

Personnel Action Request (PAR)

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How to Initiate a Transaction

Transaction	Today I use	Beginning June 29 I will use
Add Additional Appointment (Faculty)	PAR - Submittal Form	PAR - Rehire, New Empl Rcd, Addl Appt
Additional Pay updates	PAR - Additional Pay or HR Batch Toolkit – Additional Pay	no change
Admin Dept Change	PAR - Submittal Form	PAR - Admin Dept Change
Appt End Date Changes	PAR - Submittal Form	PAR - Appt End Date, Supervisor ID or Unit PCN Change
Change Unpaid Leave End Date	PAR - Change Leave End Date	PAR - Change Unpaid Leave End Date
Create New Empl Record (Faculty)	PAR - Submittal Form	PAR - Rehire, New Empl Rcd, Addl Appt
DBE updates	PAR - DBE	no change
Effort Change	PAR - Submittal Form	PAR - Effort Change
Hire Faculty	Appointment Request Form (new hire)	no change
Hire Staff	eRecruit	no change
Hire Student Temporaries	Student Temporary Processing	no change
Initiate RIF	PAR - RIF Notification	no change
Pay Rate Change	PAR - Submittal Form or Merit Upload	PAR - Comp Rate Change or Merit Upload
PeoplePay	PeoplePay	no change



How to Initiate a Transaction

Transaction	Today I use	Beginning June 29 I will use
Person Modifier Change for Medical Facility Assignment, Phase Retirement and Support from Outside Source	PAR - Submittal Form	PAR - Person Modifier Changes
Process Leave of Absence Faculty	PAR - Submittal Form (with Faculty Leaves of Absence Request Form attached)	PAR - Faculty Leave of Absence (with Faculty Leaves of Absence Request Form attached)
Process Unpaid Leave of Absence	PAR - Unpaid Leave of Absence	no change
Process Return from Unpaid Leave of Absence	PAR - Process Return from Leave of Absence	PAR - Process Return from Unpaid Leave or Term(s) Break
Process Return from Term(s) Break	PAR - Submittal Form	PAR - Process Return from Unpaid Leave or Term(s) Break
Reclass (Faculty and Staff), Transfer (Faculty), Promotion (Faculty)	PAR - Submittal Form	PAR - Reclassification, Transfer or Promotion
Transfer, Promotion Staff	eRecruit	no change
Rehire Faculty	PAR - Submittal Form	PAR - Rehire, New Empl Rcd, Addl Appt
Rehire Staff	eRecruit	no change
Renewal of Summer Salary or Overload	PAR - Submittal Form	PAR - Renewal of Summer Salary / Overload
Request Correction or Deletion of Data	PAR - Submittal Form	PAR - Correction or Deletion of Data
Salary Period Change	PAR - Submittal Form	PAR - Salary Period Change



How to Initiate a Transaction

Transaction	Today I use	Beginning June 29 I will use
Supervisor ID Change	PAR - Submittal Form or Upload process	PAR - Appt End Date, Supervisor ID or Unit PCN Change or Upload process
Temporary Staff Pay/Job updates	Temporary Employment Change Form	no change
Terminations	PAR - Termination	no change
Unit PCN Change	PAR - Submittal Form	PAR - Appt End Date, Supervisor ID or Unit PCN Change
View All DBE Effective Dates	PAR - View All DBE Effective Dates	Review Job Information - View All DBE Effective Dates
View All Job Effective Dates	PAR - Submittal Form	Review Job Information – Workforce Job Summary
View Comp Rate Distribution	PAR - Comp Rate Distribution	Review Job Information - View Comp Rate Distribution
Work Address Change	Address Personal Data Form or HR Batch Toolkit – Address/Phone Changes	no change
Working Title Change	PAR - Submittal Form	PAR - Working Title Change for Job Families 100-290 (single appt) PAR - Correction / Deletion for others



Transaction Types Included for Temporary Employees

- Termination
- Additional Pay
- Department Budget Earnings



Transaction Types Included for Regular Employees

Employee Level Changes	Job Data Changes at the Employment Record Level	Job Data Changes at the Employment Record Level	Other Changes at the Employment Record Level
<ul style="list-style-type: none"> Rehire to the University/ New Employment Record Number/ Additional Appointment 	<ul style="list-style-type: none"> Comp Rate Change 	<ul style="list-style-type: none"> Change Unpaid Leave End Date 	<ul style="list-style-type: none"> Additional Pay Changes
<ul style="list-style-type: none"> Administrative Department Changes 	<ul style="list-style-type: none"> Salary Period Change 	<ul style="list-style-type: none"> Process Return from Unpaid Leave or Term(s) Break 	<ul style="list-style-type: none"> Department Budget Earnings Changes
<ul style="list-style-type: none"> Working Title Changes 	<ul style="list-style-type: none"> Effort Change 	<ul style="list-style-type: none"> Initiate RIF Notification 	
<ul style="list-style-type: none"> Person Modifier Changes (Medical Facility Assignment, Support from Outside Source, Phased Retirement) 	<ul style="list-style-type: none"> Reclassification, Transfer, or Promotion 	<ul style="list-style-type: none"> Renewal of Summer Salary / Overload 	
	<ul style="list-style-type: none"> Other Job Changes (Appointment End Date, Supervisor ID or Unit PCN Change) 	<ul style="list-style-type: none"> Termination / Retirement 	
	<ul style="list-style-type: none"> Process Faculty Leave of Absence 	<ul style="list-style-type: none"> Correction or Deletion of Data 	
	<ul style="list-style-type: none"> Process Unpaid Leave of Absence 		



Improvements

- Create PAR Search Page
- Elimination of submittal form .pdf – replaced with multiple PAR transactions
- Auto selects the job row in effect based on the effective date entered on PAR Launchpad
- Smart transaction selection
- Only specific fields are updateable depending on the transaction type, all other fields will be view only

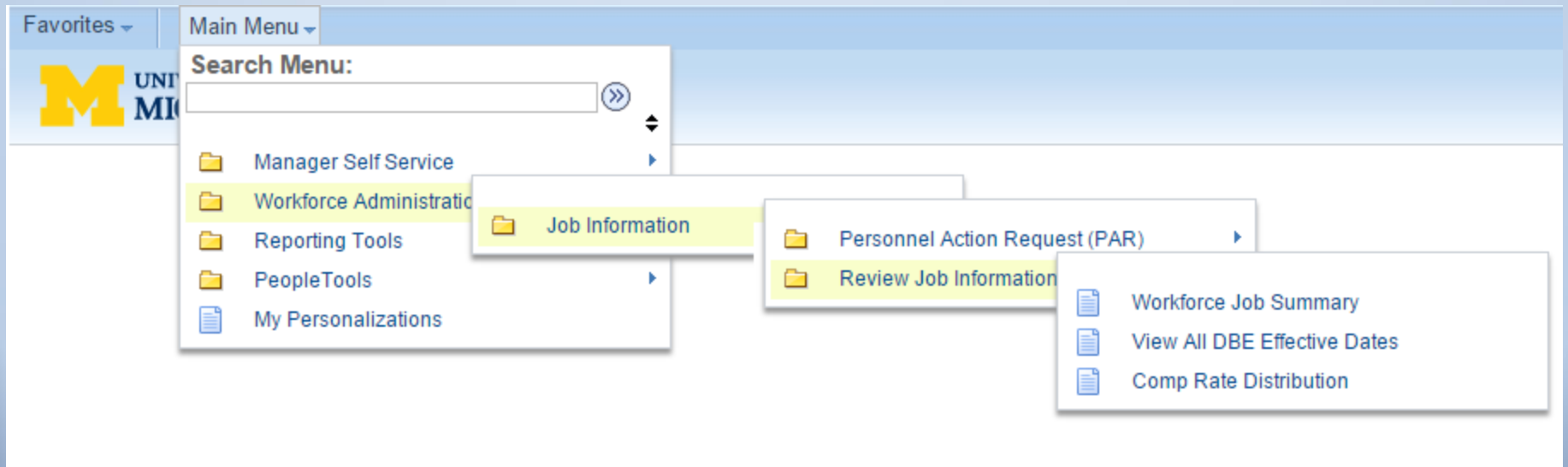


Improvements

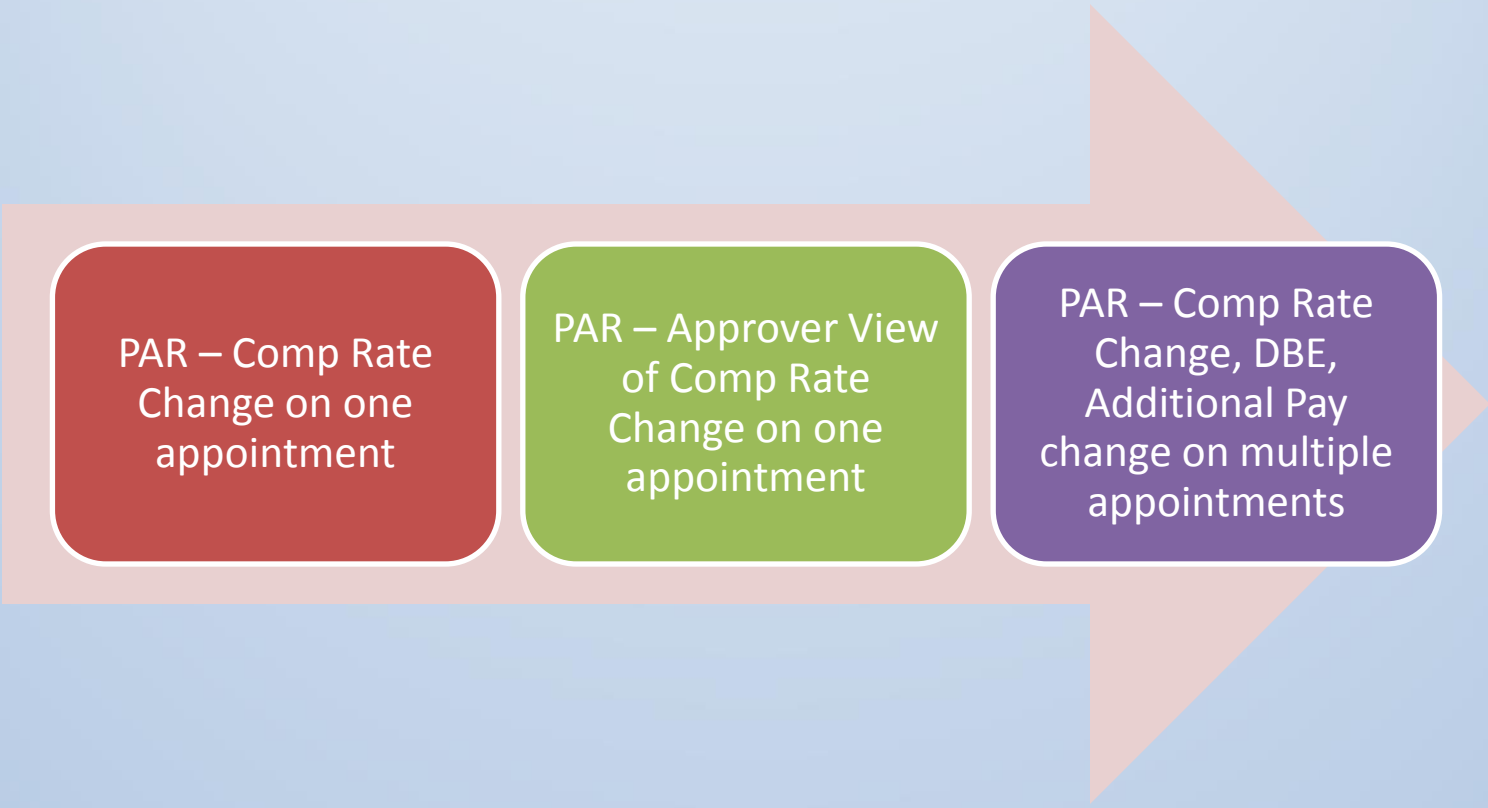
- Initiates related transactions
- New PAR transaction for Administrative Department changes
- Graduate Students included in PAR Termination transaction
- Various workflows integrated
- Side by Side before and after pictures for Job transactions
- Ability to attach supporting documentation for all transactions
- Direct data entry/real-time load wherever possible



View Only Pages



PAR Demo



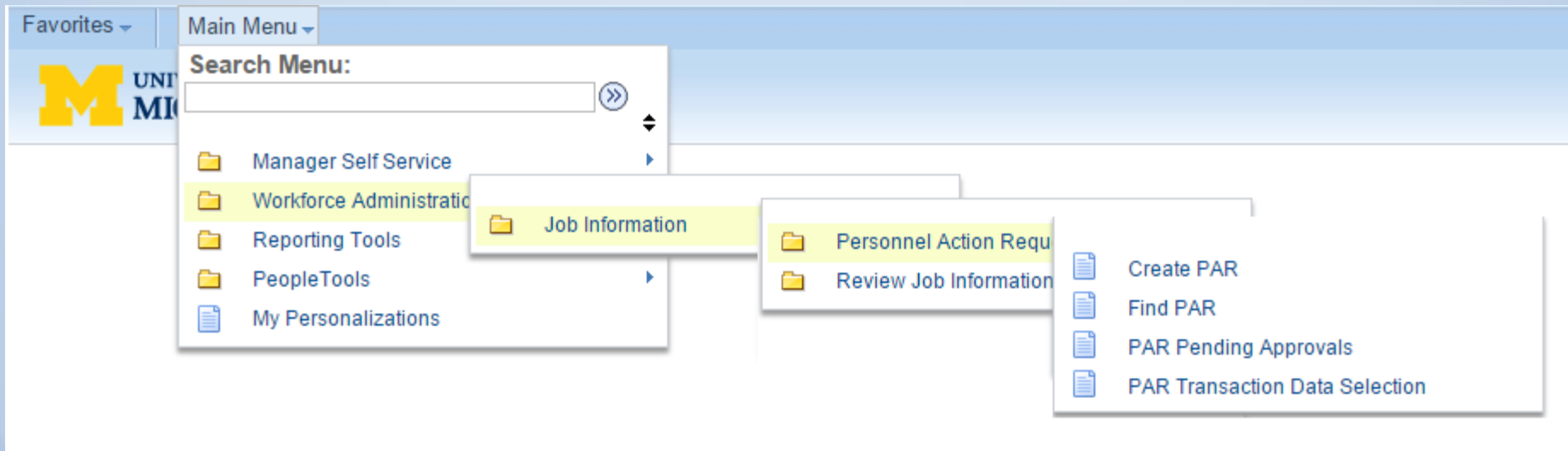
PAR – Comp Rate
Change on one
appointment

PAR – Approver View
of Comp Rate
Change on one
appointment

PAR – Comp Rate
Change, DBE,
Additional Pay
change on multiple
appointments



PAR Navigation



Important Notes

- 6/22/15: Units must approve all PAR transactions by end of business
- 6/26/15: All transactions that do not have an approved status by end of business will be deleted from the system
- Certain transactions will route to the SSC for manual entry
- Approval groups not changing
- No security changes
- The PAR Data Selection report will be modified to accommodate the new design and can be a great tool for units to track PAR transactions



Q & A

