes PAR vs. Change in Assignment PAR**

The Staffing Changes PAR is intended for use ONLY in the spring/summer to make staffing changes for the next school year. It allows for the selection of any employee in the district, not in a particular DAC. It is to be used for employment actions in which there is **NO VACANCY**.

The Staffing Changes PAR will be closed **September 30** and the Change in Assignment PAR will be re-activated for use.

4. When completing the PAR, if you need to review or edit information entered, please click "Previous" at the bottom of the PAR screen. Do not use the back arrow button on your browser.

The PAR will not be submitted until all screens have been completed and you check the "Submit for Approval" box **AND** click Finish. Once submitted, you can no longer make edits to the PAR. If changes need to be made, please contact Human Resources.

If you do not check the "Submit for Approval" box, the PAR will not be submitted but saved in My Workflow/ePARs.

To view or check the status of a PAR, go to:
Human Resources/Employee PARS/Employee Personnel Action Requests and then click "Apply."

5. Use the "Notes" field to communicate any special instructions or comments that HR and/or Payroll may need to know. For example: works Day 2; Total FTE = ___ ; works M-W; or worked on a temp contract for the 23-24 school year, etc.

6. **FTE/Hours/Minutes Worked Formula:**

FTE = hours worked per day divided by 8 (i.e., 6 hrs worked/8 = .75 FTE)
= hours worked per week divided by 40 (i.e., 24 hrs worked/40 = .6 FTE)
Hours Worked = FTE multiplied by 8 (i.e., .75 FTE x 8 = 6 hrs worked)

FTE/Minutes Worked Formula (CLASSIFIED ONLY):

FTE = minutes worked divided by 60 (i.e., 10 min worked/60 = .167 FTE)
Minutes Worked = FTE multiplied by 60 (i.e., .167 FTE x 60 = 10 min worked)

7. PAR Procedures can be found on the district website under the **Human Resources** Department page. Go to Employees/Classified/Office Professional Resources/ePARs

Add New Hire AssignmentPage 6

o If the position has been posted

- o Hiring a new employee to the District for any position:
 - Classified
 - Licensed – 61 days or more
 - Administrators (to be completed by Human Resources)
 - Substitutes (who are hired as an employee into a district position)

o Rehire a former employee to a position within the District

o Add new position to current Employee

o Voluntary Transfers

o Recall Employee (HR use only)

>- NOTE: An AppliTrack Recommendation to Hire must be completed prior to initiating a PAR.

Add Termination of Employment.....Page 10

- o An employee who is permanent or temporary terminating employment with the district
- o An employee who is terminating ONE of their current positions
- o An employee who is transferring mid-year to another position within the district (this will open the position for the other department to initiate the hire).
- o Temporary employee terminating position prior to the scheduled end date

>- NOTE: A PAR and a Termination of Employment form must be completed for all terminations. Please contact HR/Payroll ASAP if there are any terminations that are immediate or are an unusual circumstance.

Add Change in Assignment (changes to “Staffing Changes” in spring/summer).. Page 13

- o FTE increase or decrease on a current assignment (enter the FTE change, not FTE total)
- o Add temporary or permanent hours to a Classified employee’s current position who has permanent hours in the same position
- o Return from Leave (either paid or unpaid and if the leave was 10 days or more)
- o Grade Level Change
- o Extension of temporary contract
- o Corrections/Changes/Updates: number of contract days change, budget code, salary grade/step, etc.
- o Resignation of partial permanent FTE (i.e, resigning .5 of 1.0 permanent position)

Add Leave of AbsencePage 17

o An employee is going on a leave of absence for 61 days or more. A Request for Leave Without Pay form must also be submitted to Human Resources

o Extending current Leave of Absence

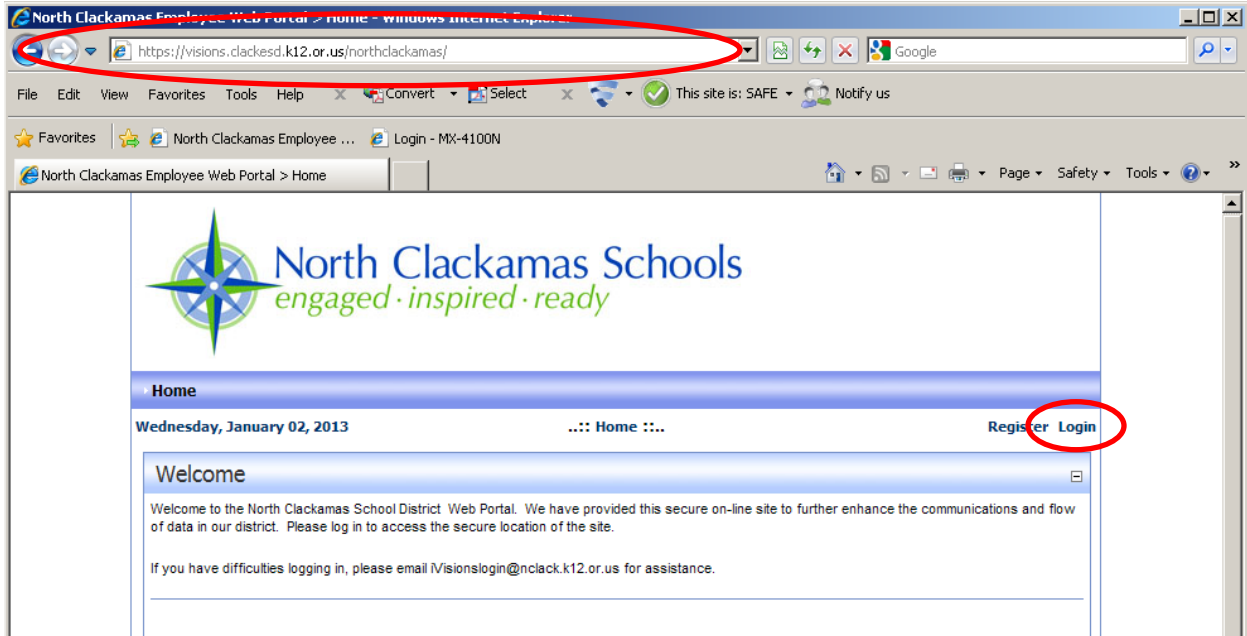
>- NOTE: For OFLA/FMLA leave, contact Human Resources.

Add RIFHR Use Only

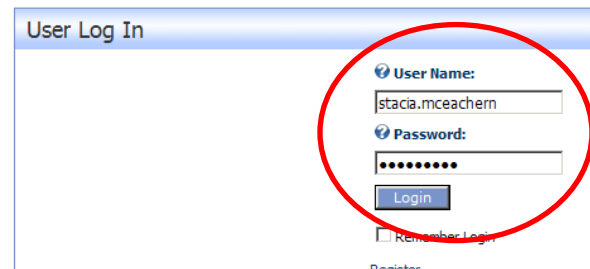
Beginning the PAR Process:

Login to the iVisions Web Portal by typing in your address bar:

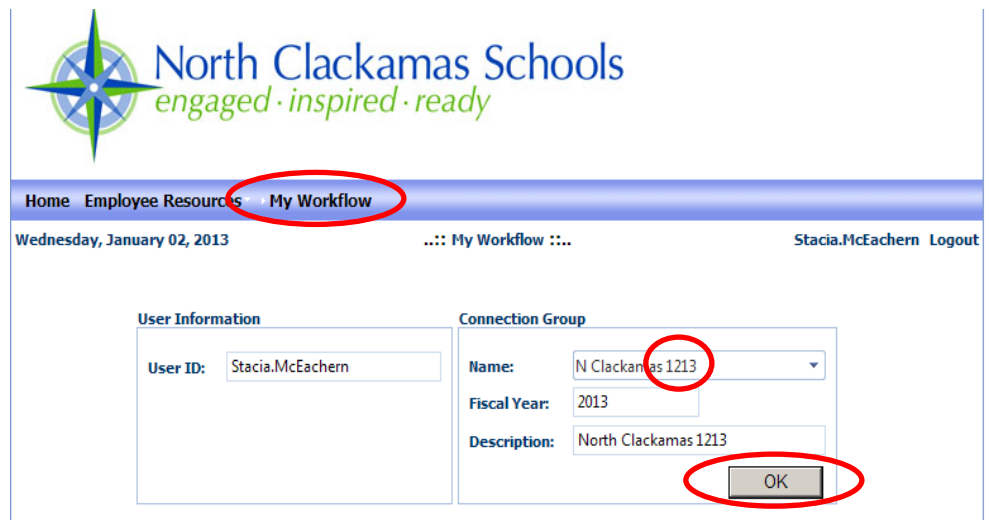
<https://visions.clackesd.k12.or.us/northclackamas/>



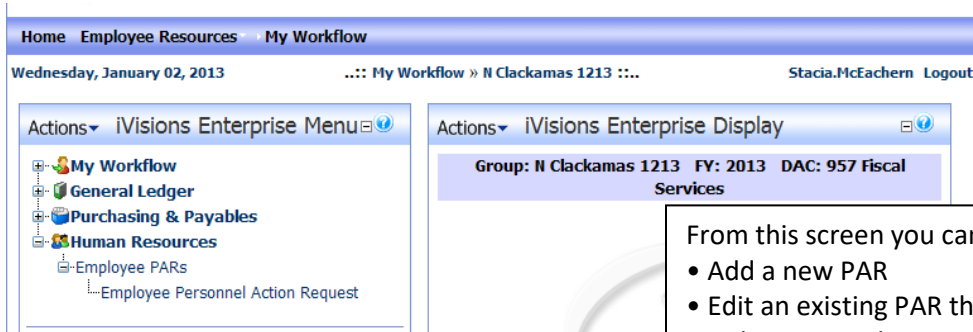
Login and then enter your **username**, **password** and click **Login**.



Select **My Workflow** and confirm the Connection Group is in the current fiscal year and click **OK**.



Select Human Resources, Employee Resources and then Employee Personnel Action Request



From this screen you can do the following:

- Add a new PAR
- Edit an existing PAR that has not yet been approved
- Delete a PAR that was entered in error
- Print a copy of a PAR
- Attach Documents to a PAR

Group: N Clackamas 1213 FY: 2013 DAC: 957 Fiscal

Apply Clear

Group: All Name: All
 DAC: 957 Fiscal Services Requester: Stacia.I
 PAR Type: All Account Mask: ????.????
 ePAR ID:

ID	Name	PAR Type	Description
No records to display.			

To create a New Personnel Action Request, click on the green + in the menu bar in the middle of the screen.

Choose the appropriate PAR type. Listed on the following pages are explanations of what each PAR Type is, when it would be used, and instructions for completing.

Click **Next**.

Updates will NOT be saved until Finish is Clicked.

Group: N Clackamas 1617 FY: 2017 DAC: 999 Payroll / F

Choose a PAR Type:

Add New Hire Assignment
 Add Change in Assignment
 Add Leave of Absence
 Add RIF
 Add Termination of Employment

Add New Hire Assignment

Choose PAR Type "Add New Hire Assignment" and then click Next

Updates will NOT be saved until Finish is Clicked.

Group: N Clackamas 1718 FY: 2018 DAC: 999 Payroll / F

Choose a PAR Type:

- Add New Hire Assignment
- Add Leave of Absence
- Add Staffing Changes
- Add Termination of Employment

Group: N Clackamas 1213 FY: 2013 DAC: 957 Fiscal Services

PAR Information

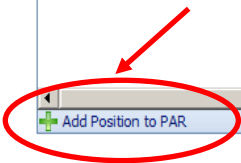
Type:	New Hire Assignment	Date Entered:	1/4/2013	Completed HR:	
Requester:	Stacia.McEachern	Status:	New	Completed PR:	

Job Selection

ID	DAC	Position Type	Control Code	Description	Vacancy
No records to display.					

[Get Applicant](#)

Click the green + to Add Position to PAR. A list of your open positions will appear.



Select Job

Select desired Position(s) and/or Supplemental(s) from the grid.

DAC	Position Type	Control Code	Description	Vacancy Status	FTE	Position Status	Salary Schedule	Row Head	Col Head
957 Fiscal Services	General Fund Classified	6625	Financial Assistant	Vacant	0.75	Open	Classified Monthly	E	2

Page size: 25 1 items in 1 pages

Click on the position for which this individual is to be hired into using the control code from the requisition and then click OK.

The position will appear in the Job Selection box:

Click the "Get Applicant" link.

PAR Information

Type: New Hire Assignment Date Entered: 1/4/2013 Completed HR:

Requester: Stacia,McEachern Status: New Completed PR:

Job Selection

ID	DAC	Position Type	Control Code	Description	Vacancy
10053	957 Fiscal Services	General Fund Classified	6625	Financial Assistant	Vacant

Add Position to PAR

Effective Date: Application Date:

DAC: 957 Fiscal Services Employee Template:

Get Applicant

Last Name: Search

At this point you can type in the successful applicants name and then click **Search**. Or you can click **Search** and choose from a list of all applicants. Once the applicant is selected, click **OK**.

The applicant's demographic information will auto fill from their Applitrack application.

Page size: 25 2 items in 1 pages

Amount	Description
100	Accounts Payable Specialist 2

OK Cancel

Effective Date: Application Date:

DAC: 957 Fiscal Services Employee Template:

Prefix: First: Maria Middle: L Last: Kemp Gen:

Address: 1550 SE 20th Ave. #210

Portland OR 97214

Email: kemp.maria@gmail.com

Home Phone: (503) 853-9092 Unlisted

Work Phone: () - - - FTE: 0

Hours Per Day: Replaces Employee:

Demographics

Gender: Female Male

Marital Status: Single Married

Race:

Ethnicity:

Birth Date:

SSN:

Appointment: Regular Sub / Temporary

Has Documents: No

Next Cancel

Effective Date: Enter the first day this individual is expected to work in this position.

DAC: Enter the primary work location for this individual.

Work Phone: Enter the primary work phone number for this individual, if known.

Click **Next**

Proposed Funding

Position ID	Account	Grant Project	Percent	Amount	Description
			100	100.00	Accounts Payable Specialist 2

The following screen will provide information regarding the funding source of the position and the related budget amount. Click **Next**.

Previous **Next** Cancel

Reason for Change: Choose from the drop down menu.
If Replaces, Type Employee's Full Name: If the position is new, leave blank.
Employee Group: Choose from the drop down menu.
Position Classification: Select the status of the *position* from the drop down menu
End Date, If Temporary: If the position is temporary, enter the proposed end date.
FTE: Enter the proposed FTE (Full Time Equivalency) for this position. (Divide the number of hours each week by 40).

Reason for Change:

If Replaces, Type Employee's Full Name:

Employee Group:

Position Classification:

End Date, If Temporary:

FTE:

Work Calendar:

Number of Days per Week:

Hours per Day:

Proposed Salary Grade (Classified or Admin Only):

Board Action Reason:

Proposed Salary Step (Classified or Admin Only):

Board Date:

Notes:

Previous **Next** Cancel

Work Calendar: Enter the **name of the work calendar** for which this employee should be paid between the start date and the end of the fiscal year (June 30).
Number of Days per Week: Enter the number of days the employee will work each week. If the schedule varies each day, please include an explanation in the Notes box.
Hours per Day: Enter the number of hours the employee will work each day. If the schedule varies, please include an explanation in the **Notes** box.
Proposed Salary Grade (Classified or Admin Only): **HR Use Only**
Proposed Salary Step (Classified or Admin Only): **HR Use Only**

Click **Next**.

Review the changes you've made, then click Finish to save this PAR.

PAR Information:

- **First Name** set to 'Natalie'
- **Middle Name** set to 'T'
- **Last Name** set to 'Johnson'
- **Address Line 1** set to '5314 NE 51st Street'
- **City** set to 'Vancouver'
- **State** set to 'WA'
- **Zip** set to '98661-2736'
- **Email** set to 'natalie.taft.johnson@gmail.com'
- **Home Phone** set to '(503) 396-2949'
- **Gender** set to 'Female'
- **DAC** set to '957 Fiscal Services'

PAR Funding:

Position ID	Account	Grant Project	Percent	Amount	Description
10053	100.2520.0112.957.000.0000		100.00	\$24,719.28	Financial Assistant
			100.00	\$24,719.28	

Additional Information:

No changes made to 'Additional Information' screen.

Submit for approval

Previous **Finish** Cancel

Review the changes you have made.

Check **Submit for Approval** and click **Finish**.

Add Termination of Employment

Choose PAR Type "Add Termination of Employment" and then click **Next**

Filter by Employee: Start typing the **Last Name** of the employee and select from the drop down menu. The employee to be terminated will be the only visible record.

Select an Employee from the grid.

Filter By Employee:

Record ID	Name	Primary Job Title	Primary Work Site	Check Location	Status	Last Name
7017	Davis, Michele A	Business Specialist	957 Admin Bldg-Business Office	959 Purchasing Department	Active - Perm	Davis
8193	Downing, Pikake B	Secretary	957 Admin Bldg-Business Office	950 Administration Building	Active - Perm	Downing
14515	Freeman, Heidi	Business Specialist	957 Admin Bldg-Business Office	950 Administration Building	Active - Perm	Freeman
3897	Gilliland, Sue Anne	Business Specialist	957 Admin Bldg-Business Office	950 Administration Building	Active - Perm	Gilliland
12874	Graham, Lisa	Business Specialist	957 Admin Bldg-Business Office	950 Administration Building	Active - Perm	Graham
5974	Larson, Diane M	Admin-Business	957 Admin Bldg-Business Office	950 Administration Building	Active - Perm	Larson
14212	Mehrabzadeh, Sarah	Business Specialist	957 Admin Bldg-Business Office	950 Administration Building	Active - Perm	Mehrabzadeh
3994	Mottaghi, Abbas S	Business Specialist	957 Admin Bldg-Business Office	950 Administration Building	Active - Perm	Mottaghi

12 items in 1 pages

Group: N Clackamas 1213 FY: 2013 DAC: 957 Fiscal Services

PAR Information

Type:	Staff Termination	Date Entered:	1/7/2013	Completed HR:	
Requester:	Stacia.McEachern	Status:	New	Completed PR:	

Employee Selection

Name:	Davis, Michele A	Record ID:	7017
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Position:

Effective Date:

Has Documents:

Position: The position will auto fill if employee has only one position. If the Position field is blank, select their position by using the drop down menu.

Effective Date: Enter or select the last date the employee will work in the position. Click **Next**.

DAC:

Effective Date:

Employee Group:

Reason for Change:

If Resigned, Reason for Resignation?:

If Transfer, New Work Location:

Terminate all Positions?:

Work Calendar:

Position to be Filled:

Board Action Reason:

Board Date:

Notes:

Has Documents:

Previous **Next** Cancel

From the drop down menu, select the appropriate:

DAC: Select from the drop down menu.

Effective Date: Date position ended.

Employee Group: Select from the drop down menu.

Reason for Change: Select reason employee is terminating position.

If Resigned, Reason for Resignation?: If employee is resigning from the district or a position, select the reason for resignation. If you select Other, please provide an explanation in the Notes box.

If Transfer, New Work Location: If the employee has accepted another position within the District, select their new work location.

Terminate All Positions?: Indicate whether each position the employee holds should be terminated

Work Calendar: Enter **the name of the work calendar the employee is using and being paid from.**

Position to be Filled: Indicate status of this position. If yes, a vacancy will be created to enable rehire for the position.

Click **Next**

Proposed Funding

Position ID	Account	Grant Project	Percent	Amount	Description
5809	100.2520.0112.957.000.0000		100	543,740.50	Accounts Payable Specialist 2

100.00 543,740.50

The following screen will provide information regarding the funding source of the position and the related budget amount. Click **Next**.

Previous **Next** Cancel

PAR Information

Type:	Staff Termination	Date Entered:	1/3/2013	Completed HR:	
Requester:	Stacia.McEachern	Status:	New	Completed PR:	

Employee Selection

Name:	Larson, Diane W	Record ID:	5974
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Review the changes you've made, then click Finish to save this PAR.

PAR Information:

- DAC set to '957 Fiscal Services'
- Position set to 'Exec Director Budget/Finance'

PAR Funding:

Position ID	Account	Grant Project	Percent	Amount	Description
5636	100.2520.0114.957.000.0000		100.00	427,544.43	Exec Director Budget/Finance
			100.00	427,544.43	

Additional Information:

No changes made to 'Additional Information' screen.

Submit for approval

Previous Cancel

Review the changes you have made.
Check **Submit for Approval** and Click **Finish**.

Add Change in Assignment

Choose PAR Type "Add Change in Assignment" and then click **Next**

Select an Employee from the grid

Filter By Employee:

Export To

Record ID	Name	Primary Job Title	Primary Work Site			
7017	Davis, Michele A	Business Specialist	957 Admin Bldg-Business Office			
8193	Downing, Pikake B	Secretary	957 Admin Bldg-Business Office			
14515	Freeman, Heidi	Business Specialist	957 Admin Bldg-Business Office	950 Administration Building	Active - Perm	Freeman
3897	Gilliland, Sue Anne	Business Specialist	957 Admin Bldg-Business Office	950 Administration Building	Active - Perm	Gilliland
12874	Graham, Lisa	Business Specialist	957 Admin Bldg-Business Office	950 Administration Building	Active - Perm	Graham
5974	Larson, Diane M	Admin-Business	957 Admin Bldg-Business Office	950 Administration Building	Active - Perm	Larson
14212	Mehrabzadeh, Sarah	Business Specialist	957 Admin Bldg-Business Office	950 Administration Building	Active - Perm	Mehrabzadeh
3994	Mottaghi, Abbas S	Business Specialist	957 Admin Bldg-Business Office	950 Administration Building	Active - Perm	Mottaghi

Page size: 25 12 items in 1 pages

Next Cancel

Scroll down the list of employees or start typing the last name of the employee into the **Filter By Employee** box and select employee from drop down menu.

Click **Next**.

Group: N Clackamas 1213 FY: 2013 DAC: 957 Fiscal Services

PAR Information

Type: Date Entered: Completed HR:

Requester: Status: Completed PR:

Employee Selection

Name: Record ID:

Job Selection

ID	DAC	Position Type	Control Code	Description	Vacancy
No records to display.					

Click on the green + Add Position to PAR.

+ Add Position to PAR

DAC:

Select Job

Select desired Position(s) and/or Supplemental(s) from the grid.

Export To

DAC	Position Type	Control Code	Description	Vacancy Status	FTE	Position Status	Salary Schedule	Ro He
957 Fiscal Services	General Fund Classified	5632	Accounts Payable Specialist 2	Filled	1	Open	Classified Monthly	F

The open positions for the employee will appear in the Job Selection box:
Click to highlight the position to be changed
Click **OK**

Page size: 25 1 items in 1 pages

OK Cancel

Enter **DAC** - Select the work location for this employee from the drop down menu

Employee Group – Choose from the drop down menu

Type of Change – Select one of the following:

- Additional Assignment: if the employee is accepting an additional position and no vacancy was created
- FTE Decrease: if the employee is reducing the amount of time worked each day/week in a position
- FTE Increase: if the employee is increasing the amount of time worked each day/week in a position

Reason for Change – Select one of the following:

- New Funding Source: If a new grant is received to pay for this position
- Other: Enter an explanation in the Notes box
- Replace: An employee is hired to fill a position that has been vacated by another employee
- Student Need: Student overload or student(s) with special needs created the need for this position

If Replaces, Reason for Replacement – Select from the drop down menu

If Replaces, Type Employee's Full Name

Position Classification – Select the status of the *position* from the drop down menu

Account Code – Enter account code for position

Proposed FTE Change: Enter the FTE (Full Time Equivalency) change for the employee filling the position. FTE is calculated by dividing the number of hours in a week by 40.

Work Calendar: Enter the name of the work calendar the employee is scheduled to work.

Proposed Days per Week for this Change: Enter the number of days the employee will work each week. If the employee works different hours each week, provide details in Notes box.

Proposed Change in Hours per Day: Enter the additional number of hours the individual will work each day. If the employee works different hours every day, provide details in the Notes box.

Proposed Start Date: Enter the start date for this employee.

Proposed End Date (If temporary): If this is a temporary position, enter the anticipated end date.

Click **Next**

DAC:

Employee Group:

Employee Group:

Employee Group:

Type of Change:

Reason for Change:

If Replaces, Reason for Replacement:

If Replaces, Type Employee's Full Name:

Position Classification:

New Position Title:

Account Code:

FTE:

Work Calendar:

Days per Week:

Hours Per Day:

Start Date:

End Date, If Temporary:

Proposed Salary Grade (Administrator):

Proposed Step (Administrator):

Board Action Reason:

Board Date:

Notes:

Has Documents: No

Previous **Next** Cancel

Proposed Funding

Position ID	Account	Grant Project	Percent	Amount	Description
5809	100.2520.0112.957.000.0000		100	██████████	Accounts Payable Specialist 2

The following screen will provide information regarding the funding source of the position and the related budget amount. Click **Next**.

Previous **Next** Cancel

Review the changes you've made, then click **Finish** to save this PAR.

PAR Information:

- DAC set to '957 Fiscal Services'
- Employee Group set to 'Classified'
- Type of Change set to 'FTE Decrease'
- Reason for Change set to 'New Funding Source'
- Position Classification set to 'Permanent'

Review the changes you have made.

Check **Submit for Approval** and click **Finish**.

PAR Funding:

Position ID	Account	Grant Project	Percent	Amount	Description
5809	100.2520.0112.957.000.0000		100.00	\$43,748.96	Accounts Payable Specialist 2
			100.00	\$43,748.96	

Submit for approval

Previous **Finish** Cancel

Add Leave of Absence

Choose PAR Type "Add Leave of Absence" and then click **Next**

Select an Employee from the grid.

Filter By DAC: 957 Fiscal Services

Filter By Employee: All

Record ID	Name	Primary Job Title	Primary Work Site	Check Location	Status	Last Name
10881	Abbott, Ayla J	Substitute-Classified	989 Unassigned Location	MAIL	Retired	Abbott
15876	Abukhzam, Nouha	Cook	265 Verne A Duncan Elementary	265 Verne A Duncan Elementary	Active - Perm	Abukhzam
12299	Ackerman, Barbra	Teacher-Classroom	140 Alder Creek Middle School	140 Alder Creek Middle	Active - Perm	Ackerman
15838	Adams, Benjamin	Substitute-Classified	989 Unassigned Location			
10523	Adams, Colleen Y	Substitute-Licensed	989 Unassigned Location			
14034	Adams, David	Teacher-Classroom	020 Milwaukee			
10452	Adams, Edwin M	Transportation Driver	910 Transportation			
7759	Adams, Eve G	Secretary	930 Facility Operations			
10205	Adams, Jeffrey R	Maintenance Utilities	930 Facility Operations	930 Facility Operations Building	Active - Perm	Adams
6329	Adams, Kimberly A	Teacher-Classroom	060 Sabin Center	060 Sabin Center	Active - Perm	Adams

Filter By DAC: Enter the unit number
Filter By Employee: Start typing the employee's last name and select from the drop down menu. Click Next.

Page size: 25 3003 items in 121 pages

Next Cancel

PAR Information

Type:	Leave of Absence	Date Entered:	1/4/2013	Completed HR:	
Requester:	Stacia.McEachern	Status:	New	Completed PR:	

Employee Selection

Name:	McEachern, Stacia L	Record ID:	7121
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Job Selection

ID	DAC	Position Type	Control Code	Description	Vacancy
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No records to display.

+ Add Position to PAR

Click on the green + to Add Position to PAR.

Select Job

Select desired Position(s) and/or Supplemental(s) from the grid.

Export To

DAC	Position Type	Control Code	Description	Vacancy Status	FTE	Position Status	Salary Schedule	Row Head	Col Head	Work
957 Fiscal Services	General Fund Classified	5186	Accountant 2	Filled	0.9	Open	Classified Monthly	J	7	260

Select the position from which the employee will be taking leave. Click **OK**.

Page size: 25 1 items in 1 pages

OK Cancel

DAC – Select the work location for this employee from the drop down menu

Employee Group – Choose from the drop down menu

Reason for Leave – Choose from the drop down menu:

- Career Option: Employee requests leave of absence to experience another job
- District Accommodation: Employee takes leave to assist district with staffing allocations
- Family Responsibility: Employee requests leave to attend to or care for family
- Health: Employee requests leave due to own health reason
- Military: Employee requests leave to satisfy military service requirement
- Other: Enter an explanation in the Notes box
- Study: Employee request leave to complete education

Leave Applies to All Positions? Choose from

the drop down menu

FTE of Leave – Enter the FTE (Full Time

Equivalency) which is calculated by dividing the number of hours in a week by 40.

Enter **First Work Day of Leave**

Enter **Last Work Day of Leave**

Is this an intermittent leave? Choose from the drop down menu

Click **Next**.

DAC:

Employee Group:

Reason for Change:

Leave Applies to All Positions:

FTE of Leave:

First Work Day of Leave:

Last Work Day of Leave:

Is this an intermittent leave?:

Board Action Reason:

Board Date:

Notes:

Has Documents: No

Previous Next Cancel

Proposed Funding

Position ID	Account	Grant Project	Percent	Amount	Description
5346	100.2520.0112.957.000.0000		100	100.00	Accountant 2

100.00

Previous Next Cancel

The following screen will provide information regarding the funding source of the position and the related budget amount. Click **Next**.

Review the changes you've made, then click Finish to save this PAR.

PAR Information:

- DAC set to '957 Fiscal Services'
- Employee Group set to 'Classified'
- Reason for Leave set to 'Study'
- Does this leave apply all positions? set to 'Yes'
- FTE of Leave set to '1.0'
- Is this an intermittent leave? set to 'No'

Review the changes you have made.
Check **Submit for Approval**. Click **Finish**.

PAR Funding:

Position ID	Account	Grant Project	Percent	Amount	Description
5831	100.2520.0112.957.000.0000		100.00	\$43,748.96	Business Operations Specialist
			100.00	\$43,748.96	

Submit for approval

Previous

Finish

Cancel