

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:

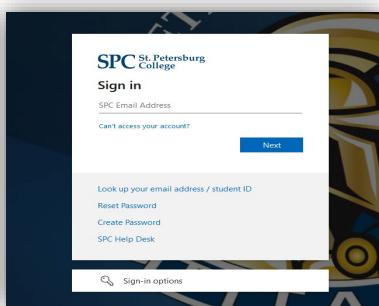
- I. Additional Pay PAR
- II. Data Change PAR
- III. Hire-Rehire/Additional Job PAR
- IV. Promote Current Employee PAR
- V. Reporting Change PAR
- VI. Request New Position PAR
- VII. Request Paid Leave PAR
- VIII. Request Unpaid Leave PAR
- IX. Request Return from Leave PAR
- X. Retire Employee PAR
-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



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

A screenshot of a 'Request Reporting Change' menu page. It has a green header and a sidebar with 'Search Options' and 'Select Employee' sections. The main content area lists various actions with icons: Request Reporting Change (selected), 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, Approvals & Delegations (with a dropdown arrow), and Review Transactions. To the right, a list of employees is shown with columns for Employee Photo, Name, and ID.

2. Click on the "PeopleSoft HR" tile.



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



TALENT ACQUISITION AND ONBOARDING

I. ADDITIONAL PAY PAR

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

The screenshot shows a web-based application for managing employee pay. The main form is titled 'Work and Job Information' and includes fields for 'Transaction Date' (08/10/2021) and 'Effective date of the transaction'. A note below states: '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.' The 'Job Earnings Distribution' section contains a dropdown for 'Distribution Type' (None) and a 'Cost Center' input field. The 'Additional Pay' section includes fields 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 radio buttons for 'First', 'Second', and 'Third' periods, all set to 'No'. A dropdown menu titled 'Types of Additional Pay' is open, listing numerous categories such as Academic Chair Stipend, Academic Coaching, Contract Pay, Faculty Governance, Job Offer Pay, Lead TSS Stipend, Leadership SPC, Leave from Prior Pay Period, Not Specified, Phi Theta Kappa Adviser, QEP Stipend, Stipend for Success, Sustained Assistance SCH, TempProject: Academic Program, TempProject: DataQualityInit, TempProject: Innovation Team, TempProject: Network Systems, TempProject: New Technology, TempProject: Project Lead, TempProject: Student Support, and Temporary Additional Duties.

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.

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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: 06/10/2021 1) Effective date of the transaction

*Reason: Account Combination Code 2) Reason for transaction

New Information		Current Information	
Position Title: Administrative Svcs Specialist	00010144	Administrative Svcs Specialist	00010144
Business Unit: Information Systems	INFTR	Information Systems	INFTR
*Department: Learning Mgt Network Sys	LMSNET	Learning Mgt Network Sys	LMSNET
*Location: District Office	01000	District Office	01000
*Job Title: Administrative Svcs Specialist	G1201	Administrative Svcs Specialist	G1201
Standard Hours: 40.00	40.00		
FTE: 1.000000	1.000000		
*Full/Part Time: Full-Time	Full-Time	Full-Time	

3) Changes to be made

Data change options:

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

* Changes Made
Required Field
Make changes only if needed

Job Earnings Distribution

*Distribution Type: None

Cost Center: 4) Cost center (if changing)

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.

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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.

Personnel Actions

Questionnaire

Do you know the Employee ID? Yes 1) Select yes or no

- 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
- Approvals & Delegations
- Review Transactions

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

Employee Information

Empl ID: 2) Enter Empl ID if applicable

*Employee Name: 3) Employee/Candidate's Name

Work and Job Information

*Transaction Date: 3) Transaction Date - Hire Date

Reason: 4) Reason - Select applicable reason

*Position Title: 5) Budgeted position ONLY - Click the magnifying glass and enter the position number

Business Unit: Academic Affairs EDSSV 6) If necessary change department

*Department: Health Services Mgmt HC HSM-HC 7) If necessary change location

*Location: Health Education Center 00000 8) OPS/ADJ ONLY - click magnifying glass and search appropriate job code

*Job Title: 9) Standard Hours

Standard Hours: 40.00

FTE: 1.00000 10) Select part or full time

*Full/Part Time: 11) Click magnifying glass and search appropriate supervisor

Manager Name:

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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.

14) Page 2 (not shown) will allow you to enter the pay rate

16) Submit

15) Enter any comments as appropriate

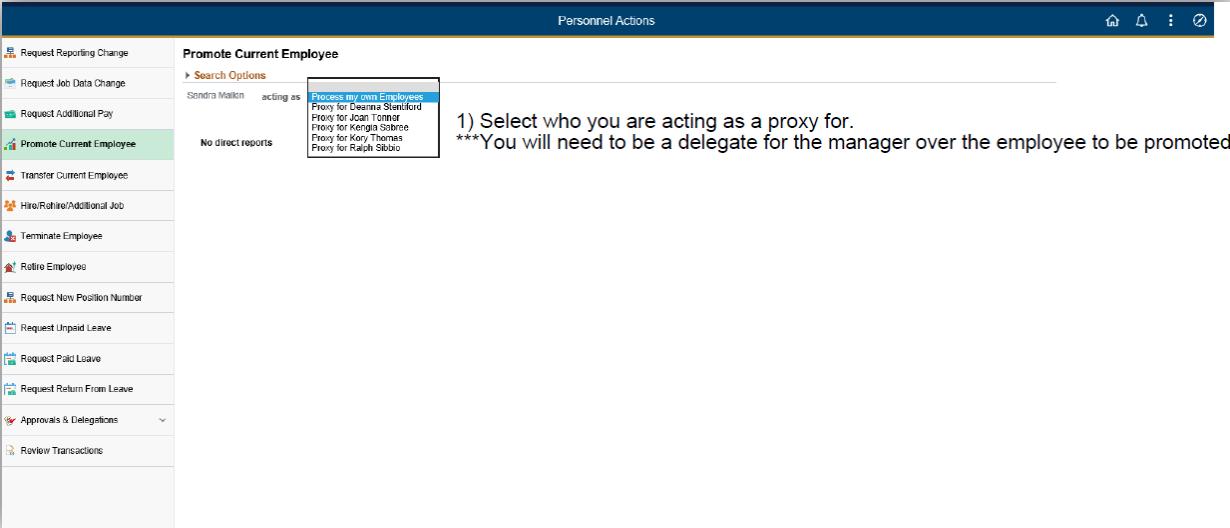
TALENT ACQUISITION AND ONBOARDING

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.

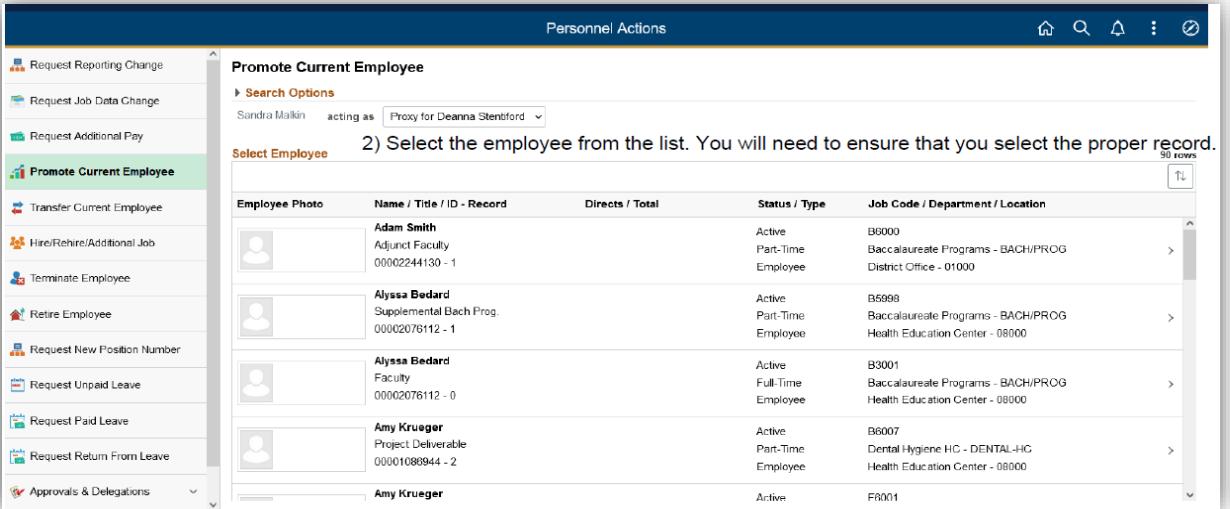
1. Select the appropriate actions as a proxy (delegate for the manager over the employee to be promoted).



The screenshot shows the 'Promote Current Employee' screen. On the left, a sidebar lists various personnel actions. The 'Promote Current Employee' option is highlighted with a green background. The main panel shows 'Search Options' with a dropdown menu showing 'Proxy for Deanna Stanford'. Below this, it says 'No direct reports'.

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.



The screenshot shows the 'Select Employee' list. The dropdown menu 'Proxy for Deanna Stanford' is still visible. The list contains five employee records:

Employee Photo	Name / Title / ID - Record	Directs / Total	Status / Type	Job Code / Department / Location
	Adam Smith Adjunct Faculty 0000244130 - 1	0	Active Part-Time Employee	B0000 Baccalaureate Programs - BACH/PROG District Office - 01000
	Alyssa Bedard Supplemental Bach Prog. 00002076112 - 1	0	Active Part-Time Employee	B5998 Baccalaureate Programs - BACH/PROG Health Education Center - 08000
	Alyssa Bedard Faculty 00002076112 - 0	0	Active Full-Time Employee	B3001 Baccalaureate Programs - BACH/PROG Health Education Center - 08000
	Amy Krueger Project Deliverable 00001080944 - 2	0	Active Part-Time Employee	B6007 Dental Hygiene HC - DENTAL+HC Health Education Center - 08000
	Amy Krueger	0	Active	F8001

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

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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
Retire Employee
Request New Position Number
Request Unpaid Leave
Request Paid Leave
Request Return From Leave
Approvals & Delegations
Review Transactions

Questionnaire

What else do you want to change besides Job Title?

Are you changing Salary Information? Yes No

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
*Reason: Acting
*Business Unit: Academic Affairs
*Department: Baccalaureate Programs
*Location: District Office
*Job Title: Adjunct Faculty

4) Promotion effective date
5) Reason for promotion
6) (Missing block from image) Select the new position number.

7) Verify Business unit
8) Verify Department
9) Verify location

Academic Affairs EDSVV
Baccalaureate Programs BACH/PROG
District Office 01000
Adjunct Faculty B6000

Standard Hours: 1.00
FTE: 1.000000
Full/Part Time: Part-Time
Reports To: Dean, Coll of Health Sciences 00003010
Manager Name: Deanna Stanford
Supervisor: Dean, Coll of Health Sciences 00003010
Manager Name: Rebecca Luciw

* Changes Made
* Required Field
Make changes only if needed

Job Earnings Distribution

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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.

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

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IV. PROMOTE CURRENT EMPLOYEE PAR (cont.)

14 &15.

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

0.00 USD
0.00 USD

Changes Made. Required Field

14. Enter a new compensation rate.

15. Click next to move forward.

16, 17, &18.

16) Review information

Business Unit	New Information	Current Information
Academic Affairs	ED88V	ED88V
Department	Baccalaureate Programs	BACH/PROG
Location	District Office	01000
Job Title	Faculty	B3001
Standard Hours	1.00	1.00
FTE	1.000000	1.000000
Full/Part Time	Part-Time	Part-Time
Reports To	Dean, Coll of Health Sciences	00003010
Manager Name	Deanna Steenford	Rebecca Ludwig
Hourly Salary	1.50 USD	0.00 USD
Annual Rate	76.00 USD	0.00 USD

17) Add any necessary comments

18) Submit

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

Sivilia Brusko
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

Position Title	Administrative Svcs Specialist	00010144
Job Title	Administrative Svcs Specialist	G1201
Reports To	Project Director	00010801 — New Supervisor
Manager Name	Anna Vok	

Current Information

Administrative Svcs Specialist	00010144
Administrative Svcs Specialist	G1201
Project Director	00010801
Anna Vok	

Changes Mode
* Required Field

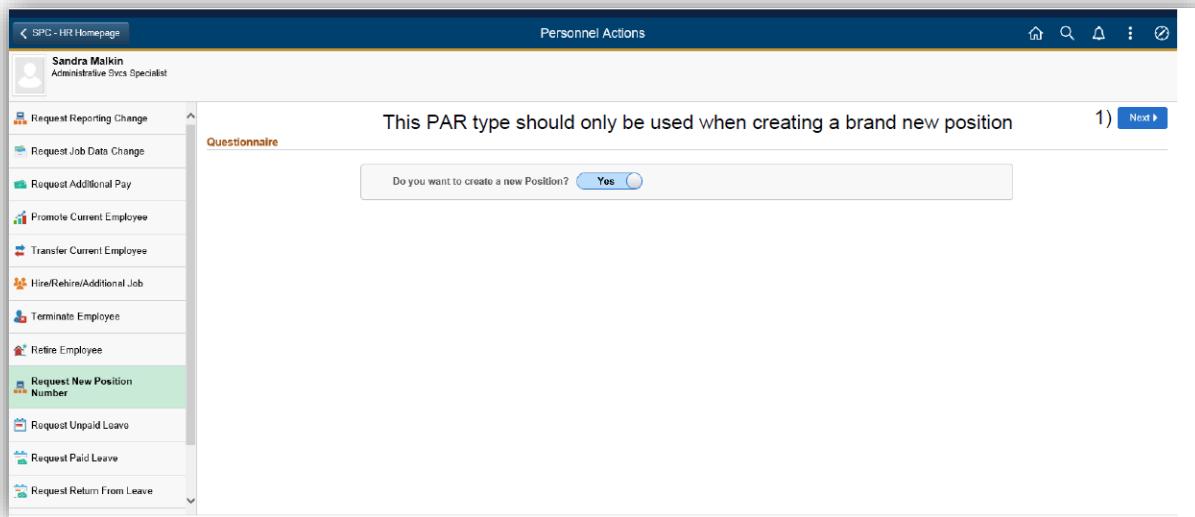
1. Enter the effective date.
2. Reason (do not change).
3. Enter a new supervisor.
4. Click next to review and submit.

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Section Complete.

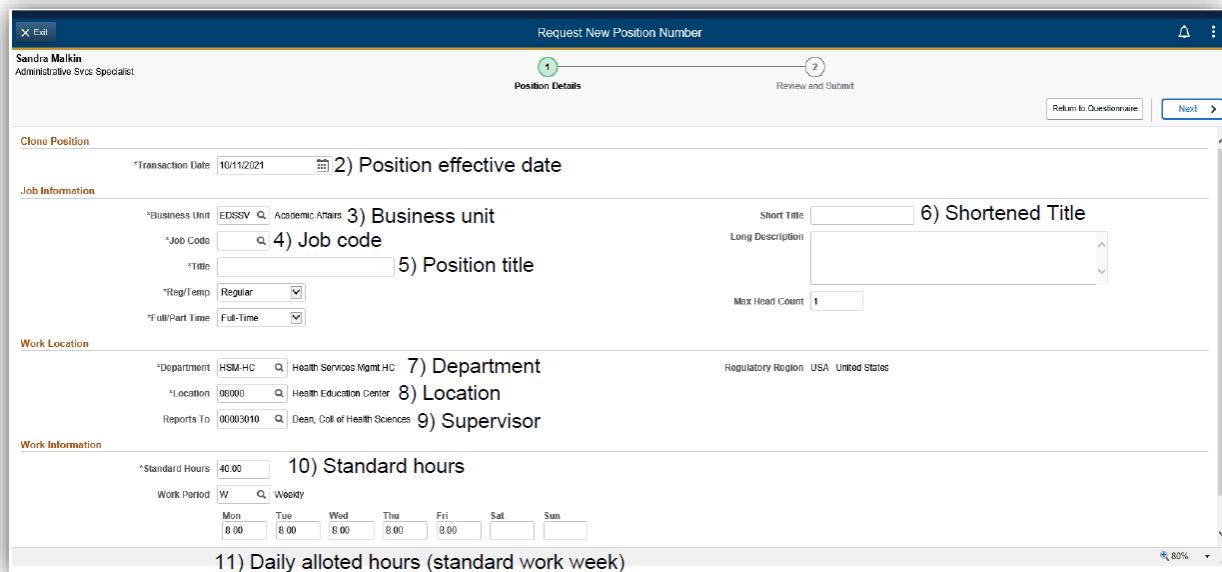
VI. REQUEST NEW POSITION PAR**This PAR is utilized when you are creating a new position.**

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



The screenshot shows the SPC HR Homepage. On the left, a sidebar lists various HR actions: 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 (which is highlighted in green), Request Unpaid Leave, Request Paid Leave, and Request Return From Leave. The main content area is titled 'Questionnaire' and contains the message: 'This PAR type should only be used when creating a brand new position'. Below this is a button labeled 'Do you want to create a new Position?' with a 'Yes' radio button selected. At the top right, there is a '1) Next' button.

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



The screenshot shows the 'Request New Position Number' form. The top navigation bar includes 'Exit', the user's name 'Sandra Malkin', and 'Administrative Svcs Specialist'. It also shows 'Position Details' and 'Review and Submit' tabs, with 'Position Details' currently selected. The form fields are as follows:

- Clone Position**: Transaction Date: 10/11/2021
- 2) Position effective date**
- Job Information**:
 - *Business Unit: EDSSV (Academic Affairs)
 - 3) Business unit
 - *Job Code: 4) Job code
 - *Title: 5) Position title
 - *RegTemp: Regular
 - *Full/Part Time: Full-Time
 - Short Title: 6) Shortened Title
 - Long Description
 - Max Head Count: 1
- Work Location**:
 - *Department: HSM-HC (Health Services Mgmt HC)
 - 7) Department
 - *Location: 00000 (Health Education Center)
 - 8) Location
 - Reports To: 00003010 (Dean, Coll of Health Sciences)
 - 9) Supervisor
 - Regulatory Region: USA, United States
- 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: 8:00, Sun: 8:00
 - 11) Daily allotted hours (standard work week)

2. Enter position effective date.

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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.

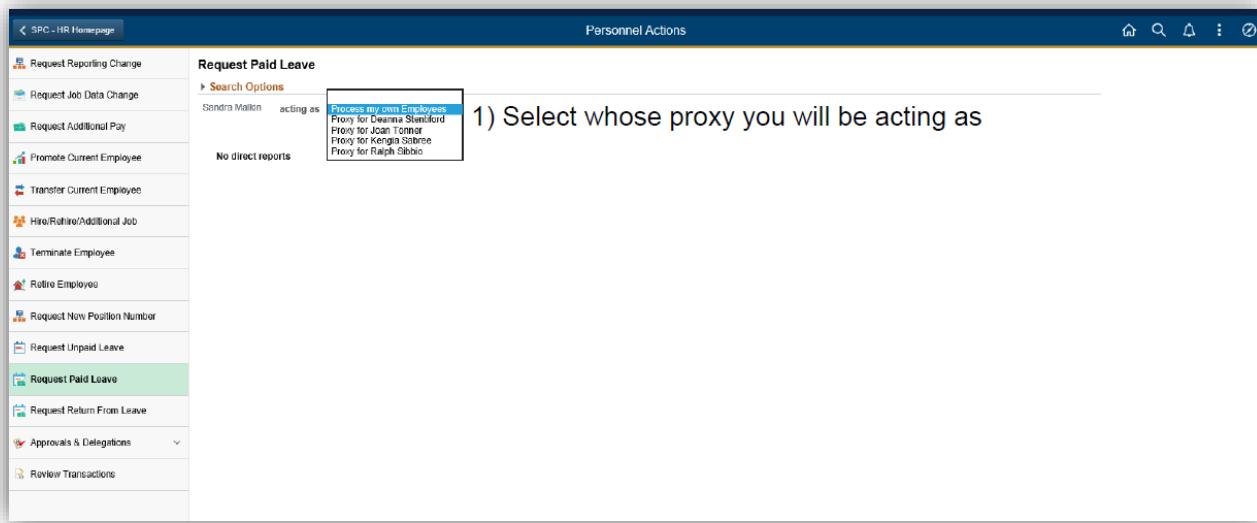
12. Review the information.
13. Add comments (if required).
14. clicklick submit to finish.

TALENT ACQUISITION AND ONBOARDING

Section Complete.

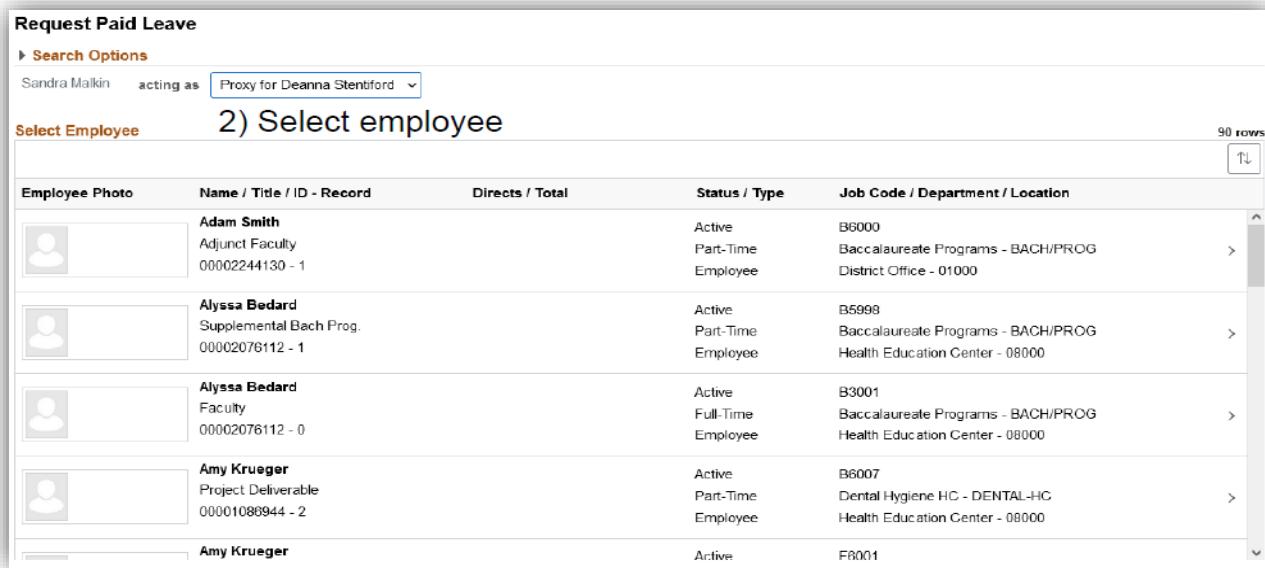
VII. REQUEST PAID LEAVE**This PAR should be used to request paid leave.**

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



The screenshot shows the SPC HR Homepage with the 'Request Paid Leave' option highlighted in green. The 'Request Paid Leave' section is expanded, showing a dropdown menu for selecting a proxy. The dropdown menu lists 'Proxy for Deanna Stentiford', 'Proxy for Joan Toman', 'Proxy for Kengla Sabroe', and 'Proxy for Ralph Sibio'. The text '1) Select whose proxy you will be acting as' is overlaid on the dropdown menu.

2, 3.



The screenshot shows the 'Request Paid Leave' page with the 'Select Employee' section. The dropdown menu 'Proxy for Deanna Stentiford' is selected. The table below lists employees with their names, titles, direct reports, status, and job codes. The text '2) Select employee' is overlaid on the table.

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 00001080944 - 2		Active Part-Time Employee	B6007 Dental Hygiene HC - DENTAL-HC Health Education Center - 08000
	Amy Krueger		Active	F8001

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

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VII. REQUEST PAID LEAVE (cont.)

4,5, & 6

Request Paid Leave

Sandra Malkin
Administrative Svcs Specialist

Job Detail Review & Submit

Work and Job Information

4) Effective date
5) Reason

New Information

Business Unit: Academic Affairs EDSSV

Department: Health Services Mgmt HC HSM-HC

Expected Return Date: 10/12/2021

6) Expected return date

Changes Made Required Field

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

7, 8 & 9.

Request Paid Leave

Sandra Malkin
Administrative Svcs Specialist

Job Detail 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

Comments: 8) Add necessary comments

Attachments

No documents have been attached.

Add Attachment

Changes Made Required Field

9) Submit

Previous Submit

Related Information

Decision Support

- Review the changes.
- Add comment is needed.
- Click submit to the process.

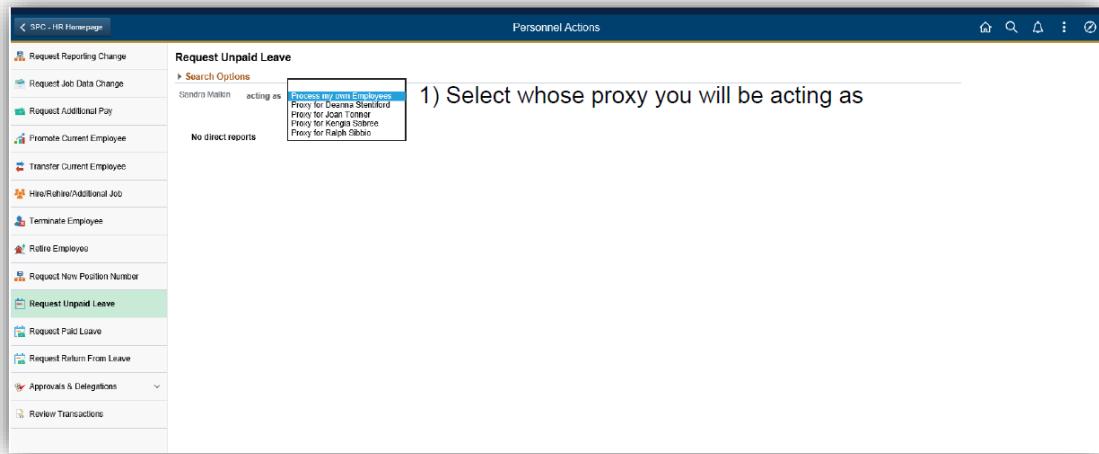
TALENT ACQUISITION AND ONBOARDING

Section Complete.

VIII. REQUEST UNPAID LEAVE

This PAR should be utilized to request unpaid leave.

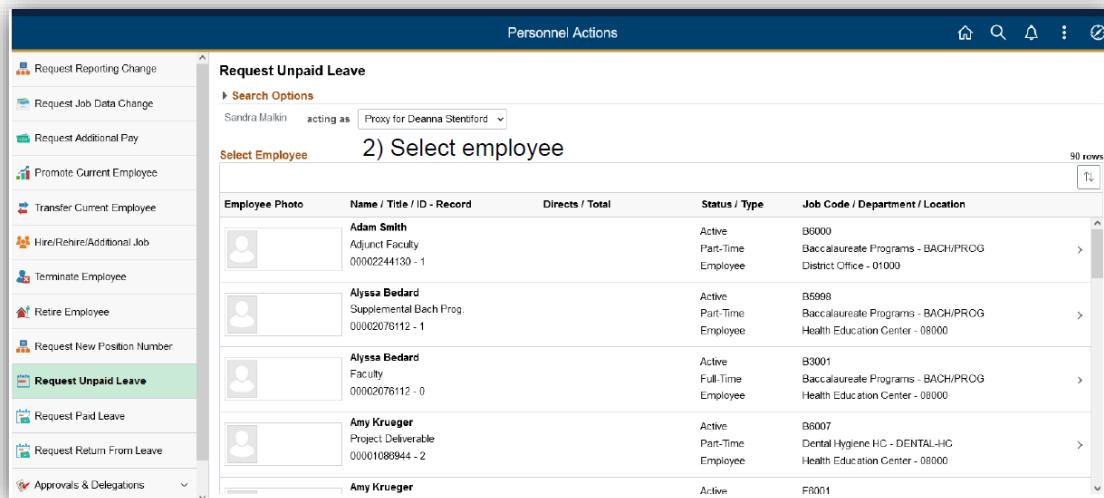
1. Select the Proxy for the request.



1) Select whose proxy you will be acting as

The screenshot shows the SPC HR Homepage with the 'Request Unpaid Leave' button highlighted in green. The 'Request Unpaid Leave' button is located in the 'Request Unpaid Leave' section of the main menu. The 'Request Unpaid Leave' button is highlighted in green, indicating it is the active or selected option.

2. Select the employee.



2) Select employee

The screenshot shows the 'Request Unpaid Leave' page with the 'Select Employee' table. The table lists four employees:

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. 00002078112 - 1	Active Part-Time Employee	B5998 Baccalaureate Programs - BACH/PROG Health Education Center - 08000	
	Alyssa Bedard Faculty 00002078112 - 0	Active Full-Time Employee	B3001 Baccalaureate Programs - BACH/PROG Health Education Center - 08000	
	Amy Krueger Project Deliverable 00001089844 - 2	Active Part-Time Employee	B6007 Dental Hygiene HC - DENTAL-HC Health Education Center - 08000	
	Amy Krueger	Active	F0001	

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

Request Unpaid Leave

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 Current Information

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

Expected Return Date: 10/12/2021 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

1 Job Detail 2 Review & Submit

9) Submit

7) Review

Review and Submit

Transaction Date: 10/11/2021

Reason: Leave of Absence

New Information Current Information

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

7. Review information entered.

TALENT ACQUISITION AND ONBOARDING

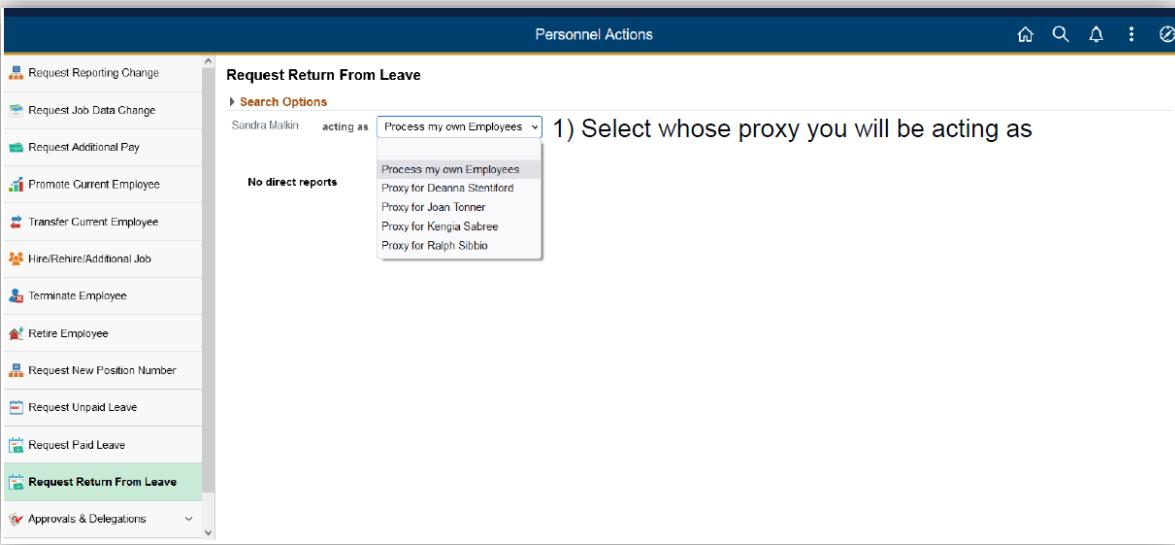
8. Add additional comments (if applicable).
9. Click submit to the process.

Section Complete.

IX REQUESTS RETURN FROM LEAVE

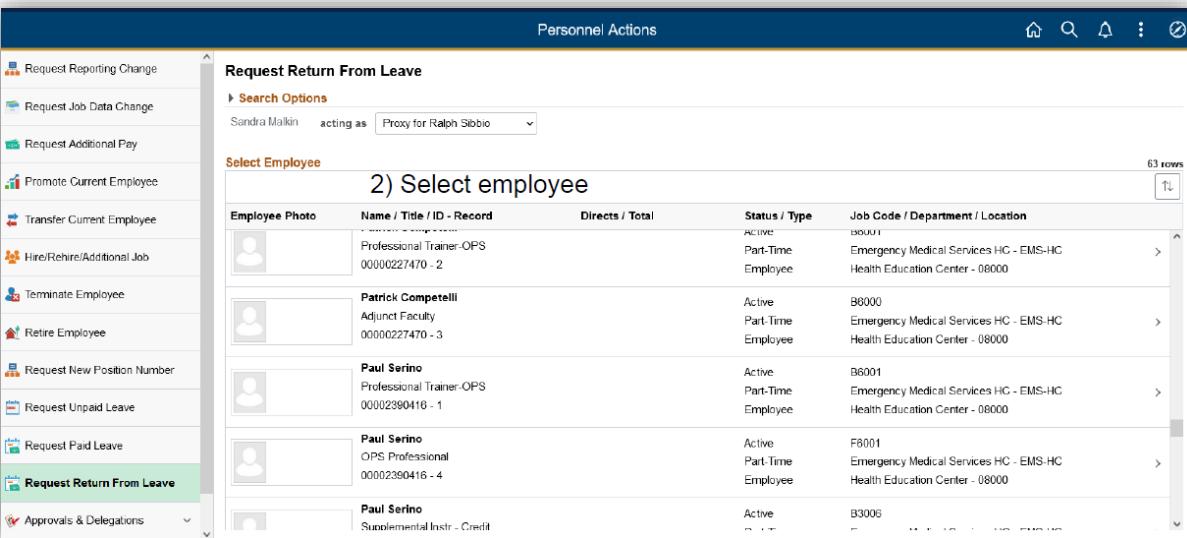
A return from leave PAR is submitted when an employee would like to return from leave.

1. Select the proxy for the return from leave.



1) Select whose proxy you will be acting as

2. Select employee.



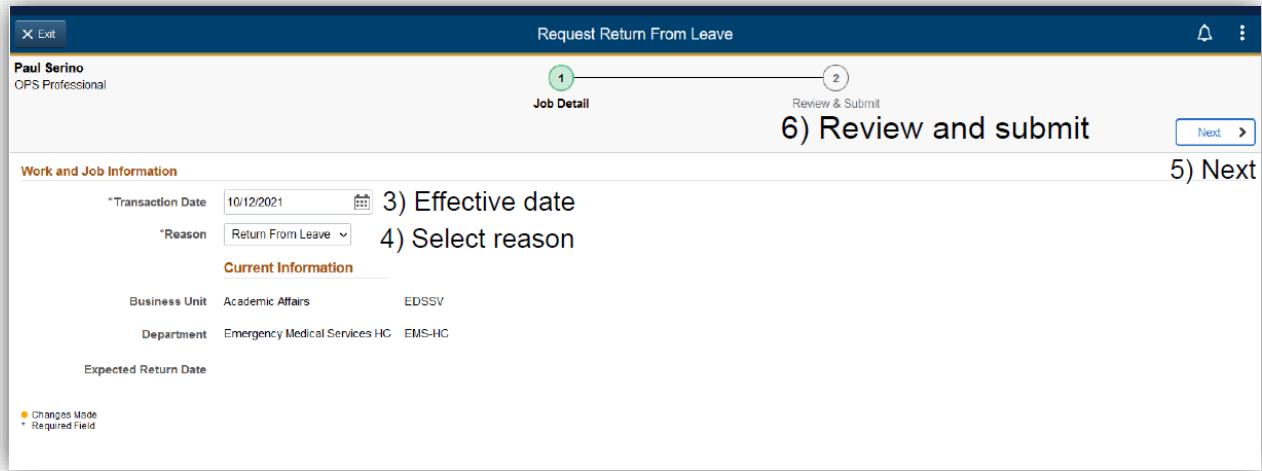
2) Select employee

Employee Photo	Name / Title / ID - Record	Directs / Total	Status / Type	Job Code / Department / Location
	Professional Trainer-OPS 0000227470 - 2	Part-Time Employee	Active	Emergency Medical Services HC - EMS-HC Health Education Center - 08000
	Patrick Competelli Adjunct Faculty 0000227470 - 3	Part-Time Employee	Active	B8000 Emergency Medical Services HC - EMS-HC Health Education Center - 08000
	Paul Serino Professional Trainer-OPS 0002390416 - 1	Part-Time Employee	Active	B8001 Emergency Medical Services HC - EMS-HC Health Education Center - 08000
	Paul Serino OPS Professional 0002390416 - 4	Part-Time Employee	Active	F8001 Emergency Medical Services HC - EMS-HC Health Education Center - 08000
	Paul Serino Supplemental Instr - Credit	Part-Time Employee	Active	B3006

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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 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.

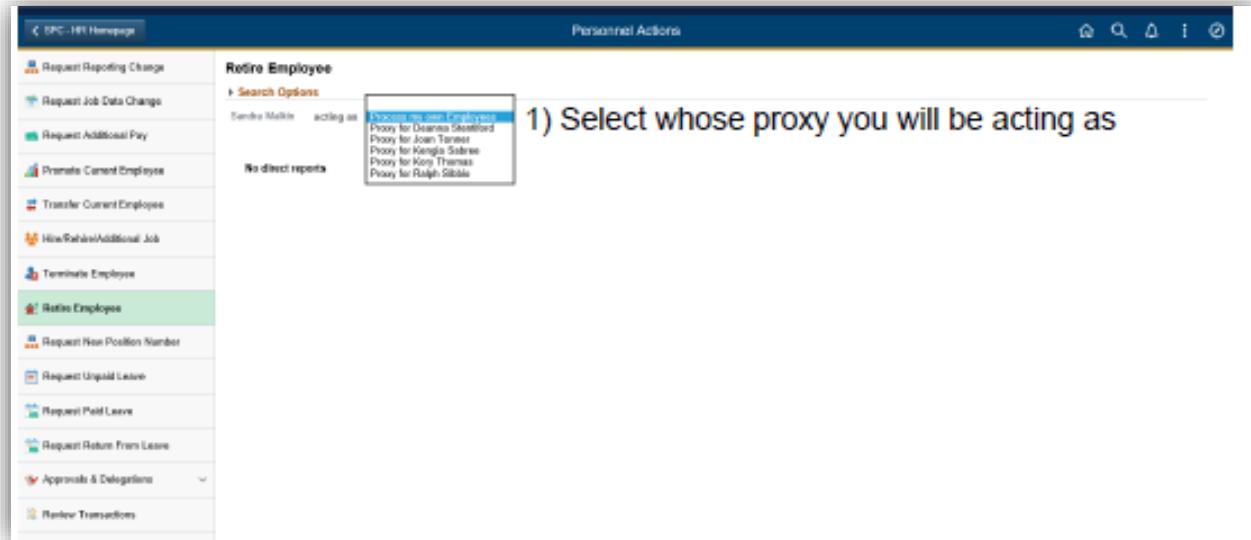
TALENT ACQUISITION AND ONBOARDING

Section Complete.

X RETIRE PAR

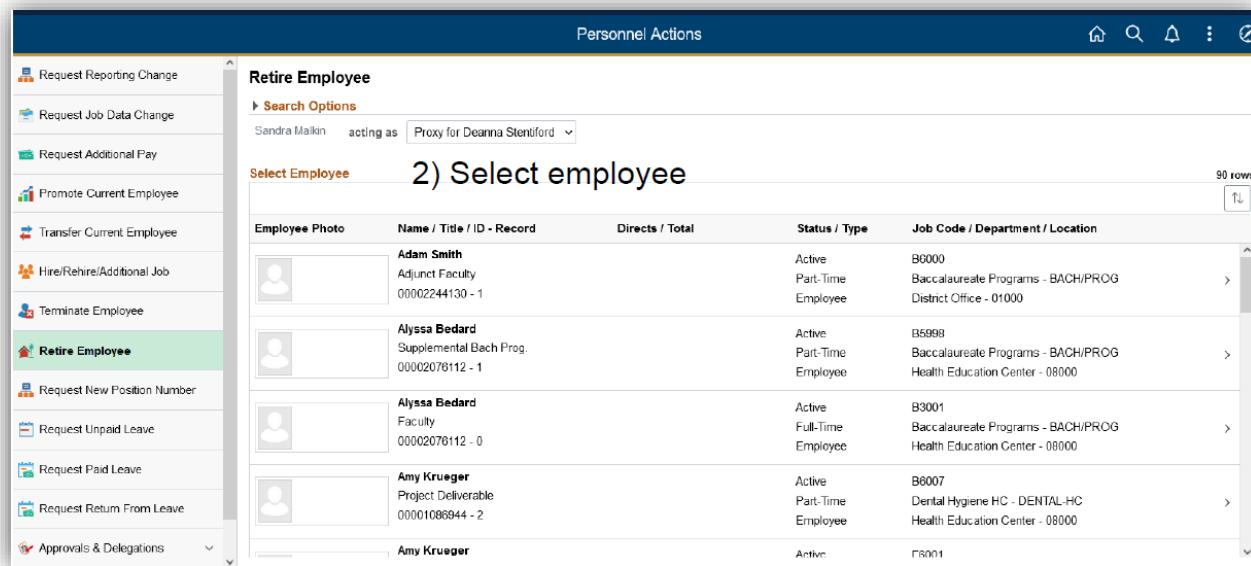
This PAR is submitted for employees seeking to retire.

1. Select the proxy.



The screenshot shows the SPC HRM Retire Employee page. On the left, there is a sidebar with various HR functions. The 'Retire Employee' button is highlighted. The main area shows a search bar with 'Sandra Malkin' and 'acting as'. A dropdown menu is open, listing several proxy options, with 'Proxy for Deanna Stentiford' selected. The text '1) Select whose proxy you will be acting as' is overlaid on the right side of the screen.

2. Select the employee.



The screenshot shows the SPC HRM Retire Employee page. The sidebar has the 'Retire Employee' button highlighted. The main area shows a search bar with 'Sandra Malkin' and 'acting as' set to 'Proxy for Deanna Stentiford'. Below it, a table titled 'Select Employee' lists several employees. The text '2) Select employee' is overlaid on the right side of the screen. The table data is as follows:

Employee Photo	Name / Title / ID - Record	Directs / Total	Status / Type	Job Code / Department / Location
	Adam Smith Adjunct Faculty 0000244130 - 1		Active Part-Time Employee	B6000 Baccalaureate Programs - BACH/PROG District Office - 01000
	Alyssa Bedard Supplemental Bach Prog. 00002078112 - 1		Active Part-Time Employee	B5998 Baccalaureate Programs - BACH/PROG Health Education Center - 08000
	Alyssa Bedard Faculty 00002078112 - 0		Active Full-Time Employee	B3001 Baccalaureate Programs - BACH/PROG Health Education Center - 08000
	Amy Krueger Project Deliverable 00001066944 - 2		Active Part-Time Employee	B6007 Dental Hygiene HC - DENTAL-HC Health Education Center - 08000
	Amy Krueger		Active	F8001

TALENT ACQUISITION AND ONBOARDING

X RETIRE PAR (cont.)

3 & 4.

Retire Employee

Sandra Malkin
Administrative Svcs Specialist

Job Detail Review & Submit

3) Effective date - This will be the day after the employee's last day worked

4) 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 08000
Job Title Administrative Svcs Specialist G1201
Reports To Dean, Coll of Health Sciences 00003010
Manager Name Deanna Stenliford

* 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

Job Detail Review & Submit

5) Review

7) 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 08000
Job Title Administrative Svcs Specialist G1201
Reports To Dean, Coll of Health Sciences 00003010
Manager Name Deanna Stenliford

Comments

6) Add any applicable comments

Attachments

No documents have been attached.

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

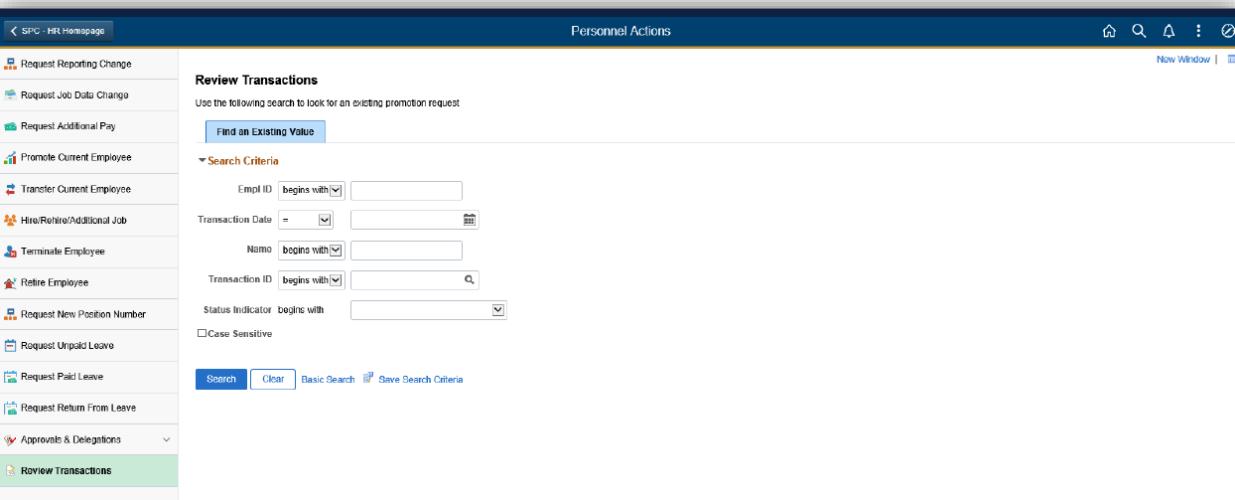
TALENT ACQUISITION AND ONBOARDING

Section Complete.

XI REVIEW TRANSACTIONS PAR

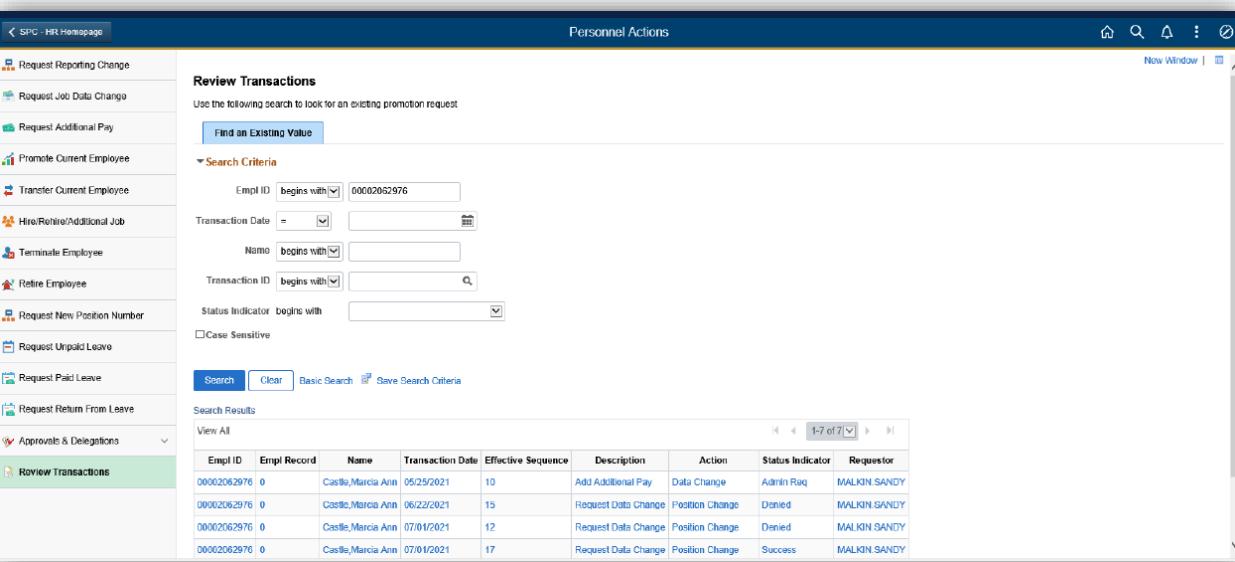
This transaction is to review the status of PARs submitted.

1. Click on the review transactions tab in PeopleSoft.



The screenshot shows the St. Petersburg College (SPC) PeopleSoft HR Homepage. The left sidebar contains a list of transactions, with 'Review Transactions' highlighted in green. The main content area is titled 'Review Transactions' and includes a search bar with fields for 'Empl ID', 'Transaction Date', 'Name', 'Transaction ID', and 'Status Indicator'. Below the search bar are buttons for 'Search', 'Clear', 'Basic Search', and 'Save Search Criteria'. The status indicator dropdown is currently set to 'began with'.

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



The screenshot shows the search results for employee ID 00002062976. The search criteria are the same as in the previous screenshot. The results table shows four rows of data:

Empl ID	Empl Record	Name	Transaction Date	Effective Sequence	Description	Action	Status Indicator	Requestor
00002062976	0	Castle, Marcia Ann	05/25/2021	10	Add Additional Pay	Data Change	Admin Req	MALKIN SANDY
00002062976	0	Castle, Marcia Ann	06/22/2021	15	Request Data Change	Position Change	Denied	MALKIN SANDY
00002062976	0	Castle, Marcia Ann	07/01/2021	12	Request Data Change	Position Change	Denied	MALKIN SANDY
00002062976	0	Castle, Marcia Ann	07/01/2021	17	Request Data Change	Position Change	Success	MALKIN SANDY

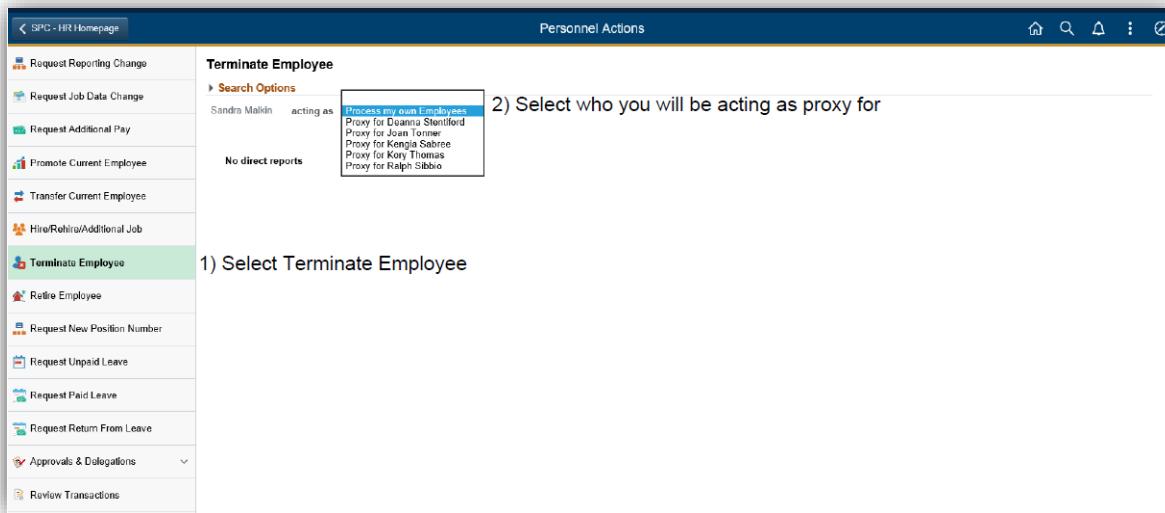
TALENT ACQUISITION AND ONBOARDING

Section Complete.

XII TERMINATE EMPLOYEE PAR

This PAR is utilized to terminate an employee.

1 & 2.



1. Select Terminate Employee.
2. Select who will be acting as a proxy.

3. Select the record to terminate.

TALENT ACQUISITION AND ONBOARDING

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 0000244130 - 1		Active Part-Time Employee	B6000 Baccalaureate Programs - BACH/PROG District Office - 01000
	Alyssa Bedard Supplemental Bach Prog. 00002070112 - 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

XII TERMINATE EMPLOYEE PAR (cont.)

4 & 5.

4) Transaction date - this should be the day AFTER the employee's last day worked.

Current Information	
Position Title	Administrative Svcs Specialist 00010068
Department	Health Services Mgmt HC HSM-HC
Location	08000
Job Title	Administrative Svcs Specialist G1201
Reports To	Dean, Coll of Health Sciences 00003010
Manager Name	Deanna Stentiford

* 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, & 8.

TALENT ACQUISITION AND ONBOARDING

Terminate Employee

1 Job Detail 2 Review & Submit

Review and Submit 6) Review 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	08030
Job Title	Administrative Svcs Specialist	01201
Reports To	Dean, Coll of Health Sciences	00003010
Manager Name	Deanna Stentiford	

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

Attachments

No documents have been attached.

8) Submit

Related Information

Decision Support

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 Malikin acting as

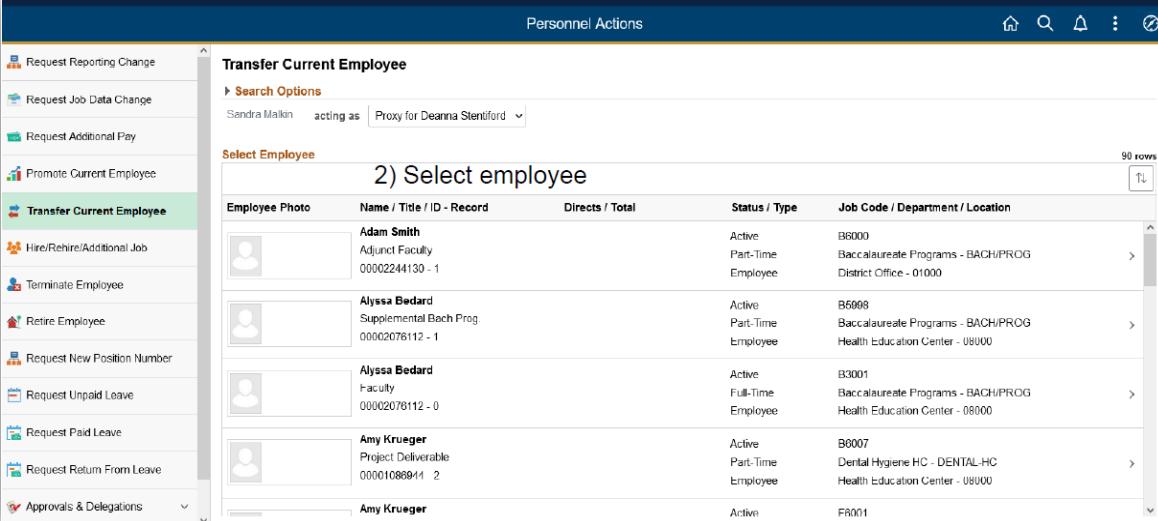
Proxy for my own Employees
Proxy for Deanna Stentiford
Proxy for Joan Towner
Proxy for Kengia Stentiford
Proxy for Kevin Davis
Proxy for Koy Thomas
Proxy for Ralph Stentiford

No direct reports

1) Select whose proxy you will be acting as

TALENT ACQUISITION AND ONBOARDING

2. Select the employee's record.

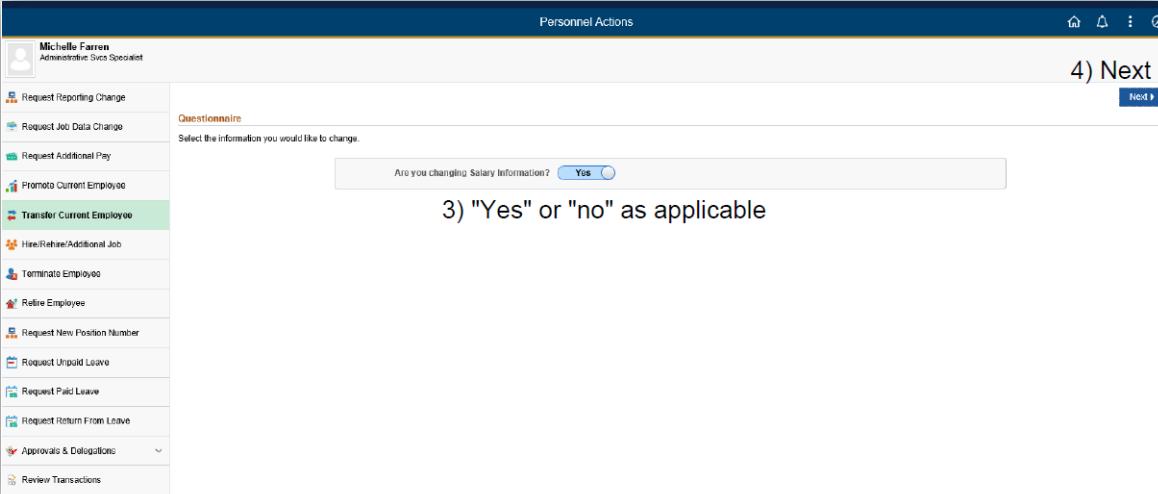


The screenshot shows a software interface titled 'Personnel Actions' with a sidebar on the left containing various employee management options. The main area is titled 'Transfer Current Employee' and shows a table of employees. The table includes columns for Employee Photo, Name / Title / ID - Record, Directs / Total, Status / Type, and Job Code / Department / Location. Five employees are listed:

Employee Photo	Name / Title / ID - Record	Directs / Total	Status / Type	Job Code / Department / Location
	Adam Smith Adjunct Faculty 00002244130 - 1	0	Active Part-Time Employee	B8000 Baccalaureate Programs - BACH/PROG District Office - 01000
	Alyssa Bedard Supplemental Bach Prog 00002076112 - 1	0	Active Part-Time Employee	B5998 Baccalaureate Programs - BACH/PROG Health Education Center - 08000
	Alyssa Bedard Faculty 00002078112 - 0	0	Active Full-Time Employee	B3001 Baccalaureate Programs - BACH/PROG Health Education Center - 08000
	Amy Krueger Project Deliverable 00001086944 - 2	0	Active Part-Time Employee	B0007 Dental Hygiene HC - DENTAL-HC Health Education Center - 08000
	Amy Krueger	0	Active	F8001

XIII TRANSFER PAR (cont.)

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



The screenshot shows a software interface titled 'Personnel Actions' with a sidebar on the left containing various employee management options. The main area is titled 'Questionnaire' and shows a message: 'Select the information you would like to change.' Below this is a checkbox: 'Are you changing Salary Information? Yes'. To the right, a button says '4) Next >'. The sidebar shows the user's profile: 'Michelle Farren' and 'Administrative Svcs Specialist'.

5. Select the effective date.

TALENT ACQUISITION AND ONBOARDING

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

5) Effective date
6) Select applicable reason
7) Select 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.

8) Distribution type (select none for employees being paid out of a single cost center)
9) Manually type in cost center

DO NOT USE

TALENT ACQUISITION AND ONBOARDING

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

Transfer Employee

Michelle Ferron
Administrative Svcs Specialist

Job Detail Compensation Detail Review & Submit

12) 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 Compo-Ratio: 0.65

37,356.00 Minimum 47,589.60 Midpoint 56,781.36 Maximum

New Information

Hourly Salary 14.93 USD
Annual Rate 31,048.00 USD

Current Information

14.93 USD
31,048.00 USD

Changes Made
Required Field

XIII TRANSFER PAR (cont.)

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

TALENT ACQUISITION AND ONBOARDING

13) Review

15) Submit

Review and Submit

Michelle Ferren
Administrative Svcs Specialist

Transfer Employee

Job Detail Compensation Detail Review & Submit

Return to Questionnaire < Previous Submit

13) Review

New Information

Position Title: Executive Admin Svc Specialist 00009812
Business Unit: Academic Affairs ED8SV
Department: Academic & Student Affairs E&SS-DO
Location: Epicenter 01001
Job Title: Executive Admin Svc Specialist H1125
Standard Hours: 40.00
FTE: 1.000000
Full/Part Time: Full Time
Reports To: VP, Academic Affairs 00000143
Manager Name: Matthew Liao-Trotti
Hourly Salary: 18.00 USD
Annual Rate: 37,440.00 USD

Current Information

Administrative Svcs Specialist 00009730
Academic Affairs ED8SV
Physical Therapist Asst HC PTA-HC
Health Education Center 08000
Administrative Svcs Specialist G1261

Comments

javascript:void(0);

14) Add applicable comments

15) Submit

Related Information

Decision Support

Section Complete.