Personnel Action Reports (PAR) for payroll changes, new hires, etc.

A Personnel Action Report (PAR) MUST be submitted for any changes that affect an employee's employment or pay status (including leave of absence). Please make sure to <u>always</u> use the most recent form which is available on the HR intranet at <u>https://intranet.cityofsanrafael.org/hr/default.aspx</u>.

Most fields are self-explanatory. For new hires, be sure to attach all the required forms as outlined in the New Hire Paperwork Checklist which is found in the *Recruitment and New Hire Related* folder on the HR intranet (see link above).

Keep in mind that the accuracy of the information listed on the PARs is extremely important. **<u>Incorrect information may result in processing delays and/or payroll errors</u>**.

<u>NOTE:</u> PARs should be received in HR no later than five days before the end of the pay period in which the change occurs (e.g., PARs for 8/1-8/15 should be in HR by 8/10; PARs for 8/16-8/31 should be in HR by 8/26). PARs received after the last day of the pay period will be processed the following pay period.

Once they are entered in Eden, HR will e-mail you a copy of the final signed PARs for your department. If you believe a PAR you submitted is missing, please contact HR immediately so it can be resubmitted and processed asap.

If you have any questions or need assistance after reviewing these instructions, please contact HR at 485-3391.

I. GENERAL INFORMATION

- **<u>Employee #</u> - Always include for existing employees. *Please contact HR if you need a list of employee #'s for your department.***

  o **<u>For new hires, HR will enter this information once the PAR has been processed</u>**. Keep in mind that, because our payroll is processed 2 weeks behind, there is some lag time for when a new employee is activated in the HR web. A new employee may have to keep track of their hours manually until their online timesheet is available, usually by the last day of the pay period.

- **<u>Dept Cost Code</u>** – Enter the cost code(s) and percentage for each if there is more than one. Regular positions should end in -8111; Temp positions end in -8112; Fixed-Term positions end in -8159. **Be sure to include the program name** (i.e., Hamilton, Terra Linda Pool, Circulation) **or Project # if applicable**.

II. EMPLOYMENT STATUS

- **<u>Status</u>** - Make sure to select the correct status and include FTE % for part-time employees.

- **<u>Previously Employed</u>** – Select the department and include prior employment dates. Under details, include any relevant information (i.e., previous temp in Childcare; Admin Asst in Public Works, etc.)

III. REPORTED ACTION CHANGE

- **<u>Effective Date</u>** – This is the actual date of the action (not the payroll date). For example, if a person passed probation on 7/23 enter that date, not 7/16.

- **<u>Action</u>** – Select the appropriate action/change from the list. Note that changes in position or FTE (Reclass/Promo/Transfer) should be made at the beginning of the pay period (e.g., 7/1 or 7/16). *An employee cannot be in 2 positions or have 2 pay rates in the same pay period. This is especially important when someone is moving from a PARS (less than 75%) position to an MCERA eligible position (>75%).*

- **<u>Details</u> –** Be clear and accurate about the details. Include any information that HR/Payroll needs to make changes correctly. Here are some common examples:

    o Stacey is retiring effective 8/1/14; her last day of work will be 7/31/14.

    o Employee is eligible for Out of Class Pay from 7/7-7/12 (4 days).

    o Employee is on FMLA and has exhausted all leave accruals. Please dock hours for 7/14-7/15 and place on Leave w/out Pay effective 7/16.

    o Employee is eligible for a step increase per attached Performance Evaluation.

IV. SALARY

- **From/Current** – This is the employee's CURRENT grade/step. You can also get this information from the Salary Schedules posted on our website at http://www.cityofsanrafael.org/hr-salaries/. If you are still unsure of this information, please contact HR.

    o Make sure to include any additional/specialty pays (education incentive, bilingual, shift differential, etc.)

    o For temp/seasonal employees make sure to use the grade code & step for their MAIN position, not their alternate rate positions.

    o You do not need to enter this information for new hires (see below for To/New)

- **To/New** – This is the NEW grade/pay for step increases, promotions, change in specialty pay, etc. For new hires, enter their new position grade, step, etc.

V. SIGNATURE

- Signatures are not required for Address changes.

- Department Director (or authorized representative) signature is required for ALL other PARs.

<u>Important:</u>

- **Is the information correct? Effective date, Acct code/program, employee #, grade code/step?**

- **Be sure to submit PARs as soon as possible before the end of the pay period so that HR has adequate time to process/review entries.**

- **Make sure to use the newest forms available in the Recruitment and New Hire Related folder on the HR intranet at https://intranet.cityofsanrafael.org/hr/default.aspx.**