

## UCLA School of Dentistry (SoD): Creating a Personnel Action Request

### Overview

The Personnel Action Request (PAR) Form is used to electronically initiate a personnel transaction to be processed by the SoD HR, Finance, and Dean offices. This applies to the following actions: New Hire (New FTE or Replacement), Extend Appointment, Change % of Effort, Temporary Employee Request, Administrative Stipend, Equity Increase, Reclassification Up, and Reclassification Down).

All Requestors must initiate a PAR on behalf of an employee, and seek Department Faculty approval. Before starting the process, Requestors may need to consult with HR (with questionable requests) and Finance to ensure adequate funds are available, if applicable.

### Requestor Guide for Completing electronic PAR Form (DocuSign)

#### I. Access PAR Form

- A URL to the PAR form can be accessed on the SoD Website under [Staff Resources: Forms & Resources](#)

#### Forms & Resources

<a href="#">Incident Report &amp; Referral for Medical Treatment</a> (78.72 KB)	<a href="#">Dress Code Policy</a> (84.77 KB)
<a href="#">SPOT Nomination Form</a> (22.39 KB)	<a href="#">Benefits Cost Sheet</a> (361.15 KB)
<a href="#">Personnel Action Request</a> (91 KB)	<a href="#">2023 Payroll Calendar</a> (274.67 KB)

[Time Reporting System](#)

[Timesheet Approver Instructions](#)

[How to Submit Your Timesheet \(Exempt Employees\)](#)

- Requestor will be asked to provide an email address and will receive an Access Code. Enter the Access Code to open PAR DocuSign Form

#### II. Identification Section

- The form is first completed by the Requestor, who must indicate their desired PAR action and provide employee identification (Name, UCPath ID) and position information (Department, Current Title, Requested Salary, etc.).
- A Faculty name is also required (Note: This may be selected from a dropdown menu feature on the form). If desired faculty name is not listed, please email [hr@dentistry.ucla.edu](mailto:hr@dentistry.ucla.edu)

Employee Name (Last, First, Middle Initial) <input style="width: 95%;" type="text"/>	UCLA ID # / UCPath ID # <input style="width: 95%;" type="text"/>	Section, Division, Unit <input style="width: 95%;" type="text"/>
Department Faculty/Administrator Name: <input style="width: 95%;" type="text" value="-- select --"/>		
Current/Requested Title <input style="width: 95%;" type="text"/>	Current/Requested Salary <input style="width: 95%;" type="text"/>	Date: 11/30/2023

III. Request Type and Compensation Section

- Requestors may identify the PAR type that they are requesting in this section.
  - If a New Position (New FTE) is selected, this requires a Job Description and Organizational Chart attachment to be submitted as a supplemental document
  - Administrative Stipend, Equity increase, Reclassification will require additional documents.

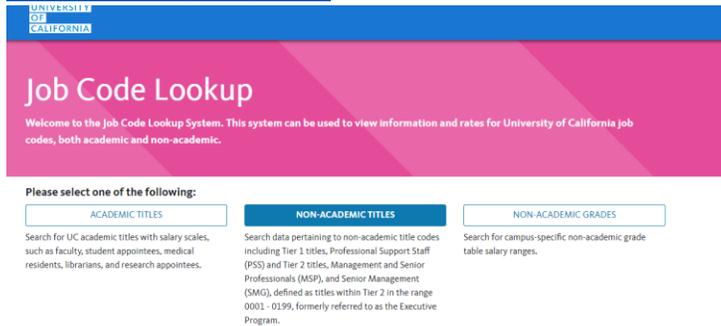
Request Type		Compensation	
<input type="checkbox"/> New Hire:	New FTE or Replacement	<input type="checkbox"/> Administrative Stipend	%
<input type="checkbox"/> Extend Appointment		<input type="checkbox"/> Equity Increase	%
<input type="checkbox"/> Change % of Effort		<input type="checkbox"/> Reclassification Up*	%
<input type="checkbox"/> Temporary Employee Request		<input type="checkbox"/> Reclassification Down	

Job description submitted or to be submitted and organizational chart

IV. Appointments and Distributions Section

- Requestor must provide Employee Title Code, Pay Rate, Supervisor Name, etc.
- This information can be found at the UC Title Code Inquiry Website:

<https://tcs.ucop.edu/home>



- Note: If the position is a Career Appointment, the end date can be set to 12/31/2099

V. Justification Section Must be Completed

- Requestors must provide brief written Justification for the PAR action. Replacement of position, student hiring, a temporary employee needed, Administrative Stipend, Equity Increase, Reclassification, and New FTE, etc. (Note: There is a 200 character limit to this field). Preferred salary range may also be included in this section.
- An Additional memo attachment (pdf) is required for the following actions: Administrative Stipend, Equity Increase, and Reclassification (Up/Down).

**Justification** (200 characters max)

VI. Requested By and Prepared by Fields must be filled out with the Requestor's Information

VII. Ensure that all Fields (outlined in red) are completed and Submit the Form electronically

VIII. Review and Submit Form when prompted and make sure to check email for any communications from the HR office regarding the status of your request.

