

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 users tabs to 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.

SS#: 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 provides fields for three 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 SAO Website at: <https://sao.georgia.gov/action-reason-code> 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 the 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 16th of a month.

PT or FT: Select PT (Part-time or FT Full-time) from the drop down list provided.

PT Seasonal or 29 hour limited or "co-op": If the position is a part time hire/rehire check one of the boxes indicating if the position is seasonal and limited to 168 calendar days of employment, limited to a maximum of 29 hour worked per week, or a co-op and may work more than if in a work/study program.

Verification and approval of the rehire: Verify that the employee has or has not worked for the State of Georgia in the past 13 weeks. If they have worked for the SOG in the past 13 weeks verify that you have obtained permission from the Human Resources Director for the employee to start work.

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 PAR 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 Psn Data 3 screen in PeopleSoft C (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 "new" 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.

Maildrop ID: Enter the maildrop ID assigned to the work location.

Reports To Position #: Enter the position number of the supervisor of the affected position.

Pay Rate & Frequency and Pay % 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.

CDL Question: Answer question and take appropriate drug testing actions as per SOP if applicable.

Section 4: Supporting documentation: Include info. to support the PAR. 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.

HR Director Signature: Signature of the Director of Human Resources.

Additional Signature: Signature of any other authorizing individual.

Date: Enter date signed.

ROUTE THE COMPLETED PAR TO: THE DNR OFFICE OF HUMAN RESOURCES #2 MLK JR. DR S.E. SUITE 1258 ATLANTA GEORGIA 30334

Section 7: Office of Human Resources Use Only: This section will be completed by representatives of the DNR – Office of Human Resources.