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# Position Action Request (PAR) Form Instructions

The HR Talent Acquisition team is available to assist with the hiring process. Questions should be emailed to [employment@wichita.edu](mailto:employment@wichita.edu).

The Position Action Request (PAR)



## Completing a Position Action Request (PAR) Form

The following steps are for completing a Position Action Request (PAR) Form. For detailed instructions on completing a procedure, click the link within each step.

Remember, blank [Blank PAR Form](#)



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## Candidate/Employee Information

*If this is for an Internal Candidate/Current Employee, complete the section for Candidate/Employee Information as this information is needed to process a request for a Benefit Eligible Search Waiver, Emergency Hire, Workforce Transition (Promotion/Demotion/Transfer), or Off-Cycle Pay Increase.*









## Review & Approval

The following steps are for review and approval of a Position Action Request (PAR) Form. For detailed instructions on completing a procedure, click the link within each step.

*At each step of the approval process, the Approver will carbon copy (Cc) the original requestor. This will enable the requester to track the approval process.*

1. The [marketbasedcomp@wichita.edu](mailto:marketbasedcomp@wichita.edu) to HR Compensation by emailing
2. After review, will forward the request to the University Budget Office and carbon copy (Cc) the original Requestor.
3. The request will be reviewed, approved/denied, and forwarded to the next approval level by the e, and
  - a. \*Vice President signature is required for approval of PAR forms in Student Affairs and Strategic Engagement & Planning. If applicable, the Vice President will forward to the Divisional Officer.
  - b. The action requestor should be carbon copied (Cc) in all e-mails throughout each step of the process. This will enable the Requestor to track the approval process.
  - c. If a position is not approved at any step in the approval process, this information is to be communicated back to the original Requestor by the Approver that does not accept moving the request forward.
4. After approval, the



The following steps are for the completion process of a Position Action Request (PAR) Form. For detailed instructions on completing a procedure, click the link within each step.

1. After approval, the Divisional Officer will forward the request to \_\_\_\_\_ at [employment@wichita.edu](mailto:employment@wichita.edu) for next steps and actions.
  - a. A member from the HR team will review the submitted PAR form and documents then respond to the original Requestor if any additional action is needed to complete the process.
2. \_\_\_\_\_ and \_\_\_\_\_ will be entered into Banner by Human Resources.
  - a. The Requestor will:
    - i. receive notification with acknowledgement of \_\_\_\_\_
    - ii. communicate to employee \_\_\_\_\_
    - iii. receive employee signature on acknowledgment \_\_\_\_\_
    - iv. provide a copy to employee \_\_\_\_\_
    - v. return the signed acknowledgement form to Human Resources \_\_\_\_\_
3. \_\_\_\_\_ will be entered into PeopleAdmin by an assigned HR Talent Consultant.
4. \_\_\_\_\_ will be entered into PeopleAdmin by the department assigned point of contact.