**Purpose:** This is a POSITION PAR—Use to inform Budget of the need to create a new hourly or salaried position that is not presently assigned to the department.

**Navigation:**  
Main Menu ➔ Workforce Administration ➔ Personnel Action Request ➔ Add a New Value

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**Header Fields**

- **PAR ID** - Defaults to an auto-assigned number when the PAR is saved.
- **Status** - The PAR can be saved as Draft or Initial Request.
- **Orig Req** - Defaults to the date/time the original requestor approves the PAR.
- **Submit** - Defaults to date/time of the creation of the PAR.

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**Required Fields**

- **Effective Date** - Enter the date you would like this Position to be effective.
- **Job Code** - Enter the Job Code to be attached to the new Position.
- **Department** - Enter the Department code, or use the magnifying glass to select the Department that corresponds to this Position.
- **Location** - Enter the Location code, or use the magnifying glass to select the Location that corresponds to this Position.
- **Position Type** - Use the drop-down menu to select Salaried or Hourly.
- **Reports To** - Select the position number that this position reports to from the list of available options.
- **New Position Number** - This field will be populated by HR when the Position is created in PeopleSoft.
- **FTE** - Enter the Full-Time Equivalency number here, i.e., for a full-time Position, the FTE=1.0, for a half-time position, the FTE=.5. For hourly Positions: FTE = 0.0.
- **Standard Hours** - This is a view only field. It is automatically calculated based on the FTE value.
- **Months Worked** - Use the drop-down to select the months this Position works.
- **School Site/Department** - Use the drop-down menu to select the type of site/department this Position represents.
- **Summer/Intersession** - Use the drop-down box to select Summer or Intersession.
- **Special Comp Required?** - Check this box if special compensation is required.

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**Additional Assignment Details**

- **Combination Code (Budget Numbers)** - Enter the combination code or use the magnifying glass to select the combination code that funds this position. If funded by more than one budget, insert a row by clicking the + and choose the additional combination code(s). If you do not know the Combination Code, leave this field blank.
- **Distribution Percentage** - Enter the Percentage of Distribution for each Combination Code selected. For example, enter “100.00” for 100%, “50.00” for 50%, and so forth. If you left the Combination Code field blank, leave this field blank too. When the page is saved, Distribution Percentage must be equal to ‘100’ total, if not; the system displays the following message: “If entering Combination Code(s), Distribution Percent must total 100”. If the Combination Code field is blank, Distribution Percent is equal to ‘0’.

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**Comment History**

- **Add a new comment** - Click in the Add a new comment field, and type your comments. Once you have saved the PAR, the comments are not editable. You can add comments at any time. Be sure to use this section to indicate a comprehensive description of the duties to be performed. The position cannot be classified without this information. Requests to the site for this data will significantly slow the processing time. Please note that other steps may be required and approvals obtained prior to HR/Budget approval.
Notes

• Running the Allocations Status Report can help you identify any additional positions needed, as it shows your department’s positions and FTE allocations.

• The discretionary budget must always be entered in the comments section (enter budget that the funds will be transferred from to pay for a position).

• Remember to use the summer/intersession field when the position is summer or intersession.

• Be sure to use the Add a new comment section of the PAR to indicate a comprehensive description of the duties to be performed—the position cannot be classified without this information, and requests to the site for this data will significantly slow the processing time.

• Remember to check the Special Comp field if special comp is associated with the position. For example, the field would be checked if the position being requested is a Head Counselor, which has a stipend attached to the position.

• Remember to check the Temporary field if the position is temporary. In this case, an end date would be associated with the position.

Actions and Reasons

• There are no associated actions/reasons with this PAR.