



New Personnel / Position Action Request From

Office of Human Resources

PAR Training

Mike Long

10 a.m. April 14, 2010

The change (4 forms → 1 form)

New PAR

PAR for FT Employees

PAR for project or Day Laborer

Face Sheet

DEPARTMENT OF NATURAL RESOURCES
PERSONNEL ACTION REQUEST FOR SALARIED POSITIONS

Requester Name: _____ Request Date: _____ Effective Date: _____
 Requester Title: _____ Requester Division: _____ Requester Work Unit: _____
 County: _____ Department: _____
 Position: _____
 Position Description: _____
 Position Title: _____
 Position Grade: _____
 Position Salary: _____
 Position Hours: _____
 Position Location: _____
 Position Status: _____
 Position Type: _____
 Position Category: _____
 Position Code: _____
 Position Title: _____
 Position Grade: _____
 Position Salary: _____
 Position Hours: _____
 Position Location: _____
 Position Status: _____
 Position Type: _____
 Position Category: _____
 Position Code: _____

GEORGIA DEPARTMENT OF NATURAL RESOURCES
PERSONNEL ACTION REQUEST
FOR PROJECT LABORER OR DAY LABORER (SEASONAL)

DAY LABORER — Seasonal or other employment in a job established for a specific period of time and rate of pay. Participates in no benefit programs.
 PROJECT LABORER — Employment for the duration of a specific project at the rate of pay negotiated in accordance with existing wage standards. Participates in no benefit programs.

I. ALL ACTIONS
 EMPLOYEE'S NAME: _____ S.S. NO.: _____ U.S. CITIZEN: YES NO
 EMPLOYEE'S ADDRESS: _____ ZIP CODE: _____
 COUNTY OF RESIDENCE: _____ RACE: _____ SEX: _____ DATE OF BIRTH: _____
 DIVISION: _____ WORK UNIT: _____
 POSITION LOCATION (County): _____ ORGANIZATION NUMBER: _____ PROJECT NO.: _____
 CHARGE TO CAPITAL OUTLAY: YES NO STATE CHART OF ACCOUNTS NO.: _____

II. APPOINTMENT (Attach: G-4, W-4, Security Questionnaire, Loyalty Oath, Copy of SS Card, Copy of Card for Minors, Advanced Learning Card.)
 REQUEST DATE: _____ EFFECTIVE DATE (Start of Business): _____
 WORKING TITLE: _____ LINE NO.: _____
 DURATION OF EMPLOYMENT: _____ HOURS PER WEEK: _____
 RATE OF PAY: _____ CHECK LOCATION: _____

VI. APPROVAL
 INITIATOR/SUPERVISOR: _____
 REGIONAL SUPERVISOR: _____
 DIVISION DIRECTOR: _____ (If Required)

VII. STATEMENT OF DUTIES (Required)

REMARKS:

DNR POSITION DESCRIPTION FACE

A. REQUESTED ACTION
 Allocation Position:
 FACE/Supervisor & Subordinate Change Effective Date: _____
 No Change/Update Only

B. ORGANIZATIONAL RELATIONSHIPS (Complete all items. If an item is not applicable, insert "N/A" in the proper blank.)
 Division/Section: _____ Work Unit: _____ County: _____
 Requested Title: _____ Job # _____
 Current Title: _____ Job # _____
 Immediate Supervisor's Title: _____ Immediate Supervisor's Position # _____

List positions you directly & personally supervise:
 1. Title _____ Position # (s) _____
 2. _____
 3. _____
 4. _____
 5. _____
 6. _____

C. OFFICIAL APPROVAL OF POSITION DESCRIPTION FACE
 I certify that all entries are accurate and complete.

APPROVED: _____ APPROVED: _____
 Signature of Immediate Supervisor Signature of Section Chief/Branch Chief
 Title: _____ Title: _____
 Date: _____ Date: _____
 Business Phone: _____ Business Phone: _____

GEORGIA
Personnel Position Action Request Form

Section 1: Employee Information
 Name: _____ SSN: _____ Date of Birth: _____
 Division: _____ Work Unit: _____ Position: _____
 Job Code: _____ Job Title: _____
 Job Grade: _____ Job Salary: _____
 Job Hours: _____ Job Location: _____

Section 2: Personnel Action Codes
 Action Code: _____ Effective Date: _____
 Reason Code: _____
 Position Code: _____
 Job Code: _____
 Job Title: _____
 Job Grade: _____
 Job Salary: _____
 Job Hours: _____
 Job Location: _____

Section 3: Personnel Action TO: FROM:
 (PLA) Code and Drug Test Indicator Codes to be completed by Central Human Resources
 Position: _____ Job Code: _____ Job Title: _____ Job Grade: _____
 Job Salary: _____ Job Hours: _____ Job Location: _____
 Position: _____ Job Code: _____ Job Title: _____ Job Grade: _____
 Job Salary: _____ Job Hours: _____ Job Location: _____

Section 4: Supporting Document Information (Please include date and location)
 M: _____ M: _____ M: _____ M: _____
 M: _____ M: _____ M: _____ M: _____
 M: _____ M: _____ M: _____ M: _____
 M: _____ M: _____ M: _____ M: _____

Section 5: Comments (List reason for request e.g. major change in job responsibilities, changing duties, organizational program, reorganization, addition of new positions, pay raise, assignment to another position. List title and position number of subordinate(s) if applicable, & any other documentation. Attach additional sheets as necessary.)

Section 6: Signatures
 Initiator: _____ Signature: _____ Date: _____
 Supervisor: _____ Signature: _____ Date: _____
 Section Chief/Branch Chief: _____ Signature: _____ Date: _____

Section 7: Central Human Resources Office Use Only:
 HR Manager: _____ HR Manager: _____ HR Manager: _____ HR Manager: _____
 HR Manager: _____ HR Manager: _____ HR Manager: _____ HR Manager: _____

GEORGIA DEPARTMENT OF NATURAL RESOURCES
Part-Time Associate
Personnel Action Request

*Note: DNR Part-Time Associates are limited to no more than 20 hours per week or 1,600 hours per 12 months period.

I. ALL ACTIONS
 EMPLOYEE'S NAME: Zachary C. Johnson S.S. NO. 418-35-7228 U.S. CITIZEN: YES NO
 EMPLOYEE'S ADDRESS: P.O. Box 7471, Blairsville, GA ZIP CODE: 30514
 COUNTY OF RESIDENCE: Union RACE: White SEX: Male DATE OF BIRTH: 1/17/70
 DIVISION: Water/Power/Operations WORK UNIT: AW
 POSITION LOCATION: County of Union DEPARTMENT NUMBER: 4823463300 ACCOUNT CODE: 513

II. APPOINTMENT (Attach: All appropriate listing forms)
 REQUEST DATE: 1/15/2010 EFFECTIVE DATE (Start of Business): 1/14/2010
 WORKING TITLE: Watermaster POSITION NO.: 00785659
 DURATION OF EMPLOYMENT: 120 HOURS PER WEEK: 40
 RATE OF PAY: 16.00

III. TRANSFER
 REQUEST DATE: _____ EFFECTIVE DATE (Start of Business): _____
 FROM POSITION NO. _____ SALARY _____ TO POSITION NO. _____ SALARY _____
 NEW POSITION LOCATION: _____ TO Department ID NUMBER _____

IV. CHANGE TO POSITION TITLE OR CODE
 SALARY ADDRESS/PHONE CHANGE NAME CHANGE MAIL/ROP OTHER _____
 FROM: _____ TO: _____

V. SEPARATION
 REQUEST DATE: _____ EFFECTIVE DATE: _____
 END OF PROJECT OR SEASON RESIGNATION (Attach Letter of Resignation)
 DISMISSAL (Attach Documentation) ABANDONMENT OF POSITION (Attach Documentation)
 RECOMMEND FOR REHIRE? YES NO (Attach Documentation)

VI. APPROVAL
 INITIATOR: Michael Charles
 REGIONAL SUPERVISOR: L. Harshill
 HIRING AUTHORITY: _____ (If Required)

VII. Remarks:

Why the change?

- To replace a form that pre-dates Peoplesoft.
- To make the format more user friendly. (Text boxes, Drop down boxes, Check boxes)
- To reduce the number of forms (Face sheet, and Hourly PAR no longer needed).
- Change focus from action type to specific Action/ Reasons (current format is not comprehensive.)
- To improve the accuracy of data entry.
- To provide field sites with more references, info. knowledge .


Timeline

- 12/09 - 1/10 PAR Form Development
- 2/10 Divisions complete reference document.
- 2/10 - 3/10 Pilot of PAR (PRHS)
- 3/10 Pilot Feedback (PRHS)
- 4/1/10 Pre-Training meeting (WRD)
- 4/14/10 New PAR Training
- 4/10 Implementation of the PAR agency-wide

Tools/Resources

- Personnel Action Request Form (PAR)
 - PAR Instructions
- PAR Reference Document
 - Or
 - County Code list
 - Maildrop Id list
 - Department # list
- Salary and Job Code Reference Document
- Peoplesoft Action / Reason Code Manual
 - Peoplesoft Action / Reason code Quick Reference Sheet

PAR

 Personnel/Position Action Request Form											
Section 1: Employee Information											
Name:				Emp ID #:			Ethnic Group:				
<small> <input type="checkbox"/> Full-time <input type="checkbox"/> Part-time <input type="checkbox"/> Seasonal <input type="checkbox"/> Temporary <input type="checkbox"/> Other </small>											
Section 2: Personnel Action Codes											
Action Code:			Reason Code:			Description of Action/Reason (See Action Reason Code Manual)					
1.											
2.											
3.											
Effective Date: / /			Is the position (Full-time or Part-time) <input type="checkbox"/>			Is the position seasonal? <input type="checkbox"/> Yes <input type="checkbox"/> No					
Section 3: Personnel Action											
FROM:					TO:						
Position #			Classified Status			Position #			Classified Status		
Job Code			Job Title			Job Code			Job Title		
Department ID	484		Department Name			Department ID	484		Department Name		
Zip code			County Code/Name			Zip code			County Code/Name		
Mail drop ID	482		Reports To Psn #			Mail drop ID	482		Reports To Psn #		
Pay Rate / Frequency	\$ /		Pay Grade			Pay Rate / Frequency	\$ /		Pay grade		
										% change	
Section 4: Supporting Documents/Information <small>(Include documents below as necessary)</small>											
<input type="checkbox"/> Letter of Resignation/Dismissal or other			<input type="checkbox"/> Performance Plan			<input type="checkbox"/> Hire Package					
<input type="checkbox"/> DCU-500 Separation Notice			<input type="checkbox"/> Application Resume			<input type="checkbox"/> Justification (letter(s))					
<input type="checkbox"/> Refund of Retirement Contribution Form			<input type="checkbox"/> Organization Chart(s)			<input type="checkbox"/> Suspension Notice					
<input type="checkbox"/> Check here if retire is not recommended (Attach supporting documents and notify the epp/ops.)			<input type="checkbox"/> Memo explain			<input type="checkbox"/> LWOP Request: Suggested Return Date: / / <input type="checkbox"/> Regular <input type="checkbox"/> Short-term <input type="checkbox"/> Contingent <input type="checkbox"/> Military or Family Actual Return Date: / /					
<input type="checkbox"/> Check here if you have verified all leave has been entered. Terminate leave hrs to be paid. Last day in pay status.			<input type="checkbox"/> Other explain								
Section 5: Comments <small>Use reason for request e.g. major change in responsibilities, changing duties, expansion of program, reorganization, addition of responsibilities (previous) assigned to another person. List title and position number of subordinates. (Papers TO change HR applicable & any other documentation, attach additional sheets as necessary.)</small>											
Section 6: Signatures:											
Completed By:			Additional Signature:			Date: / / 20		HR Director Signature:		Date: / / 20	
Phone #: - -											
Additional Signature:			Additional Signature:			Date: / / 20		Appointing Authority Signature:		Date: / / 20	
Section 7: Office of Human Resources, use only:											
Received by: Date: / /			Logged by: Date: / /			SSN verification by: Date: / /					
Emp. Svcs. review by: Date: / /			Transactions entry by: Date: / /			Field notification by: Date: / /					
FLBA Code: (side one) N E P A O Drug Test Indicator Code: (side one) N A B P C											

PAR Instructions



Personnel/Position Action Request Instructions

General Information:
The DNR Personnel/Position Action Request form (PAR) is to be used to request any personnel or position action (i.e. changes in pay, supplements, promotions, demotions, data changes, etc). The PAR is to be used for actions affecting hourly and full-time employees and positions. Use the Tab key to navigate through the form. The cursor will move from one entry field to the next each time the user hits the Tab key. The form is formatted to include limited data fields, drop-down boxes and check boxes. Some data fields are limited to allow for a specific # of characters that correspond to the required data for that field. Drop-down boxes will appear when the user clicks on some entry fields. Drop-down boxes are indicated by a down arrow on the right of the entry field. Clicking on the down arrow allows the user to select from a list of appropriate options for entry into that particular field. Check boxes simply allow for an "X" to be entered when the user clicks on the field.

Section 1: Employee Information
Name: Enter the employee's name as it appears in PeopleSoft or if it is a new hire list the employee's name as it is to be entered into PeopleSoft. If the position is vacant enter vacant in the field designated for employee name.
Employee ID #: Enter the complete 8-digit ID #. If the employee is a new hire, no ID number is required. The ID # for new hires will be assigned by HR.
SSN: Enter the employee's Social Security #. (used for new hires only)
Ethnic Group: Click on the drop-down list provided and enter the appropriate ethnic group from the selection provided.
Gender: Click on the drop-down list provided and enter the appropriate gender from the selection provided.
DOB: Enter the employee's date of birth.

Section 2: Personnel Action/Reason Codes
The PeopleSoft system requires that an action code and a reason code be entered into the system for each personnel action processed. The PAR form provided fields for these action/reason codes to be entered. These codes are used to describe the type of personnel or position action being recorded. Selection of the correct code(s) is essential to accomplishing the personnel action. Use the PeopleSoft HCM System Action Reason Code Manual located in the HR Section of the DNR Intranet or on the SAC Website at: http://sac.georgia.gov/ign/images/portals/ich_11101115140872542a_rh300manual.pdf to select the appropriate codes. The manual contains definitions for each action/reason code.
Action Code: Select the appropriate action code from the drop-down list accessed by clicking on the down arrow on the right side of the action code field.
Reason Code: Enter the appropriate reason code from the manual listed above. The reason code field does not contain a drop-down list of reason codes due to limitations built into MS Word.
Description of Action/Reason: Enter the long description of the action/reason as provided in the Action Reason Code Manual.
Effective Date: Enter the effective date of this action. This date is the date that the requestor wants the personnel action to be effective. In most cases the date will be a future date and will be the 1st or the 15th of a month.
PT/FT: Select FT (Full-time) or PT (Part-time) from the drop-down list provided.
Seasonal: Check the appropriate box (Yes or No) to indicate if the position is seasonal.

Section 3: Personnel Action
This section contains two "sides". The left side of the page is the FROM side and the right side of the page is the TO side. The data fields are identical on both sides however the FROM side should contain current position data and the TO side should reflect changes to be made in position data as a result of the PAR being processed. All data required in Personnel Action section of the form may be obtained via PeopleSoft and/or the SAC reference document located on the DNR Intranet: Human Resources > Personnel/Position Action Requests. Complete all fields in the TO and FROM sections.
Position #: Enter the position number of the position requiring action.
Status: Select the Status of the position from the drop-down list or from Pay Data Screen in PeopleSoft (Classified) or U (Unclassified)
Job Code: Enter the "old" Job Code as provided on the DNR Job and Salary reference document.
Job Title: Enter the "old" job title as provided on the DNR Job and Salary reference document.
Department ID: Enter the department number as provided PAR reference Document or in PeopleSoft
Department Name: Enter the Department Name of the department of the affected position.
Zip Code: Enter the Zip Code of the work location of the affected position.
County Code: Enter the County Code of the county of the work location of the affected position.
Malinois ID: Enter the malinois ID assigned to the work location.
Reason To Pay Number: Enter the position number of the supervisor of the affected position.
Pay Rate/Frequency and % Change: Enter the Pay Rate of the Incumbent. Select the Pay Frequency from the drop-down list. The TO side of the action includes a field for % change. Enter the percentage amount of the change to be made to the employee's pay if creating a pay action.
Pay Grade: Enter the pay grade of the position.
Drug Test Indicator: The Drug Test Indicator will be entered by the Office of Human Resources.

Section 4: Supporting documentation
Include appropriate documentation to support the personnel action request. Enter an X in the applicable check box to indicate attached documentation.

Section 5: Comments
Enter any comments applicable to the personnel action requested.

Section 6: Signatures
Completed by: Enter the name of the employee who completed the form.
Phone Number: Enter the phone # of the employee who completed the form.
Appointing Authority Signature: The AA is the DNR Commissioner or for EPD PARs the Director of EPD. (For hourly PARs in WRD the Asst. Division Director may sign as the AA.)
HR Director Signature: Signature of the Director of Human Resources.
Additional Signatures: Signature of any other authorizing individual.
Date: Enter date signed.

ROUTE THE COMPLETED PAR TO: THE DNR OFFICE OF HUMAN RESOURCES 40 MILKUR, DRG. 6, SUITE 1258 ATLANTA GEORGIA 30334

Section 7: Office of Human Resources Use Only:
All information in this section will be completed by representatives of the DNR – Office of Human Resources.

PAR Reference Document

HISTORIC PRESERVATION DIVISION											
Organization/ Department Name	Department #	HR Contact	Phone #	Fax #	Address	City	Zip Code	County Name	County Code	Maildrop ID	Maildrop ID Name
Historic Presv Management	4620310101	Vivian Pugh	404-651-5177	404-657-1046	254 Washington St., SW	Atlanta	30334	Fulton	060	462-030001	Historic Preservation Division
Archaeology Unit	4620310102	Vivian Pugh	404-651-5177	404-657-1046	254 Washington St., SW	Atlanta	30334	Fulton	060	462-030001	Historic Preservation Division
Hist Presv Servs (Fed/State)	4620310201	Vivian Pugh	404-651-5177	404-657-1046	254 Washington St., SW	Atlanta	30334	Fulton	060	462-030901	Historic Preservation - Home
Hist Presv Servs-Amended (Fed)	4620310202	Vivian Pugh	404-651-5177	404-657-1046	254 Washington St., SW	Atlanta	30334	Fulton	060	462-030001	Historic Preservation Division
Ga Heritage 2000	4620320200	Vivian Pugh	404-651-5177	404-657-1046	254 Washington St., SW	Atlanta	30334	Fulton	060	462-030001	Historic Preservation Division
Dot Cooperative Agreement	4620330700	Vivian Pugh	404-651-5177	404-657-1046	254 Washington St., SW	Atlanta	30334	Fulton	060	462-030001	Historic Preservation Division
Preserve America - Cemeteries	4620331300	Vivian Pugh	404-651-5177	404-657-1046	254 Washington St., SW	Atlanta	30334	Fulton	060	462-030001	Historic Preservation Division
Preserve America	4620331400	Vivian Pugh	404-651-5177	404-657-1046	254 Washington St., SW	Atlanta	30334	Fulton	060	462-030001	Historic Preservation Division

Salary & Job Code Reference document

Old Job Code	Old Job Title	New Job Code	New Job Title	Pay Grade	PG Minimum	PG Midpoint	PG Maximum
40841	Account Specialist	FIT022	TS: Financial Ops Gen (AL)	012	\$26,672.14	\$36,744.55	\$46,816.96
40815	Accountant	FIT022	TS: Financial Ops Gen (AL)	012	\$26,672.14	\$36,744.55	\$46,816.96
40824	Accountant (DCA)	FIP020	PS: Accountant (EL)	014	\$32,418.30	\$44,571.27	\$56,724.24
40829	Accountant 3	FIP022	PS: Accountant (AL)	017	\$43,063.23	\$59,293.27	\$75,523.31
40806	Accountant Paraprofessional	FIT022	TS: Financial Ops Gen (AL)	011	\$24,322.01	\$33,482.99	\$42,643.98
40807	Accounting Clerk	FIS011	SS: Financial Wkr (WL)	009	\$20,039.02	\$27,550.32	\$35,061.61
40801	Accounting Director 2	FIM012	MG2: Accountant/Financial	021	\$62,923.28	\$86,467.59	\$110,011.91
40803	Accounting Manager 1	FIM010	MG: Accountant/Financial	017	\$43,063.23	\$59,293.27	\$75,523.31
60072	Admin. Clerk (SOS)	GSS032	SS: Clerk (AL)	010	\$22,077.93	\$30,369.88	\$38,661.83
40002	Admin. Opns Coord. 1	GST021	TS:Business Op Generalist (WL)	011	\$24,322.01	\$33,482.99	\$42,643.98
60170	Admin. Ops Specialist	GSP062	PS:Business Operation Spec(AL)	015	\$35,569.36	\$48,935.59	\$62,301.82
40001	Admin. Ops. Coord. 2	GST022	TS:Business Op Generalist (AL)	013	\$29,399.50	\$40,402.62	\$51,405.73
60104	Administrative Assistant	GST011	TS:Office Admin Generlist (WL)	012	\$26,672.14	\$36,744.55	\$46,816.96
61706	Administrative Asst. (DNR)	GST012	TS:Office Admin Generlist (AL)	013	\$29,399.50	\$40,402.62	\$51,405.73
40003	Administrative Opns Manager	GSP062	PS:Business Operation Spec(AL)	015	\$35,569.36	\$48,935.59	\$62,301.82
61709	Administrative Opns Mgr. (DNR)	GSP062	PS:Business Operation Spec(AL)	015	\$35,569.36	\$48,935.59	\$62,301.82
61712	Administrative Technician (DNR)	RCT010	TS:Comp & Licensing Tech (EL)	011	\$24,322.01	\$33,482.99	\$42,643.98
81324	Applications Group Manager	ITP013	PS: Programmer (SP)	018	\$47,280.21	\$65,121.26	\$82,962.30
30103	Architectural Review Officer (DNR)	FEP011	PS: Architect/Design Spec (WL)	015	\$35,569.36	\$48,935.59	\$62,301.82
19458	Assessment Analyst (DNR)	RCP022	PS: Environ Compliance Spc(AL)	017	\$43,063.23	\$59,293.27	\$75,523.31
19055	Assistant Branch Chief	RCM051	MG1: Regulatory Compliance	021	\$62,923.28	\$86,467.59	\$110,011.91
13860	Associate Permit Coordinator	NRT011	TS: Natural Resources Tech(WL)	014	\$32,418.30	\$44,571.27	\$56,724.24

A/R Code Quick Reference Sheet



DNR Peoplesoft Action/Reason Code Quick Reference Sheet

Action/Reason Codes are required for all personnel transaction entries. This table provides brief explanations of the most commonly used Action/Reason Codes and is intended to facilitate accurate completion of the Personnel Action Request Form (PAR). Action/Reason Codes are categorized by type of action. For a complete list of Action/Reason Codes go to the following State Accounting Office website link: http://sao.ga.gov/gov/mega/portal/csl/330/33443679636_d9320annual.pdf

Action Code	Reason Code	Definition
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Demotion Actions

DDM	DDM	Disciplinary Demotion For disciplinary purposes an employee has been demoted to a different position in a job on a lower pay grade. The action may result in the reduction of the employee's pay. Prior determination is required to assure that the employee possesses the minimum qualifications for the job on the lower pay grade.
DDM	VDM	Voluntary Demotion An employee may request to be demoted to a different position in a job on a lower pay grade. The action may result in the reduction of the employee's pay. Prior determination is required to assure that the employee possesses the minimum qualifications for the job on the lower pay grade.
POD	DDM	Disciplinary Demotion As a result of a disciplinary action, an employee's current position has been reallocated to a Job Code on a lower pay grade. Prior determination is necessary to ensure that the employee possesses the minimum qualifications for the job on the lower pay grade. The action may result in a decrease of the employee's pay.
POD	VDM	Voluntary Demotion Due to an employee's request, the employee's current position has been reallocated to a Job Code on a lower pay grade. Prior determination is required to ensure that the employee possesses the minimum qualifications for the job on the lower pay grade. The action may result in a decrease in the employee's pay.

Hire Actions

HIR	APP	Appointment Records the date an individual begins employment.
HIR	ATL	Appointment Time-Limited Records the date an individual begins employment for a limited period of time. This code is intended for short-term employment with individuals typically not eligible for benefits.

Leave Actions

LOA	AUF	Authorized Leave Without Pay Indicates that an employee has been placed on an approved unpaid leave of absence. This code discontinues pay and should be used only if the absence is in excess of 15 calendar days. The period of Authorized leave without pay must not exceed 12 months. Use of this code indicates an agreement to return the employee to duty. (NOTE: State policy limits a continuous unpaid leave of absence to a period of 24 consecutive months.)
LOA	CCN	Contingent Leave Without Pay Indicates that an employee has been placed on an approved unpaid leave of absence. This Reason Code discontinues pay and should be used only if the absence is in excess of 15 calendar days. Use of this code indicates that an employee has been notified that return to duty is dependent upon the availability of a suitable vacancy. (NOTE: State policy limits a continuous unpaid leave of absence to a period of 24 consecutive months.)
LOA	FML	Family Medical Leave Act Indicates that an employee has been placed on unpaid leave of absence in accordance with the provision of the Federal Family and Medical Leave Act. This action discontinues pay and should be used only if the absence is in excess of 15 calendar days. (NOTE: Any period of Family Leave With Pay should be recorded in Absence History.)
LOA	MIL	Military Service Indicates that an employee has been placed on an unpaid leave of absence while engaged in the performance of ordered military duty, and while going to and returning from such duty. This action discontinues pay and should be used only if the absence is in excess of 15 calendar days. (NOTE: Any period of Military Leave With Pay should be recorded in Absence History.)

Pay Actions

PAY	INC	Salary Increase Indicates a permanent increase in Compensation Rate to an employee for reasons other than Criteria Based Increase or Performance Based Increase.
PAY	RED	Salary Reduction Indicates the reduction of an employee's pay either for disciplinary reasons, for purposes of economy, or as agreed to on a voluntary basis. This Reason Code should NOT be used to "correct" an employee's pay.

Position Actions

POS	DNC	Department Number Change Change a position to a different department number.
POS	INA	Position Inactivated Deactivating a position when it is no longer needed.
POS	JCC	Job Change Change the allocation of a vacant position to a different Job Code OR change the allocation of an occupied position to a different Job Code on the same numeric pay grade.
POS	NEW	New Position Establish a new position. The position number will be assigned by the Peoplesoft System.
POS	PRC	Promotion An employee's current position has been reallocated to a Job Code on a higher pay grade. Prior determination is required to ensure that the employee meets minimum qualifications for the job on the higher pay grade. The action may result in an increase of the employee's pay.
POS	UPD	Position Data Update Update current position information such as Position Status, Reports to Position, Pay Group, Employee Type, Location Code, County Code, Mail Drop ID, Drug Test Indicator, Position Status Indicator, or Classified Indicator.

Rehire Actions

REH	REH	Rehire Reemploying a previous state employee following a break in service. This Reason Code may only be used when reemploying an individual on a previously existing Employment Record Number.
REH	ATL	Rehire Time-Limited Reemploying, for a limited period of time as defined by company policy, a previous state employee following a break in service. This Reason Code may be used when reemploying an individual on a previously existing Employment Record Number.

Termination Actions

TER	-----	Termination There are too many termination reason codes to list in this document. Consult the Action Reason Code Manual for the appropriate code that matches the reason why the employee terminated his/her employment voluntarily or involuntarily.
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Transfer Actions

XFR	IN	Lateral Transfer From a Different Company An employee is transferring (no break in service) from one company to another company. The Job Code in the new company is on the same numeric pay grade as the Job Code in the old company.
XFR	LAT	Lateral Transfer Within the Same Company An employee is transferring to a different Position Number within the same company. The new Position Number must be assigned to the same Job Code, or to a different Job Code on the same numeric pay grade. For transactions in which the pay grade of the new Job Code is higher or lower, see the appropriate promotion or demotion Reason Code.
XFR	OUT	Transfer Out To A Different Company An employee is resigning from the current company and transferring (without a break in service) to a different company.
XFR	PRC	Promotion An employee is transferring (no break in service) from one company to another company. The Job Code in the new company is on a higher pay grade than the Job Code in the old company.
XFR	VDM	Voluntary Demotion An employee is transferring (no break in service) from one company to another company. The Job Code in the new company is on a lower pay grade than the Job Code in the old company.

Intranet change

Human Resources

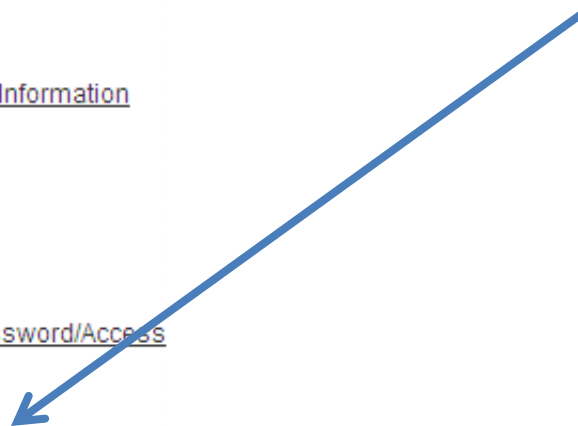
[View](#)[Edit](#)[Outline](#)[Revisions](#)[Track](#)

This section contains information and forms on various Human Resources topics such as policies, benefits, compensation, a link to the Employee Self-service (ESS) Web site, and lists of key contact personnel.

- [State of Georgia Employee Satisfaction Research Report for DNR](#) 

- [Benefits](#)
- [Contacts](#)
- [Customer Service](#)
- [DNR Job Vacancy Announcement](#)
- [Employee Retirement System](#)
- [Employee Self-Service](#)
- [Employment Information](#)
- [Forms](#)
- [General Human Resources Information](#)
- [Hiring Packages](#)
- [Mentoring Program](#)
- [Payroll](#)
- [Peoplesoft HCM and FN Password/Access](#)
- [Performance Management](#)

A new section will be added here
Personnel / Position Action Requests



PAR Section 1

Text boxes
(size restricted)

The screenshot shows the 'Section 1: Employee Information' form for the Georgia Department of Natural Resources. The form is titled 'Personnel/Position Action Request'. It contains several fields: 'Name:', 'Emp. ID #:', 'SS #:', 'Ethnic Group', 'Gender:', and 'DOB:'. The 'Ethnic Group' and 'Gender:' fields are annotated with blue arrows pointing to their respective drop-down menus. The 'Name:', 'Emp. ID #:', 'SS #:', and 'DOB:' fields are annotated with green arrows pointing to their respective text boxes.

Section 1: Employee Information											
Name:		Emp. ID #:		SS #:		Ethnic Group		Gender:		DOB:	

Drop down lists

- The name field is restricted to 30 characters
- The Emp. ID field is restricted to 8 characters
- The SS# field is restricted to 8 characters
- Ethnic group & gender fields have drop down lists that reflect the choices in Peoplesoft
- DOB is restricted to 8 characters

PAR Section 2

Section 2: Personnel Action Codes

Action Code:		Reason Code:	Description of Action/Reason (See Action Reason Code Manual)
1.	<input type="text"/>	<input type="text"/>	<input type="text"/>
2.	<input type="text"/>	<input type="text"/>	<input type="text"/>
3.	<input type="text"/>	<input type="text"/>	<input type="text"/>
Effective Date: <input type="text"/> / <input type="text"/> /20 <input type="text"/>		Is the position (Full-time or Part-time) <input type="text"/>	Is the position seasonal <input type="checkbox"/> Yes <input type="checkbox"/> No

Text boxes (size restricted)

Drop down lists

Check boxes

- Use the action Reason Code Manual and the A/R Quick Reference List.
- A drop down list is provided for all Action codes.
- Reason Codes and Descriptions must be entered
- Enter the date that you want the action to be effective
- A drop down list for is provided for FT or PT and a Check box for seasonal

PAR Section 3

Text boxes (all except those indicated)
(size restricted)

Section 3: Personnel Action				FROM:				TO:			
Position#		Classified Status	-	Position#		Classified Status	-	Position#		Classified Status	-
Job Code		Job Title		Job Code		Job Title		Job Code		Job Title	
Department ID	462	Department Name		Department ID	462	Department Name		Department ID	462	Department Name	
Zip code		County Code/Name	-	Zip code		County Code/Name	-	Zip code		County Code/Name	-
Mail drop ID	462-	Reports To Psn #		Mail drop ID	462-	Reports To Psn #		Mail drop ID	462-	Reports To Psn #	
Pay Rate / Frequency	\$. /-	Pay Grade		Pay Rate / Frequency	\$. /-	Pay Grade		Pay Rate / Frequency	\$. /- % change	Pay grade	

Drop down lists (*"From" and "To" sides are identical*)

- Use the PAR reference document and the Salary and Job Code reference document as the primary source of information needed to complete this section

PAR Section 4

Text boxes
(size restricted)

Section 4: Supporting Documents/Information (include documents below as necessary)					
<input type="checkbox"/>	Letter of Resignation/Dismissal or other	<input type="checkbox"/>	Performance Plan	<input type="checkbox"/>	Hire Package
<input type="checkbox"/>	DOL-800 Separation Notice	<input type="checkbox"/>	Application/Resume	<input type="checkbox"/>	Justification letter(s)
<input type="checkbox"/>	Refund of Retirement Contribution Form	<input type="checkbox"/>	Organization Chart(s)	<input type="checkbox"/>	Suspension Notice
<input type="checkbox"/>	Check here if rehire is not recommended (Attach supporting documents and notify the HR Director)	<input type="checkbox"/>	Memo <input type="checkbox"/> explain	<input type="checkbox"/>	LWOP Request Expected Return Date: <input type="checkbox"/> / <input type="checkbox"/> / <input type="checkbox"/>
<input type="checkbox"/>	Check here if you have verified all leave has been entered. Terminal leave hours to be paid <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Last day in pay status <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/>	Other <input type="checkbox"/> explain	<input type="checkbox"/>	<input type="checkbox"/> Regular <input type="checkbox"/> Short-term <input type="checkbox"/> Contingent <input type="checkbox"/> Military or Family. Actual Return Date: <input type="checkbox"/> / <input type="checkbox"/> / <input type="checkbox"/>

Check boxes

- Check boxes primarily for the purpose of indicating appropriate attached documents.

PAR Section 5

1 Text box
(size restricted)

Section 5: Comments (List reason for request e.g. major changes in psn responsibilities, swapping duties, expansion of program, reorganization, addition of responsibilities previously assigned to another position. List title and position number of subordinates if applicable, & any other documentation. Attach additional sheets as necessary.



PAR Section 6

Section 6: Signatures						
Completed By : [Redacted] Phone #: [Redacted] - [Redacted] - [Redacted]		Additional Signature:		Date: [Redacted]/[Redacted]/20[Redacted]	HR Director Signature:	Date: [Redacted]/[Redacted]/20[Redacted]
Additional Signature:	Date: [Redacted]/[Redacted]/20[Redacted]	Additional Signature:		Date: [Redacted]/[Redacted]/20[Redacted]	Appointing Authority Signature:	Date: [Redacted]/[Redacted]/20[Redacted]

- Signatures are required

PAR Section 7

Section 7: Office of Human Resources use only:												
Received by:		Date:		Logged by:		Date:		SSN verification by:		Date:		
Emp. Svcs. review by:		Date:		Transactions entry by:		Date:		Field notification by :		Date:		
FLSA Code: (circle one)	N	E	P	A	O	Drug Test Indicator Code: (circle one)		N	A	B	P	C

- To be used by Office of Human Resources employees only.
- Intended to be handwritten

Action Reason Codes

- The Peoplesoft system requires that personnel actions be entered using Action/Reason Codes.
- There are 33 **Action codes** in the A/R Code Manual. 17 Codes are not used. Of the 16 remaining codes you will use only **7** frequently.
- Ask yourself the following question when determining which codes to use.....

Action Codes

- **What** personnel action am I trying to accomplish?
 - Hiring and employee? HIR
 - Modify an employee's salary? PAY
 - Changing a position? POS
 - Terminating an employee? TER
 - Demoting an employee? DEM
 - Transferring an employee XFR
 - Putting an employee on Leave LOA

Reason Codes

- There are many Reason codes in the A/R Code Manual. (Many more than the # of Action codes).
- Ask yourself the following question when you are determining what Reason code to use.
- What is the reason for the action or Why am I taking this action.

Reason codes

- **What** is the reason or **Why** am I taking the action?
- Example

Action

PAY

TER

Reason

CBI (Criteria-Based Increase)

ACT (Acting Pay)

INC (Increase)

ATT (Attendance)

DEA (Death)

DIS (Dismissal)

Reason codes

- **What** is the reason or **Why** am I taking the action?
- Example

Action

POS

Reason

DNC (Department # Change)

JCG (Job Change)

UPD (Data Update)

PAR Practice (scenario #1)

- Complete PAR to Promote Kathy Herrin on her position from CRD to Administration and Finance.
 - What Action Reason codes are necessary?
 - What data changes are necessary?



Personnel/Position Action Request Form

Section 1: Employee Information

Name:	Kathy Herrin	Emp. ID #:	12345678	SS #:	123-45-678	Ethnic Group:	WHITE	Gender:	F	DOB:	1/1/2010
					SS# for new hires only				1		

Section 2: Personnel Action Codes

Action Code:	Reason Code:	Description of Action/Reason (See Action Reason Code Manual)
1. POS - Position Change	PRO	Promotion
2. POS - Position Change	DNC	Department Number Change
3. PAY - Pay Rate Change	INC	Salary Increase

Effective Date: 5/1/2010 Is the position (Full-time or Part-time) FT Is the position seasonal Yes No

Section 3: Personnel Action

FROM:

TO:

Position #	Classified Status	Classified	Position #	Classified Status			
00099585							
Job Code	40002	Job Title	Bus. Ops Generalist	Job Code		Job Title	
Department ID	4620510300	Department Name	Marine Fisheries	Department ID	462	Department Name	
Zip code	31520	County Code/Name	063 - Glynn	Zip code		County Code/Name	
Mail drop ID	462-050001	Reports To Psn #	00099589	Mail drop ID	462-	Reports To Psn #	
Pay Rate/Frequency	\$zzzzzz.zz / Yr.	Pay Grade	11	Pay Rate/Frequency		Pay grade	
					% change		

Current Data

Required Data changes

PAR Practice (scenario #2)

- Complete PAR to Promote Kathy Herrin to an announced position within CRD.
 - What Action Reason codes are necessary?
 - What data changes are necessary?



Personnel/Position Action Request Form

Section 1: Employee Information

Name:	Kathy Herrin	Emp. ID #:	12345678	S S #:	123-45-678	Ethnic Group:	WHITE	Gender:	F	DOB:	1/1/2010
					SS# for new hires only						

Section 2: Personnel Action Codes

Action Code:	Reason Code:	Description of Action/Reason (See Action Reason Code Manual)
1. PRO - Promotion	PRO	Promotion
2. PAY - Pay Rate Change	INC	Salary Increase
3.		

Effective Date: 5/1/2010 Is the position (Full-time or Part-time) Is the position seasonal Yes No

Section 3: Personnel Action

FROM:				TO:			
Position#	00099585	Classified Status	Classified	Position#	00000000	Classified Status	-
Job Code	40002	Job Title	Bus. Ops Generalist	Job Code		Job Title	
Department ID	4620510300	Department Name	Marine Fisheries	Department ID	462	Department Name	
Zip code	31520	County Code/Name	063 - Glynn	Zip code		County Code/Name	-
Mail drop ID	462-050001	Reports To Psn #	00099589	Mail drop ID	462-	Reports To Psn #	
Pay Rate / Frequency	\$zzzzzz.zz / Yr.	Pay Grade	11	Pay Rate / Frequency	\$yyyyyy.yy / % change	Pay grade	

Section 4: Supporting Documents/Information (attach documents below as necessary)

Current Data

Required Data changes

Next Steps

- New PAR Section on the Intranet asap.
- Review all of your reference documents and forward your questions to Mike.Long@dnr.state.ga.us
- Discard the (old PAR, the Face Sheet, the hourly PAR or the Day Laborer/Seasonal PARs) beginning 4/16/10. (These will be deleted from the Intranet)
- Begin using the new form immediately.
- All Personnel Actions submitted beginning 5/1/10 and forward must be using the new PAR.
- Note: The hiring packages on the intranet are currently being reviewed/revised and will soon be replaced with updated versions that include the new PAR.

Questions?