

2 Click "Type"

The screenshot shows the 'Employee Personnel Action Request' form. The header includes a menu icon, the title 'Employee Personnel Action Request', and the text 'Billings Public Schools Human Resources'. The form is divided into four steps: 1. PAR Type, 2. PAR Information, 3. PAR Funding, and 4. Additional Information. The 'PAR Type' section contains a dropdown menu labeled '* Type' with a downward arrow. An orange circle highlights the dropdown arrow.

3 Click "Add New Hire Assignment"

The screenshot shows the 'Employee Personnel Action Request' form with the 'PAR Type' dropdown menu open. The dropdown menu lists several options: 'Add New Hire Assignment', 'Add Current Employee Assignment', 'Add Pay Change', 'Add Staff Termination', and 'Add Position Request'. The 'Add New Hire Assignment' option is highlighted with an orange circle.

4 Click "Next"

8/18/2025	n/a
-----------	-----

Status	Completed PR
New	n/a

5 Click the "Effective Date" field and type the day the person begins work. Please note, new employees must complete a background check and payroll paperwork before they can begin work.

1 PAR Type2 PAR Information3 PAR Funding4 Additional Information

PAR Information

Type	Date Entered	Completed HR	EmployeeID
New Hire Assignment	8/18/2025	n/a	n/a

Requester	PAR ID	Status	Completed PR
370065.APicard	n/a	New	n/a

Information

Effective Date * Department Employee Template

Prefix First Middle Last Gender

0/4 0/25 0/25 0/25

Job Selection

Grid has no data.

Demographics

Address Gender

6 Click the "Department" field and select the appropriate school/location.

PAR Type PAR Information PAR Funding Additional Information

PAR Information

Type	New Hire Assignment	Date Entered	8/18/2025	Completed HR	n/a	EmployeeID	n/a
Requester	0065.APicard	PAR ID	n/a	Status	New	Completed PR	n/a

Information

Effective Date: 8/25/2025

* Department Employee Template

Prefix First Middle Last Generation

Job Selection

Grid has no data.

Demographics

Address Gender

7 Click the name fields and type name.

PAR Information

Type	New Hire Assignment	Date Entered	8/18/2025	Completed HR	n/a	EmployeeID	n/a
Requester	370065.APicard	PAR ID	n/a	Status	New	Completed PR	n/a

Information

Effective Date: 08/25/2025

* Department: Alkali Creek Elementary - 1 Alkali Cr Employee Template

Prefix First Middle Last Generation

Job Selection

Grid has no data.

Demographics

Address Gender

Employee Address2 Marital Status

8 Click here to add the vacancy this person is filling.

8/18/2025 n/a n/a

Status Completed PR
New n/a

* Department Alkali Creek Elementary - 1Alkali Cr Employee Template

First Suzy Middle J Last Teacher Generation

0/4 4/25 1/25 7/25 0/20

Grid has no data.

Gender

0/30

Marital Status

0/30

Cancel Previous Next

9 Click on the department filter to sort by vacancies within this location. Type the name of the place and click apply to sort.

Employee Personnel Action Request Billings Public Schools Human Resources

Select Job

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

<input type="checkbox"/>	Record ID	Department	Position Title	Control Code	Description	Vacancy Status	FTE	Position Status	Salary Schedule
<input type="checkbox"/>	3656	Special Education	T-EL - Teacher-S...	3657	T-Teacher-Specia...	Vacant	0.6000	Open	BEA CERTIFIED
<input type="checkbox"/>	3350	School Leadersh...	T-EL - Teacher	3351	T-Teacher-Grade K	Vacant	1.0000	Open	BEA CERTIFIED
<input type="checkbox"/>	3019	School Leadersh...	T-EL - Teacher	3020	T-Teacher-Music	Vacant	0.5000	Open	BEA CERTIFIED
<input type="checkbox"/>	10951	Special Education	T-MS - Teacher - ...	3697	T-Teacher-Specia...	Vacant	1.0000	Open	BEA CERTIFIED
<input type="checkbox"/>	3793	School Leadersh...	T-EL - Teacher	3794	T-Teacher-Grade ...	Vacant	1.0000	Open	BEA CERTIFIED
<input type="checkbox"/>	3505	Special Education	T-HS - Teacher - ...	3506	T-Teacher-Specia...	Vacant	1.0000	Open	BEA CERTIFIED
<input type="checkbox"/>	3924	Career Center HS	T-HS - Teacher	3925	T-Teacher-English	Vacant	1.0000	Open	BEA CERTIFIED
<input type="checkbox"/>	10950	Special Education	T-EL - Teacher-S...	3619	T-Teacher-Specia...	Vacant	1.0000	Open	BEA CERTIFIED
<input type="checkbox"/>	3312	School Leadersh...	T-EL - Teacher	3313	T-Teacher-Grade ...	Vacant	1.0000	Open	BEA CERTIFIED
<input type="checkbox"/>	3986	School Leadersh...	T-EL - Teacher	3987	T-Teacher-Grade ...	Vacant	1.0000	Open	BEA CERTIFIED
<input type="checkbox"/>	4134	Facilities Services	P-DS - Custodian	4135	P-Custodian III	Vacant	0.2500	Open	MFPE SUPPORT...
<input type="checkbox"/>	4390	Facilities Services	P-DS - Custodian	4391	P-Custodian III	Vacant	0.2500	Open	MFPE SUPPORT...
<input type="checkbox"/>	10359	Facilities Services	P-DS - Custodian	10356	P-Custodian III	Vacant	0.2500	Open	MFPE SUPPORT...
<input type="checkbox"/>	10389	Facilities Services	P-DS - Custodian	10386	P-Custodian III	Vacant	0.2500	Open	MFPE SUPPORT...
<input type="checkbox"/>	2982	School Leadersh...	T-EL - Teacher	2983	T-Teacher-Grade K	Vacant	1.0000	Open	BEA CERTIFIED

10

Locate the vacancy and click the checkmark to the left to select. If you do not see a vacancy, please consider if you have completed a Termination EPAR or a New Position Request. Vacancies must be created by one of these two steps. If the EPAR is not fully through and complete, the vacancy will not show.

Employee Personnel Action Request Billings Public Schools
Human Resources

Select Job

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

<input type="checkbox"/>	Record ID	Departme...	Position T...	Control C...	Descripti...	Vacancy St...	FTE	Position St...	Salary Sch...
<input checked="" type="checkbox"/>	4	Alkali Creek Ele...	T-EL - Instruction...	5	T-Instl Parapro	Vacant	0.4690	Open	BCEA SUPPORT
<input checked="" type="checkbox"/>	4170	Alkali Creek Ele...	P-EL - General D...	4171	P-General Duty A...	Vacant	0.2500	Open	NON-UNION
<input type="checkbox"/>	4226	Alkali Creek Ele...	P-EL - General D...	4227	P-General Duty A...	Vacant	0.2500	Open	NON-UNION
<input type="checkbox"/>	2	Alkali Creek Ele...	P-EL - General D...	3	P-General Duty A...	Vacant	0.2500	Open	
<input type="checkbox"/>	5	Alkali Creek Ele...	P-EL - General D...	6	P-General Duty A...	Vacant	0.2500	Open	
<input type="checkbox"/>	6	Alkali Creek Ele...	P-EL - General D...	7	P-General Duty A...	Vacant	0.2500	Open	
<input type="checkbox"/>	13	Alkali Creek Ele...	P-EL - General D...	14	USE FOR POSITI...	Vacant	1.0000	Open	

11

Once you have selected the vacancy, Click "Done"

Creek Ele...	P-EL - General D...	4171	P-General Duty A...	Vacant	0.2500	Open	NON-UNION	GDA	[Single Lane]
Creek Ele...	P-EL - General D...	4227	P-General Duty A...	Vacant	0.2500	Open	NON-UNION	GDA	[Single Lane]
Creek Ele...	P-EL - General D...	3	P-General Duty A...	Vacant	0.2500	Open			
Creek Ele...	P-EL - General D...	6	P-General Duty A...	Vacant	0.2500	Open			
Creek Ele...	P-EL - General D...	7	P-General Duty A...	Vacant	0.2500	Open			
Creek Ele...	P-EL - General D...	14	USE FOR POSITI...	Vacant	1.0000	Open			

12 Click "Regular Appointment" or "Sub/Temporary Appointment".

A screenshot of a web form with various input fields. The fields include: 'Address' (0/30), 'Employee Address2' (0/30), 'City' (0/15), 'Employee State' (0/2), 'Employee Zip Code' (0/30), 'Email Address' (0/255), 'Home Phone', 'Social Security Number' (masked as ###-##-####), 'Hours Per Day', and 'Replaces Employee'. On the right side, there are dropdown menus for 'Gender', 'Marital Status', 'Race', and 'Ethnicity', and a date picker for 'Birth Date'. At the bottom, there are checkboxes for 'Unlisted', 'Regular Appointment' (highlighted with an orange circle), and 'Sub / Temporary Appointment'. Navigation buttons 'Cancel', 'Previous', and 'Next' are visible at the bottom right.

13 Click the "FTE" and "Hours Per Day" Fields and enter the appropriate information.

A screenshot of a web form titled 'Demographics'. It contains the same input fields as the previous screenshot. The 'Hours Per Day' field is set to 'FTE' and is highlighted with an orange circle. The 'Regular Appointment' checkbox is checked, and the 'Sub / Temporary' checkbox is unchecked. A 'Cancel' button is located at the bottom right.

14

Click the "Replaces Employee" field and select employee if they are replacing someone.

Demographics

Address <small>0/30</small>			Gender
Employee Address2 <small>0/30</small>			Marital Status
City <small>0/15</small>	Employee St... <small>0/2</small>	Employee Zip Code	Race
Email Address <small>0/255</small>			Ethnicity
Home Phone	<input type="checkbox"/> Unlisted	Birth Date	
Social Security Number ###-##-####			
Hours Per Day	FTE <small>0.469</small>	<input checked="" type="checkbox"/> Regular Appointment	<input type="checkbox"/> Sub / Temporary
Replaces Employee			

15

Click "Next"

			Gender
			Marital Status
	Employee St... <small>0/2</small>	Employee Zip Code	Race
			Ethnicity
	<input type="checkbox"/> Unlisted	Birth Date	
	FTE <small>0.469</small>	<input checked="" type="checkbox"/> Regular Appointment	<input type="checkbox"/> Sub / Temporary Appointment
			<input type="button" value="Cancel"/> <input type="button" value="Previous"/> <input checked="" type="button" value="Next"/>

16 Make sure the position and funding looks correct and then click "Next".

Status: New Completed PR: n/a

Grant Project	Percent	Amount	Description
1000.0117.0000 Alkali Creek Ele...	100.0000	\$12,894.45	Inst'l Parapro - Gen Fund
Total		\$12,894.45	

Grant Project	Percent	Amount	Description
1000.0117.0000 - Alkali Creek EL...	100%	\$12,894.45	Inst'l Parapro - Gen Fund
Total		\$12,894.45	

Buttons: Set Schedule, Clear Schedule

Navigation: Cancel, Previous, **Next**

17 Click "Former Employee" and indicate yes/no.

Progress: 1 Type, 2 PAR Information, 3 PAR Funding, **4 Additional Information**

Additional Information

Hire Assignment	Date Entered 8/18/2025	Completed HR n/a	EmployeeID n/a
Master 65.APicard	PAR ID n/a	Status New	Completed PR n/a

Former Employee: Retirement Status

SEA Status: Substitute Type

Contract Type: Benefits Eligibility

Benefits Date: Fiscal Year:

Gaining Unit: Employee Category:

Hard Approval Date: Home School Location:

18 Click the "Fiscal Year" field and select 2025-2026.

nt	8/18/2025	n/a	n/a
PAR ID n/a	Status New	Completed PR n/a	
			Retirement Status
			Substitute Type
			Benefits Eligibility
			Fiscal Year
			Employee Category
			Home School Location

Cancel Previous Next

19 Click the "Bargaining Unit" field and select the proper union. BEA for teachers, BCEA for support, MFPE for custodial, and None for CWG/GDA.

New Hire Assignment	8/18/2025	n/a	n/a
Requester 370065.APicard	PAR ID n/a	Status New	Completed PR n/a
* Former Employee No			Retirement Status
FLSA Status			Substitute Type
Contract Type			Benefits Eligibility
Benefits Date			Fiscal Year 2025-2026
Bargaining Unit			Employee Category
Board Approval Date			Home School Location
Multiple Locations			

Cancel Previ

20

Click the "Employee Category" field and select type of employee.

8/18/2025 n/a n/a

ID	Status New	Completed PR n/a
----	---------------	---------------------

Retirement Status

Substitute Type

Benefits Eligibility

Fiscal Year
2025-2026

Employee Category

Home School Location

Cancel Previous Next

21

Click the "Home School Location" field and select location.

8/18/2025 n/a n/a

Status New	Completed PR n/a
---------------	---------------------

Retirement Status

Substitute Type

Benefits Eligibility

Fiscal Year
2025-2026

Employee Category
Regular Employee

Home School Location

Cancel Previous Next

24 Click "Next"

Substitute Type

Benefits Eligibility

Fiscal Year
2025-2026

Employee Category
Regular Employee

Home School Location
Alkali Creek Elementary

as the IPP for Alkali Creek. She begins work on 8/25/2025.

89/500

Cancel Previous **Next**

25 Review the information and then click "Submit for Approval" if you are ready to move it past your queue. If not, please do not check that box and simply click save.

Grant Project	Percent	Amount	Description
1000.0117.0000 - Alkali Creek E...	100%	\$12,894.45	Inst'l Parapro - Gen Fund
Total		\$12,894.45	

Changed From	Changed To
	No
	2025-2026
	BCEA
	Regular Employee
	Alkali Creek Elementary
	No
	Suzy J Teacher has been hired as the IPP for Alkali Creek. She begins work ...

Submit for Approval

Cancel Previous Save

26 Click "Save"

Grant Project	Percent	Amount	Description
1000.0117.0000 - Alkali Creek E...	100%	\$12,894.45	Inst'l Parapro - Gen Fund
Total		\$12,894.45	

Changed From	Changed To
	No
	2025-2026
	BCEA
	Regular Employee
	Alkali Creek Elementary
	No
	Suzy J Teacher has been hired as the IPP for Alkali Creek. She begins work ...

Submit for Approval

Cancel Previous **Save** ▾