

Personnel Action Requisition (PAR)

Comp # - HR Use Only

A. Department Information

Department (4 Digit Department ID & Department Description)				Contact Name				Telephone Local							
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Supervisor Name				Position Number				Telephone Local				Time Recorder Name			
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B. Position/Staffing Requirements

Empl Class		<input type="checkbox"/> Contract <input type="checkbox"/> Co-op		Position		Project (6-8)		Object (4)		Fund (2)		Dept (4)		Program (5)		Percent		Hours											
<input type="checkbox"/> Cont <input type="checkbox"/> Temp				<input type="checkbox"/> New <input type="checkbox"/> Continuing <input type="checkbox"/> Temporary <input type="checkbox"/> Full time <input type="checkbox"/> Part time		If applicable		Required		Required		Required		Required. If none, use 00000				Bi-weekly Daily											
<input type="checkbox"/> Job Split Incumbent <input type="checkbox"/> Job Split Non Incumbent																													
Position Number				Position Title				Grade				Employee Group				<input type="checkbox"/> APSA <input type="checkbox"/> Contract <input type="checkbox"/> CUPE <input type="checkbox"/> Poly Party <input type="checkbox"/> Excluded <input type="checkbox"/> Sr. Mgmt													
Start Date			End Date			Start Time			Campus				<input type="checkbox"/> Vancouver <input type="checkbox"/> Other:				Building												
Year Month Day			Year Month Day			: am pm			<input type="checkbox"/> Burnaby <input type="checkbox"/> Surrey								Room Number												
Temporary Employee Name										Revised End Date Reason										Revised End Date									
										<input type="checkbox"/> Extension <input type="checkbox"/> Earlier End Date										Year Month Day									

Additional Information (e.g., Reason for Vacancy, Replacing Whom, Preferred Candidate). Also, please attach a job description, a temporary job standard, or a list of duties for the position being filled.

Departmental Budget Approval				Date				Dean/Administrative Director Approval				Date			
				Year Month Day								Year Month Day			

C. Human Resources

Position Number				Job Code				Position Title															
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Salary Admin Plan				Grade				Salary Range				Authorization and Date											
Empl ID				Name (First Last)								Empl Record											
<div> <div></div> <div></div> <div></div> <div></div> </div>																							
Action				Reasons								Start Date											
				<input type="checkbox"/> Change in Hours > < <input type="checkbox"/> Contract <input type="checkbox"/> Contract Renewal <input type="checkbox"/> Early End Date <input type="checkbox"/> Extension <input type="checkbox"/> Job Split <input type="checkbox"/> New Employee <input type="checkbox"/> Promotion								<input type="checkbox"/> Reclassification <input type="checkbox"/> Re-hire <input type="checkbox"/> Supervisory Diff <input type="checkbox"/> Temp Assignment <input type="checkbox"/> Temp Promo in Own Position <input type="checkbox"/> Temp Overload <input type="checkbox"/> Temp Pool <input type="checkbox"/> Temp Promotion				<input type="checkbox"/> Temp to Cont <input type="checkbox"/> Temp Transfer <input type="checkbox"/> Transfer <input type="checkbox"/> Other:							
												Year Month Day											
												End Date											
												Year Month Day											
Comp Rate				<input type="checkbox"/> Annual <input type="checkbox"/> Biweekly <input type="checkbox"/> Hourly				OR				Override Position Data											
												Sal Admin Plan Grade Step Step Entry Date											
				Step Step Entry Date								Year Month Day											
				Year Month Day								Standard Hours OR Comp Rate											
Benefit Program				Annual Base Benefits Rate				Salary Amount for Pension				Company Seniority Date				Service Date							
												Year Month Day				Year Month Day							
Staffing Authorization				Date				Letter #				Initials				Date Entered				Entered by			
				Year Month Day												Year Month Day							

