

## TALENT ACQUISITION AND ONBOARDING

### **Personnel Action Request: PAR Guide:**

This is a Guide to assist the hiring manager with the task of submitting a Personnel Actions Request (PAR) based on the individual needs to stream with the Human Resources process.

The hiring manager will complete the PAR at the link <https://one.spcollege.edu/>

### **This Guide Contains How to Submit:**

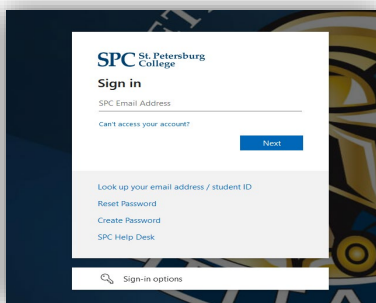
- I. Additional Pay PAR
- II. Data Change PAR
- III. Hire-Rehire/Additional Job PAR
- IV. Promote Current Employee PAR
- V. Reporting Change PAR
- VI. Request New Position PAR
- VII. Request Paid Leave PAR
- VIII. Request Unpaid Leave PAR
- IX. Request Return from Leave PAR
- X. Retire Employee PAR
- XI. Review Transactions PAR
- XII. Terminate Employee PAR
- XIII. Transfer Employee PAR

## TALENT ACQUISITION AND ONBOARDING

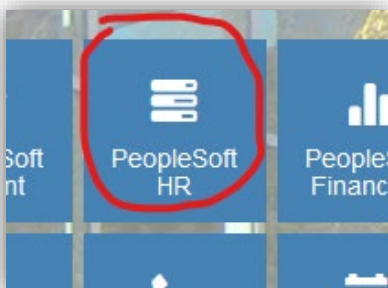
**Let's Get Started!**

Starting every PAR, go to the following link <https://one.spcollege.edu/>

1. Click on the link above and Log in.



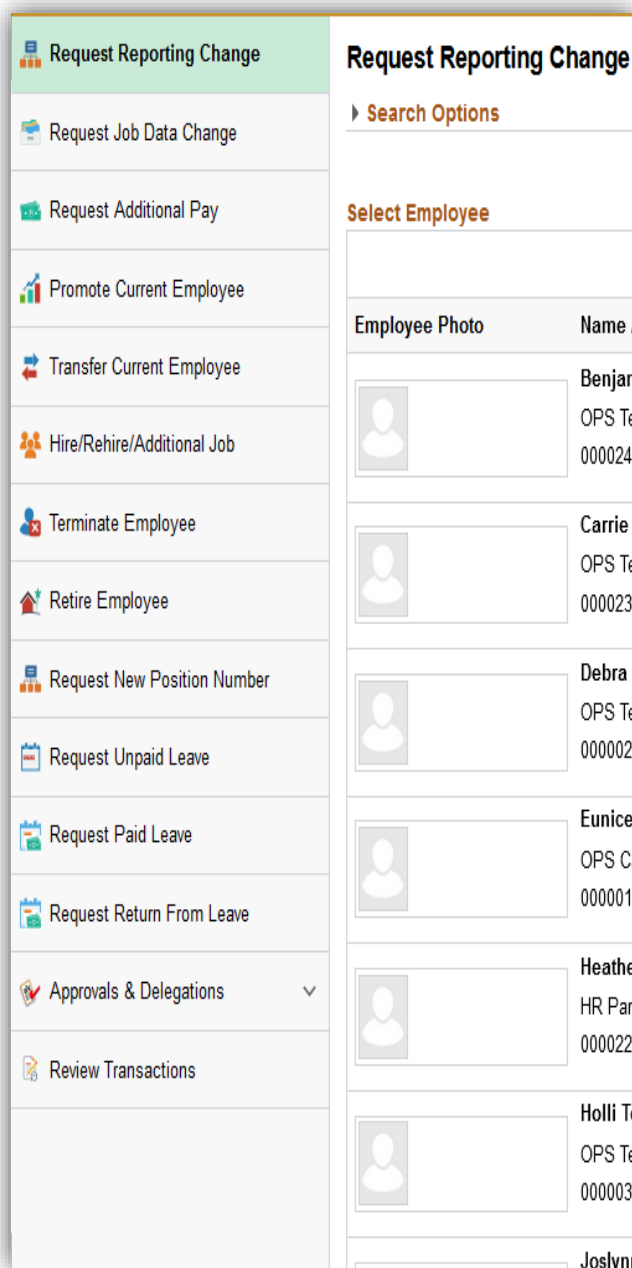
2. Click on the "PeopleSoft HR" tile.



3. Next, click on the "Personnel Action" tab.



4. Lastly, you should be redirected to a page that has a menu such as a picture below.



## TALENT ACQUISITION AND ONBOARDING

**I. ADDITIONAL PAY PAR**

An Additional Pay PAR is used needed to make changes to pay for an employee.

**Work and Job Information**

\*Transaction Date: 09/10/2021 — 1) Effective date of the transaction

This employee is in a position that is controlled by the Human Resources Department. An email notification will be sent to Human Resources to process the transaction.

Charges Made  
Required Field

**Job Earnings Distribution**

\*Distribution Type: None

Cost Center: — 2) Cost Center information

**Additional Pay**

Reason for Additional Pay: — 3) Reason for add'l pay

Start Date: — 4) Start date

End Date: — 5) End date (if applicable)

Earning amount per pay period: — 6) Amount to be paid each pay period

Total amount to be paid (Goal amount): — 7) Total amount of stipend (if applicable)

**Additional Pay Periods**

First: No

Second: No

Third: No

**Types of Additional Pay:**

- Academic Chair Stipend
- Academic Coaching
- Acting Position/Adtl Duties
- Athletics/Cheerleading Coach
- GETL Program
- Career Svc Employee Council
- Cell Phone Stipend
- Contract Pay
- Faculty Governance
- Job Other Pay
- Lead TSS Stipend
- Leadership SPC
- Leave from Prior Pay Period
- Not Specified
- Phi Theta Kappa Advisor
- QEP Neighborhoods for Success
- Sabbatical - Additional SECH
- TempProject Academic Program
- TempProject DataQualityInit
- TempProject Innovation Team
- TempProject Network Systems
- TempProject New Technology
- TempProject Onboarding
- TempProject Student Support
- Temporary Additional Duties

Next >

1. Select the effective date of the transaction.
2. Enter the cost center.
3. Select the reason for additional pay.
4. Enter the start date of the transaction.
5. Enter the end date (if applicable).
6. Include the amount to be paid each pay period.
7. Enter the total amount of stipend (if applicable).
8. Click next to complete.

## TALENT ACQUISITION AND ONBOARDING

## Section Complete.

**II. DATA CHANGE PAR**

A Data Change PAR is used to make the following changes: account combination code, acting-to-budgeted, continuing contract, department change, extended change, faculty ECH/contract change, location change, shortened contract, standard hours change, and title change.

**Request Data Change**

1 Job Detail 2 Review & Submit

Next >

**Work and Job Information**

\*Transaction Date 08/10/2021 — 1) Effective date of the transaction

\*Reason Account Combination Code — 2) Reason for transaction

**New Information**

Position Title Administrative Svcs Specialist 00010144

Business Unit Information Systems INFTR

\*Department Learning Mgt Network Sys LMSNET

\*Location District Office 01000 — 3) Changes to be made

\*Job Title Administrative Svcs Specialist G1201

Standard Hours 40.00

FTE 1.000000

\*Pull/Part Time Full-Time

**Current Information**

Administrative Svcs Specialist 00010144

Information Systems INFTR

Learning Mgt Network Sys LMSNET

District Office 01000

Administrative Svcs Specialist G1201

**Data change options:**

- Account Combination Code
- Acting to Budgeted
- Continuing Contract
- Degree Change
- Department Change
- Extended Contract
- Faculty ECH/Contract Change
- Location Change
- Shortened Contract
- Standard Hours Change
- Title Change

**Job Earnings Distribution**

\*Distribution Type None

Cost Center — 4) Cost center (if changing)

Changes Made  
Required Field

Make changes only if needed

1. Select the effective date of the transaction.
2. Select the reason for the transaction.
3. Enter the type of change to be made.
4. Enter the cost center (if changing).
5. Click next to complete.

## TALENT ACQUISITION AND ONBOARDING

### Section Complete.

#### III. HIRE/REHIRE/ADDITIONAL JOB PAR

The Hire-Rehire PAR is to hire or rehire a current or former employee. Submitters should also be using this to add additional jobs (i.e., project deliverables, additional adjunct codes, etc.) Hire PARs are also used to hire OPS/ADJ PARs into budgeted roles.

1. Select yes or no if you know the employee ID and click next.

The screenshot shows the 'Personnel Actions' web application. On the left is a sidebar menu with options like 'Request Reporting Change', 'Request Job Data Change', 'Request Additional Pay', 'Promote Current Employee', 'Transfer Current Employee', 'Hire/Rehire/Additional Job' (highlighted), 'Terminate Employee', 'Retire Employee', 'Request New Position Number', 'Request Unpaid Leave', 'Request Paid Leave', 'Request Return From Leave', 'Approvals & Delegations', and 'Review Transactions'. The main area is titled 'Questionnaire' and contains a question: 'Do you know the Employee ID?' with a 'Yes' radio button selected. To the right of the question is a text input field containing '1) Select yes or no'. A 'Next' button is in the top right corner.

- 2, 3, 4, 5, 6, 7, 8, 9, 10, & 11.

The screenshot shows the 'Hire/Rehire/Additional Job' form. At the top, there are three tabs: 'Job Detail' (active), 'Compensation Detail', and 'Review & Submit'. Below the tabs are three numbered instructions: '2) Enter Empl ID if applicable', '3) Employee/Candidate's Name', and '3) Transaction Date - Hire Date'. The form is divided into two main sections: 'Employee Information' and 'Work and Job Information'. The 'Employee Information' section includes fields for 'Empl ID', 'Employee Name', and 'Reason'. The 'Work and Job Information' section includes fields for 'Position Title', 'Business Unit', 'Department', 'Location', 'Job Title', 'Standard Hours', 'FTE', 'Full/Part Time', and 'Reports To'. Each field has a magnifying glass icon for search. A dropdown menu for 'Reason' is open, showing options: 'Additional/Supplemental Job', 'New Hire', 'Rehire', and 'Transfer'. The form also includes a 'Return to Questionnaire' button and a 'Next' button.

## TALENT ACQUISITION AND ONBOARDING

III. HIRE-REHIRE PAR (cont.)

2. Enter the Employee ID (if applicable).
3. Select Transaction date or hire date.
4. Select the reason: hire, rehire or transfer.
5. **FOR BUDGETED POSITION ONLY!** Click the magnifying glass and enter the position number.
6. If needed, change the department.
7. If needed, change the location.
8. **FOR OPS or ADJ ONLY!** Click the magnifying glass to search for the appropriate job code.
9. Enter the standard hours.
10. Select if the position is part or full-time.
11. Click the magnifying glass to find the correct supervisor.

**12 & 13.**

12. Enter the distribution type: hours, by percentage, single cost center.
13. Enter the cost center. **DO NOT COMPLETE THE REST OF THIS PAGE!**

## TALENT ACQUISITION AND ONBOARDING

### III. HIRE-REHIRE PAR (cont.)

14. Page 2 (not shown) will allow you to enter the pay rate.
15. Enter comments (if applicable).
16. click submit to finish.

**Hire/Rehire/Additional Job**

**Review and Submit**

Transaction Date: 10/11/2021

Reason: Additional/Supplemental Job

**New Information**

Position Title: **Executive Admin Svc Specialist**

Business Unit: Academic Affairs ED551

Department: Health Services Mgmt HC HSM-HC

Location: Health Education Center 00008

Job Title: Executive Admin Svc Specialist H1725

Standard Hours: 40.00

PTE: 1.000000

Full/Part Time: Full-Time

Reports To: Dean, Coll of Health Sciences 00003010

Manager Name: Deanna Stenford

Hourly Salary: 21.00 USD

**Comments**

15) Enter any comments as appropriate

**16) Submit**

## TALENT ACQUISITION AND ONBOARDING

### Section Complete.

#### IV. PROMOTE CURRENT EMPLOYEE PAR

A Promotion PAR is submitted to promote an employee in the same department or a new department. promotion should be used when the employee is moving up one or more grades.

1. Select the appropriate actions as a proxy (delegate for the manager over the employee to be promoted).

**Personnel Actions**

**Promote Current Employee**

Search Options

Sandra Mallin acting as

No direct reports

Process my own Employees  
Proxy for Deanna Stentford  
Proxy for Joan Tomlin  
Proxy for Kengia Sabree  
Proxy for Kory Thomas  
Proxy for Ralph Sibilo

1) Select who you are acting as a proxy for.  
\*\*\*You will need to be a delegate for the manager over the employee to be promoted

2. Select an employee from the list. Make sure the correct record is selected.

**Personnel Actions**

**Promote Current Employee**

Search Options

Sandra Mallin acting as Proxy for Deanna Stentford

Select Employee

2) Select the employee from the list. You will need to ensure that you select the proper record.

Employee Photo	Name / Title / ID - Record	Directs / Total	Status / Type	Job Code / Department / Location
	<b>Adam Smith</b> Adjunct Faculty 00002244130 - 1		Active Part-Time Employee	B6000 Baccalaureate Programs - BACH/PROG District Office - 01000
	<b>Alyssa Bedard</b> Supplemental Bach Prog. 00002076112 - 1		Active Part-Time Employee	B5998 Baccalaureate Programs - BACH/PROG Health Education Center - 08000
	<b>Alyssa Bedard</b> Faculty 00002076112 - 0		Active Full-Time Employee	B3001 Baccalaureate Programs - BACH/PROG Health Education Center - 08000
	<b>Amy Krueger</b> Project Deliverable 00001080944 - 2		Active Part-Time Employee	B6007 Dental Hygiene HC - DENTAL-HC Health Education Center - 08000
	<b>Amy Krueger</b>		Active	FR001



## TALENT ACQUISITION AND ONBOARDING

IV. PROMOTE CURRENT EMPLOYEE PAR (cont.)

3. Select if the salary will change or stay the same.

Personnel Actions

Adam Smith  
Adjunct Faculty

Request Reporting Change

Request Job Data Change

Request Additional Pay

**Promote Current Employee**

Transfer Current Employee

Hire/Rehire/Additional Job

Terminate Employee

Rehire Employee

Request New Position Number

Request Unpaid Leave

Request Paid Leave

Request Return From Leave

Approvals & Delegations

Review Transactions

Next

Questionnaire

What else do you want to change besides Job Title?

Are you changing Salary Information? Yes

3) Select whether or not the salary will be changing.

4, 5, 6, 7, 8, 9, & 10.

Promote Employee

Adam Smith  
Adjunct Faculty

1 Job Detail

2 Compensation Detail

3 Review & Submit

Return to Questionnaire

Next

Work and Job Information

\*Transaction Date 10/11/2021 4) Promotion effective date

\*Reason Acting 5) Reason for promotion

\*Business Unit Academic Affairs EDSSV 7) Verify Business unit

\*Department Baccalaureate Programs BACHPROG 8) Verify Department

\*Location District Office 01000 9) Verify location

\*Job Title Adjunct Faculty B6000

Standard Hours 1.00

FTE 1.000000

Full/Part Time Part-Time

Reports To Dean, Coll of Health Sciences 00003010 10) Verify Supervisor

Manager Name Dwayne Stantford

Dean, Coll of Health Sciences 00003010

Rebecca Lachig

Changes Made

Required Field

Make changes only if needed

Job Earnings Distribution

## TALENT ACQUISITION AND ONBOARDING

IV. PROMOTE CURRENT EMPLOYEE PAR (cont.)

4. Select the promotion effective date.
5. Select the reason for the promotion: Acting to Budgeted, Job Reclassification, and Promotion.
6. Select the new position number (image not shown).
7. Verify business unit.
8. Verify department.
9. Verify location.
10. Verify supervisor.

11, 12, & 13.

The screenshot shows the 'Promote Employee' form in the SPC system. The form is titled 'Promote Employee' and has a progress bar with three steps: 1. Job Detail, 2. Compensation Detail, and 3. Review & Submit. The current step is 1. Job Detail. The form includes fields for Manager Name (Deanna Stenford), Supervisor (Rebecca Ludwig), and Job Earnings Distribution. The Job Earnings Distribution section has a dropdown for Distribution Type (By Hours, By Percent) and a text field for Cost Center (10-11230116-08000). The Additional Pay section has a dropdown for Reason for Additional Pay, Start Date, End Date, Earning amount per pay period, and Total amount to be paid (Goal amount). The Additional Pay Periods section has three radio buttons for First, Second, and Third. The form also includes a 'Next' button and a 'Return to Questionnaire' button.

11. Select the cost center distribution type.
12. Enter cost center information (without GL code).
13. Click next to move forward.

## TALENT ACQUISITION AND ONBOARDING

### IV. PROMOTE CURRENT EMPLOYEE PAR (cont.)

14 & 15.

**Promote Employee**

Adam Smith  
Adjunct Faculty

1 Job Detail 2 Compensation Detail 3 Review & Submit

Return to Questionnaire Previous Next

14) New compensation rate

Pay Component	Change Percent	Change Amount	New Amount	Current Amount	Currency Code	Type	Frequency
Default NA Hourly					USD	Hourly Rate	Hourly

**New Information**

Hourly Salary	0.00 USD
Annual Rate	0.00 USD

**Current Information**

Hourly Salary	0.00 USD
Annual Rate	0.00 USD

Changes Made Required Field

15) Next

14. Enter a new compensation rate.

15. Click next to move forward.

16, 17, & 18.

**Promote Employee**

Adam Smith  
Adjunct Faculty

1 Job Detail 2 Compensation Detail 3 Review & Submit

Return to Questionnaire Previous Submit

16) Review information

Transaction Date: 10/11/2021  
Reason: Promotion

**New Information**

Business Unit	Academic Affairs	EDSSV
Department	Baccalaureate Programs	BACHPROG
Location	District Office	01000
Job Title	Faculty	03001
Standard Hours	1.00	
FTE	1.000000	
Full/Part Time	Part-Time	
Reports To	Dean, Coll of Health Sciences	00003010
Manager Name	Deanna Stratford	
Hourly Salary	1.50 USD	
Annual Rate	78.00 USD	

**Current Information**

Business Unit	Academic Affairs	EDSSV
Department	Baccalaureate Programs	BACHPROG
Location	District Office	01000
Adjunct Faculty		06000
Standard Hours	1.00	
FTE	1.000000	
Full/Part Time	Part-Time	
Reports To	Dean, Coll of Health Sciences	00003010
Manager Name	Rebecca Ludwig	
Hourly Salary	0.00 USD	
Annual Rate	0.00 USD	

17) Add any necessary comments

18) Submit

Related Information

Decision Support

16. Review information.

17. Add Necessary comments.

18. clickclick submit to finish.

## TALENT ACQUISITION AND ONBOARDING

Section Complete.

### V. REPORTING CHANGE PAR

1, 2, 3, & 4.

**Request Reporting Change**

Sivillai Bruako  
Administrative Svcs Specialist

1 Job Detail 2 Review & Submit

Next >

**Work and Job Information**

\*Transaction Date: 08/10/2021 — Effective date of the change

\*Reason: Reports to Supervisor — Reason (does not change)

New Information		Current Information	
Position Title	Administrative Svcs Specialist: 00010144	Administrative Svcs Specialist	00010144
Job Title	Administrative Svcs Specialist: G1201	Administrative Svcs Specialist	G1201
Reports To	Project Director 00010801 — New Supervisor	Project Director	00010801
Manager Name	Anna Volk	Anna Volk	

Change Mode  
Required Field

1. Enter the effective date.
2. Reason (do not change).
3. Enter a new supervisor.
4. Click next to review and submit.

## TALENT ACQUISITION AND ONBOARDING

Section Complete.

## VI. REQUEST NEW POSITION PAR

This PAR is utilized when you are creating a new position.

1. The PAR type should only be used to create a new position.

SPC - HR Homepage Personnel Actions

Sandra Malkin  
Administrative Svcs Specialist

Request Reporting Change  
Request Job Data Change  
Request Additional Pay  
Promote Current Employee  
Transfer Current Employee  
Hire/Rehire/Additional Job  
Terminate Employee  
Retire Employee  
**Request New Position Number**  
Request Unpaid Leave  
Request Paid Leave  
Request Return From Leave

Questionnaire

This PAR type should only be used when creating a brand new position 1) Next

Do you want to create a new Position? Yes

- 2, 3, 4, 5, 6, 7, 8 9, 10, & 11.

Request New Position Number

Sandra Malkin  
Administrative Svcs Specialist

Position Details Review and Submit

Return to Questionnaire Next

Clone Position

\*Transaction Date 10/11/2021 2) Position effective date

Job Information

\*Business Unit EDSSV Academic Affairs 3) Business unit Short Title 6) Shortened Title

\*Job Code 4) Job code Long Description

\*Title 5) Position title Max Head Count 1

\*Reg/Temp Regular

\*Full/Part Time Full-Time

Work Location

\*Department HSM-HC Health Services Mgmt HC 7) Department Regulatory Region USA United States

\*Location 06000 Health Education Center 8) Location

Reports To 00003010 Dean, Coll of Health Sciences 9) Supervisor

Work Information

\*Standard Hours 40.00 10) Standard hours

Work Period W Weekly

Mon 8:00 Tue 8:00 Wed 8:00 Thu 8:00 Fri 8:00 Sat Sun

11) Daily allotted hours (standard work week)

2. Enter position effective date.

## TALENT ACQUISITION AND ONBOARDING

3. Select a business unit.
4. Enter job code.
5. Enter position title

VI. REQUEST NEW POSITION PAR (cont.)

6. Shorten title.
7. Enter the department.
8. Enter location.
9. Select supervisor.
10. Enter the standard hours.
11. Daily allotted hours (standard workweek).

12, 13, & 14.

**Request New Position Number**

Sandra Malkin  
Administrative Svcs Specialist

1 Position Details 2 Review and Submit

12) Review

Review and Submit

Transaction Date 10/11/2021

Reason New Position

**Job Information**

Business Unit EDSSV Academic Affairs  
Job Code H1725 Executive Admin Svc Specialist  
Title Executive Admin Svc Specialist  
Reg/Temp Regular  
Full/Part Time Full-Time

Short Title ExAdminSvSpc  
Long Description ExAdminSvSpc  
Max Head Count 1

**Work Location**

Department HSM-HC Health Services Mgmt HC  
Location 08000 Health Education Center  
Reports To 00000010 Dean, Coll of Health Sciences

Regulatory Region USA United States

**Work Information**

Standard Hours 40.00

Work Period W Weekly

Mon 8.00 Tue 8.00 Wed 8.00 Thu 8.00 Fri 8.00 Sat Sun

**Comments**

13) Add necessary comments

14) Submit

Return to Questionnaire Previous Submit

12. Review the information.
13. Add comments (if required).
14. clickclick submit to finish.

## TALENT ACQUISITION AND ONBOARDING

### Section Complete.

#### VII. REQUEST PAID LEAVE

This PAR should be used to request paid leave.

1. Select whose proxy you will be acting on behalf of.

SPC - HR Home page Personnel Actions

**Request Paid Leave**

Search Options

Sandra Malkin acting as **Proxy for Deanna Stentford**

No direct reports

1) Select whose proxy you will be acting as

- 2, 3.

**Request Paid Leave**

Search Options

Sandra Malkin acting as **Proxy for Deanna Stentford**

**Select Employee** 2) Select employee

90 rows

Employee Photo	Name / Title / ID - Record	Directs / Total	Status / Type	Job Code / Department / Location
	<b>Adam Smith</b> Adjunct Faculty 00002244130 - 1		Active Part-Time Employee	B6000 Baccalaureate Programs - BACH/PROG District Office - 01000
	<b>Alyssa Bedard</b> Supplemental Bach Prog. 00002076112 - 1		Active Part-Time Employee	B5998 Baccalaureate Programs - BACH/PROG Health Education Center - 08000
	<b>Alyssa Bedard</b> Faculty 00002076112 - 0		Active Full-Time Employee	B3001 Baccalaureate Programs - BACH/PROG Health Education Center - 08000
	<b>Amy Krueger</b> Project Deliverable 00001080944 - 2		Active Part-Time Employee	B6007 Dental Hygiene HC - DENTAL-HC Health Education Center - 08000
	<b>Amy Krueger</b>		Active	F8001

2. Select employee.
3. Click next to continue.

### VII. REQUEST PAID LEAVE (cont.)

4,5, & 6

**Request Paid Leave**

Sandra Malkin  
Administrative Svcs Specialist

1 Job Detail 2 Review & Submit

**Work and Job Information**

\*Transaction Date: 10/11/2021

\*Reason: Administrative Leave (selected), Jury Duty, Paid Sabbatical Leave

**New Information**

Business Unit: Academic Affairs, EDSSV

Department: Health Services Mgmt HC, HSM-HC

Expected Return Date: 10/12/2021

**Current Information**

Business Unit: Academic Affairs, EDSSV

Department: Health Services Mgmt HC, HSM-HC

4) Effective date

5) Reason

6) Expected return date

Changes Made  
Required Field

4. Enter the effective date.
5. Select the reason: administrative leave, jury duty, or paid sabbatical leave.
6. Enter the expected return date.

7, 8 & 9.

**Request Paid Leave**

Sandra Malkin  
Administrative Svcs Specialist

1 Job Detail 2 Review & Submit

**7) Review**

**Review and Submit**

Transaction Date: 10/11/2021

Reason: Jury Duty

**New Information**

Business Unit: Academic Affairs, EDSSV

Department: Health Services Mgmt HC, HSM-HC

Expected Return Date: 10/12/2021

**Current Information**

Business Unit: Academic Affairs, EDSSV

Department: Health Services Mgmt HC, HSM-HC

**Comments**

8) Add necessary comments

**Attachments**

No documents have been attached.

Add Attachment

**9) Submit**

Previous Submit

**Related Information**

Decision Support

Changes Made  
Required Field

7. Review the changes.
8. Add comment is needed.
9. Click submit to the process.



## TALENT ACQUISITION AND ONBOARDING

### Section Complete.

#### VIII. REQUEST UNPAID LEAVE

This PAR should be utilized to request unpaid leave.

1. Select the Proxy for the request.

SPC - HR Home page Personnel Actions

**Request Unpaid Leave**

Search Options

Sandra Malkin acting as

No direct reports

Process my own Employees  
Proxy for Deanna Stentford  
Proxy for Joan Tinsler  
Proxy for Kendra Salsone  
Proxy for Ralph Sibson

1) Select the Proxy for the request.

2. Select the employee.

Personnel Actions

**Request Unpaid Leave**

Search Options

Sandra Malkin acting as Proxy for Deanna Stentford

2) Select employee

Select Employee

90 rows

Employee Photo	Name / Title / ID - Record	Directs / Total	Status / Type	Job Code / Department / Location
	Adam Smith Adjunct Faculty 00062244130 - 1		Active Part-Time Employee	B6000 Baccalaureate Programs - BACH/PROG District Office - 01000
	Alyssa Bedard Supplemental Bach Prog 00062076112 - 1		Active Part-Time Employee	B5999 Baccalaureate Programs - BACH/PROG Health Education Center - 08000
	Alyssa Bedard Faculty 00062076112 - 0		Active Full-Time Employee	B3001 Baccalaureate Programs - BACH/PROG Health Education Center - 08000
	Amy Krueger Project Deliverable 00061080944 - 2		Active Part-Time Employee	B6007 Dental Hygiene HC - DENTAL-HC Health Education Center - 08000
	Amy Krueger		Active	F0001

### VIII REQUEST UNPAID LEAVE (cont.) 3,4,5 & 6.

**Request Unpaid Leave**

Sandra Malkin  
Administrative Svcs Specialist

1 Job Detail 2 Review & Submit

6) Next

**Work and Job Information**

\*Transaction Date: 10/11/2021 3) Effective Date

\*Reason: Leave of Absence 4) Reason

**New Information**

Business Unit: Academic Affairs EDSSV  
Department: Health Services Mgmt HC HSM-HC

**Current Information**

Academic Affairs: EDSSV  
Health Services Mgmt HC: HSM-HC

Expected Return Date: 5) Expected return date

Changes Made  
Required Field

3. Select the effective date.
4. Select the reason for the leave.
5. Input expected return date.
6. Click next to continue.

7, 8, & 9.

**Request Unpaid Leave**

Sandra Malkin  
Administrative Svcs Specialist

1 Job Detail 2 Review & Submit

7) Review

**Review and Submit**

Transaction Date: 10/11/2021  
Reason: Leave of Absence

**New Information**

Business Unit: Academic Affairs EDSSV  
Department: Health Services Mgmt HC HSM-HC

**Current Information**

Academic Affairs: EDSSV  
Health Services Mgmt HC: HSM-HC

Expected Return Date: 10/12/2021

**Comments**

8) Add necessary comments

**Attachments**

No documents have been attached.

Add Attachment

Changes Made  
Required Field

9) Submit

Related Information

Decision Support

7. Review information entered.

## TALENT ACQUISITION AND ONBOARDING

8. Add additional comments (if applicable).
9. Click submit to the process.

**Section Complete.**

### IX REQUESTS RETURN FROM LEAVE

A return from leave PAR is submitted when an employee would like to return from leave.

1. Select the proxy for the return from leave.

Personnel Actions

**Request Return From Leave**

Search Options

Sandra Malkin acting as **Process my own Employees**

No direct reports

1) Select whose proxy you will be acting as

- Process my own Employees
- Proxy for Deanna Stentford
- Proxy for Joan Tonner
- Proxy for Kengia Sabree
- Proxy for Ralph Sibbio

2. Select employee.

Personnel Actions

**Request Return From Leave**

Search Options

Sandra Malkin acting as **Proxy for Ralph Sibbio**

Select Employee

2) Select employee

Employee Photo	Name / Title / ID - Record	Directs / Total	Status / Type	Job Code / Department / Location
	Professional Trainer-OPS 0000227470 - 2		Active Part-Time Employee	B6001 Emergency Medical Services HC - EMS-HC Health Education Center - 08000
	Patrick Competelli Adjunct Faculty 0000227470 - 3		Active Part-Time Employee	B6000 Emergency Medical Services HC - EMS-HC Health Education Center - 08000
	Paul Serino Professional Trainer-OPS 00002390416 - 1		Active Part-Time Employee	B6001 Emergency Medical Services HC - EMS-HC Health Education Center - 08000
	Paul Serino OPS Professional 00002390416 - 4		Active Part-Time Employee	F8001 Emergency Medical Services HC - EMS-HC Health Education Center - 08000
	Paul Serino Supplemental Instr - Credit		Active	B3006

## TALENT ACQUISITION AND ONBOARDING

**IX REQUESTS RETURN FROM LEAVE (cont.)**

3, 4, 5, & 6.

Request Return From Leave

Paul Serino  
OPS Professional

1 Job Detail

2 Review & Submit

6) Review and submit

Next >

5) Next

**Work and Job Information**

\*Transaction Date 10/12/2021 3) Effective date

\*Reason Return From Leave 4) Select reason

**Current Information**

Business Unit Academic Affairs EDSSV

Department Emergency Medical Services HC EMS-HC

Expected Return Date

Changes Made  
Required Field

3. Select the effective date.
4. Select the reason for returning from leave.
5. Click next.
6. Review entered information and submitted.

## TALENT ACQUISITION AND ONBOARDING

### Section Complete.

#### X RETIRE PAR

This PAR is submitted for employees seeking to retire.

1. Select the proxy.

The screenshot shows the 'Retire Employee' form in the SPC HRIS system. The 'acting as' dropdown menu is open, displaying a list of proxy options. A red box highlights the dropdown, and a red arrow points to it with the text '1) Select whose proxy you will be acting as'.

**Retire Employee**

**Search Options**

Sandra Malkin acting as **Proxy for Deanna Stentford**

No direct reports

1) Select whose proxy you will be acting as

Proxy for Deanna Stentford  
Proxy for Joan Tanner  
Proxy for Kengla Salinas  
Proxy for Kory Thomas  
Proxy for Ralph Stiles

2. Select the employee.

The screenshot shows the 'Retire Employee' form in the SPC HRIS system. The 'acting as' dropdown is set to 'Proxy for Deanna Stentford'. The 'Select Employee' section displays a table of employees. A red box highlights the table, and a red arrow points to it with the text '2) Select employee'.

**Retire Employee**

**Search Options**

Sandra Malkin acting as **Proxy for Deanna Stentford**

**Select Employee**

2) Select employee

90 rows

Employee Photo	Name / Title / ID - Record	Directs / Total	Status / Type	Job Code / Department / Location
	<b>Adam Smith</b> Adjunct Faculty 00002244130 - 1		Active Part-Time Employee	B0000 Baccalaureate Programs - BACH/PROG District Office - 01000
	<b>Alyssa Bedard</b> Supplemental Bach Prog. 00002070112 - 1		Active Part-Time Employee	B5998 Baccalaureate Programs - BACH/PROG Health Education Center - 08000
	<b>Alyssa Bedard</b> Faculty 00002070112 - 0		Active Full-Time Employee	B3001 Baccalaureate Programs - BACH/PROG Health Education Center - 08000
	<b>Amy Krueger</b> Project Deliverable 00001086944 - 2		Active Part-Time Employee	B8007 Dental Hygiene HC - DENTAL-HC Health Education Center - 08000
	<b>Amy Krueger</b>		Active	176001

## TALENT ACQUISITION AND ONBOARDING

### X RETIRE PAR (cont.)

3 & 4.

**Retire Employee**

Sandra Malkin  
Administrative Svcs Specialist

1 Job Detail 2 Review & Submit

4) Next  
Next >

**Work and Job Information**

\*Transaction Date 10/11/2021

**Current Information**

Position Title	Administrative Svcs Specialist	00010068
Department	Health Services Mgmt HC	HSM-HC
Location	Health Education Center	08500
Job Title	Administrative Svcs Specialist	G1201
Reports To	Dean, Coll of Health Sciences	00003010
Manager Name	Deanna Stentford	

Changes Made  
\* Required Field

3. Enter the effective date-this will be the day AFTER the employee's last day worked.
4. Click next to continue.

5, 6, & 7.

**Retire Employee**

Sandra Malkin  
Administrative Svcs Specialist

1 Job Detail 2 Review & Submit

5) Review

7) Submit  
Previous Submit

**Review and Submit**

Transaction Date 10/11/2021

**Current Information**

Position Title	Administrative Svcs Specialist	00010068
Department	Health Services Mgmt HC	HSM-HC
Location	Health Education Center	08500
Job Title	Administrative Svcs Specialist	G1201
Reports To	Dean, Coll of Health Sciences	00003010
Manager Name	Deanna Stentford	

**Comments**

6) Add any applicable comments

**Attachments**

No documents have been attached.

**Related Information**

Decision Support

5. Review information entered.
6. Add comments (if applicable).
7. Submit to process.

## TALENT ACQUISITION AND ONBOARDING

Section Complete.

### **XI REVIEW TRANSACTIONS PAR**

This transaction is to review the status of PARs submitted.

1. Click on the review transactions tab in PeopleSoft.

**Review Transactions**

Use the following search to look for an existing promotion request

[Find an Existing Value](#)

**Search Criteria**

Empl ID begins with

Transaction Date =

Name begins with

Transaction ID begins with

Status Indicator begins with

☐ Case Sensitive

[Search](#) [Clear](#) [Basic Search](#) [Save Search Criteria](#)

2. Type in the employee ID of the individual you are following to review the transactions history.

**Review Transactions**

Use the following search to look for an existing promotion request

[Find an Existing Value](#)

**Search Criteria**

Empl ID begins with

Transaction Date =

Name begins with

Transaction ID begins with

Status Indicator begins with

☐ Case Sensitive

[Search](#) [Clear](#) [Basic Search](#) [Save Search Criteria](#)

**Search Results**

View All

Empl ID	Empl Record	Name	Transaction Date	Effective Sequence	Description	Action	Status Indicator	Requestor
0002062976	0	Castro, Marcia Ann	05/25/2021	10	Add Additional Pay	Data Change	Admin Req	MALKIN SANDY
0002062976	0	Castro, Marcia Ann	06/22/2021	15	Request Data Change	Position Change	Denied	MALKIN SANDY
0002062976	0	Castro, Marcia Ann	07/01/2021	12	Request Data Change	Position Change	Denied	MALKIN SANDY
0002062976	0	Castro, Marcia Ann	07/01/2021	17	Request Data Change	Position Change	Success	MALKIN SANDY

## TALENT ACQUISITION AND ONBOARDING

Section Complete.

### **XII TERMINATE EMPLOYEE PAR**

This PAR is utilized to terminate an employee.

1 & 2.

The screenshot shows the SPC HR Home page with the 'Personnel Actions' header. On the left, a sidebar lists various HR actions, including 'Request Reporting Change', 'Request Job Data Change', 'Request Additional Pay', 'Promote Current Employee', 'Transfer Current Employee', 'Hire/Rehire/Additional Job', 'Terminate Employee' (highlighted), 'Retire Employee', 'Request New Position Number', 'Request Unpaid Leave', 'Request Paid Leave', 'Request Return From Leave', 'Approvals & Delegations', and 'Review Transactions'. The main content area is titled 'Terminate Employee' and includes a 'Search Options' section. It shows 'Sandra Malin' acting as a proxy for 'No direct reports'. A dropdown menu is open, showing a list of employees to select from: 'Process your Employees', 'Proxy for Doanna Stentford', 'Proxy for Joan Tonner', 'Proxy for Kengia Sabree', 'Proxy for Kory Thomas', and 'Proxy for Ralph Sibbie'. The text '2) Select who you will be acting as proxy for' is visible next to the dropdown.

1. Select Terminate Employee.
2. Select who will be acting as a proxy.
3. Select the record to terminate.



## TALENT ACQUISITION AND ONBOARDING

Personnel Actions

**Terminate Employee**

Search Options  
Sandra Malkin acting as Proxy for Deanna Stentford

3) Select the record you are wanting to terminate

Employee Photo	Name / Title / ID - Record	Directs / Total	Status / Type	Job Code / Department / Location
	Adam Smith Adjunct Faculty 00002244130 - 1		Active Part-Time Employee	B6000 Baccalaureate Programs - BACH/PROG District Office - 01000
	Alyssa Bedard Supplemental Bach Prog. 00002076112 - 1		Active Part-Time Employee	B5998 Baccalaureate Programs - BACH/PROG Health Education Center - 08000
	Alyssa Bedard Faculty 00002076112 - 0		Active Full-Time Employee	B3001 Baccalaureate Programs - BACH/PROG Health Education Center - 08000
	Amy Krueger Project Deliverable 00001089944 - 2		Active Part-Time Employee	B6007 Dental Hygiene HC - DENTAL-HC Health Education Center - 08000
	Amy Krueger		Active	F8001

90 rows

XII TERMINATE EMPLOYEE PAR (cont.)

4 &amp; 5.

Terminate Employee

Sandra Malkin  
Administrative Svcs Specialist

1 Job Detail 2 Review & Submit

Next > 5) Next

Work and Job Information

\*Transaction Date 10/11/2021 4) Transaction date - this should be the day AFTER the employee's last day worked.

Current Information

Position Title	Administrative Svcs Specialist	00010058
Department	Health Services Mgmt HC	HSM-HC
Location	Health Education Center	08000
Job Title	Administrative Svcs Specialist	G1201
Reports To	Dean, Coll of Health Sciences	00003010
Manager Name	Deanna Stentford	

Changes Made  
\* Required Field

4. Transaction date- this should be the day AFTER the employee's last day worked.
5. Click next to advance.

6, 7, &amp; 8.

## TALENT ACQUISITION AND ONBOARDING

**Terminate Employee**

Sandra Malkin  
Administrative Svcs Specialist

1 Job Detail 2 Review & Submit

6) Review information

Transaction Date 10/11/2021

**Current Information**

Position Title	Administrative Svcs Specialist	00010060
Department	Health Services Mgmt HC	HSM-HC
Location	Health Education Center	00000
Job Title	Administrative Svcs Specialist	G1201
Reports To	Duan, Coll of Health Sciences	00003010
Manager Name	Deanna Stentford	

**Comments** 7) Comment type of termination. I.e. Resignation, termination, etc.

**Attachments**  
No documents have been attached.

8) Submit

6. Review the information.
7. Add the comment on the type of termination.
8. Click submit the process.

**XIII TRANSFER PAR**

This PAR is submitted to transfer an employee to another location or department. Transfer Pars should be used for a position of the same grade.

1. Select the proxy you will be acting on behalf of.

**Personnel Actions**

Request Reporting Change  
Request Job Data Change  
Request Additional Pay  
Promote Current Employee  
**Transfer Current Employee**  
Hire/Retire/Additional Job  
Terminate Employee  
Retire Employee  
Request New Position Number  
Request Unpaid Leave  
Request Paid Leave  
Request Return From Leave  
Approvals & Delegations  
Review Transactions

**Transfer Current Employee**

Search Options  
Sandra Malkin acting as

No direct reports

1) Select whose proxy you will be acting as

Selecting Proxy Employee  
Proxy for Deanna Stentford  
Proxy for Joan Tonnar  
Proxy for Kengra Sotene  
Proxy for Kevin Davis  
Proxy for Kory Thomas  
Proxy for Ralph Sibilo

## TALENT ACQUISITION AND ONBOARDING

2. Select the employee's record.

Personnel Actions

**Transfer Current Employee**

Search Options  
Sandra Malkin acting as Proxy for Deanna Stentford

Select Employee

2) Select employee

Employee Photo	Name / Title / ID - Record	Directs / Total	Status / Type	Job Code / Department / Location
	Adam Smith Adjunct Faculty 00002244130 - 1		Active Part-Time Employee	B6000 Baccalaureate Programs - BACH/PROG District Office - 01000
	Alyssa Bedard Supplemental Bach Prog 00002076112 - 1		Active Part-Time Employee	B6908 Baccalaureate Programs - BACH/PROG Health Education Center - 08000
	Alyssa Bedard Faculty 00002076112 - 0		Active Full-Time Employee	B3001 Baccalaureate Programs - BACH/PROG Health Education Center - 08000
	Amy Krueger Project Deliverable 00001088944 - 2		Active Part-Time Employee	B6007 Dental Hygiene HC - DENTAL-HC Health Education Center - 08000
	Amy Krueger		Active	F8001

90 rows

### XIII TRANSFER PAR (cont.)

3. Yes or NO as applicable to change the salary.
4. Click next to continue.

Personnel Actions

Michelle Faren  
Administrative Svcs Specialist

4) Next

Questionnaire

Select the information you would like to change.

Are you changing Salary Information? ☒ Yes

3) "Yes" or "no" as applicable

5. Select the effective date.

## TALENT ACQUISITION AND ONBOARDING

6. Select the reason for the transfer.
7. Select a new position.

### XIII TRANSFER PAR (cont.)

8. Select the distribution type.
9. Manually type the cost center.
- 10. DO NOT CONTINUE TO ENTER ANY ADDITIONAL INFORMATION.**
11. Click next to proceed.

## TALENT ACQUISITION AND ONBOARDING

12. Enter the new pay rate.
13. Click next to continue.

Transfer Employee

Michelle Farren  
Administrative Svcs Specialist

1 Job Detail 2 Compensation Detail 3 Review & Submit

Return to Questionnaire < Previous Next >

11) New pay rate

Pay Component	Change Percent	Change Amount	New Amount	Current Amount	Currency Code	Type	Frequency
Default NA Hourly			14.93	14.93	USD	Hourly Rate	Hourly

21,048.00 Current Rate (3.66)

17,376.00 Minimum 47,589.69 Midpoint 76,763.28 Maximum

**New Information**

Hourly Salary 14.93 USD  
Annual Rate 31,048.00 USD

**Current Information**

14.93 USD  
31,048.00 USD

Change Made  
Required Field

12) Next

### XIII TRANSFER PAR (cont.)

14. Review information entered.
15. Add comments (if needed).
16. Click submit to the process.

## TALENT ACQUISITION AND ONBOARDING

**Transfer Employee**

Michelle Farren  
Administrative Svcs Specialist

1 Job Detail      2 Compensation Detail      3 Review & Submit

Return to Questionnaire    Previous    Submit

### 13) Review

**Review and Submit**

Transaction Date		Reason	
10/11/2021		Transfer	

**New Information**

Position Title	Executive Admin Svcs Specialist	00009812
Business Unit	Academic Affairs	EDSSV
Department	Academic & Student Affairs	E&S&DO
Location	EpiCenter	01001
Job Title	Executive Admin Svcs Specialist	HITZ5
Standard Hours	40.00	
FTE	1.00000	
Full/Part Time	Full-Time	
Reports To	VP, Academic Affairs	00000149
Manager Name	Matthew Liao-Troth	
Hourly Salary	18.00 USD	
Annual Rate	37,440.00 USD	

**Current Information**

Administrative Svcs Specialist	00009730
Academic Affairs	EDSSV
Physical Therapist Asst HC	PTA-HC
Health Education Center	08000
Administrative Svcs Specialist	G1201
40.00	
1.00000	
Full-Time	
Dirtn, Coll of Health Sciences	00003910
Dessina Stanford	
14.93 USD	
31,048.80 USD	

**Comments**

javascript:void(0)

**Section Complete.**