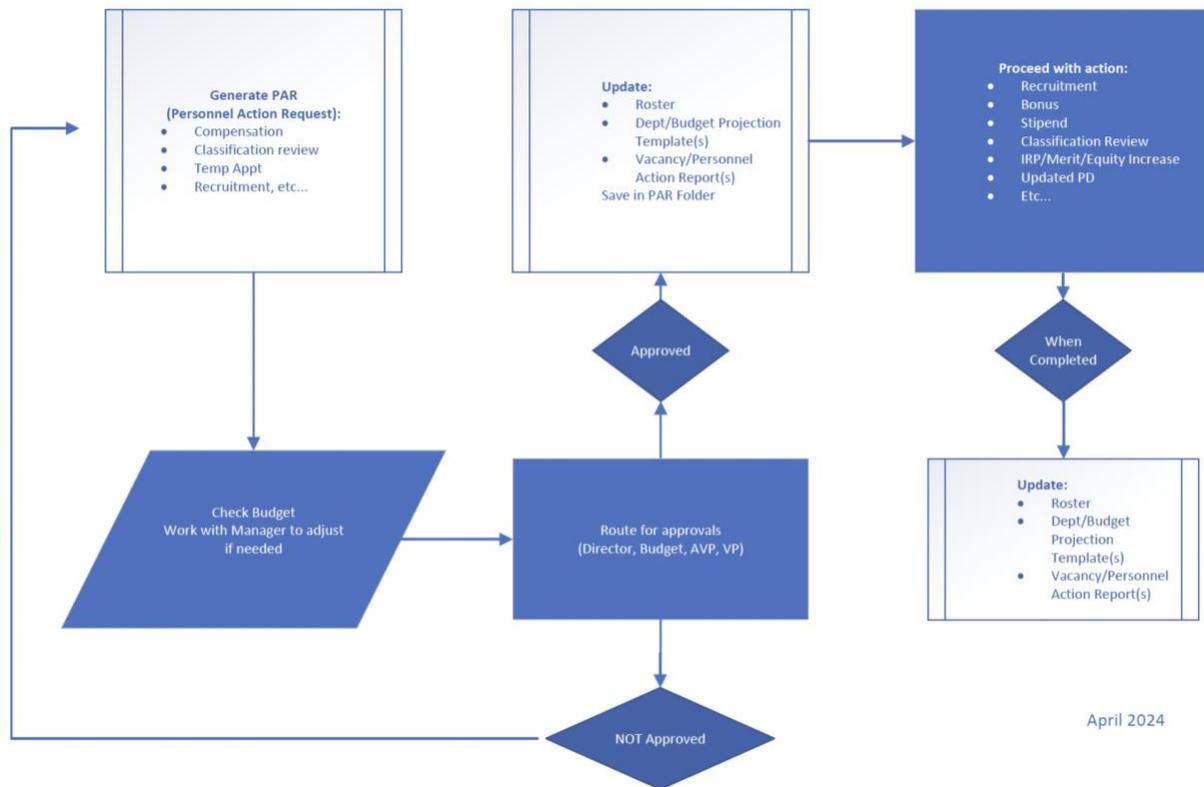


Student Affairs Process for Request and Review of Personnel Actions



Step 1: Generate PAR (Personnel Action Request)

- Compensation
- Classification review
- Temporary appointment
- Recruitment, etc.

Step 2: Check budget

- Work with manager to adjust if needed

Step 3: Route for approvals (Director, Budget, AVP, VP)

If not approved, go back to Step 1

Step 4: Update the following:

- Roster
- Department/Budget Projection Template(s)
- Vacancy/Personnel Action Report(s)

Save in PAR Folder

Step 5: Proceed with action:

- Recruitment
- Bonus
- Stipend
- Classification Review
- IRP/Merit/Equity Increase
- Updated PD
- Etc....

When Completed

Step 6: Update the following:

- Roster
- Department/Budget Projection Template(s)
- Vacancy/Personnel Action Report(s)