

DEPARTMENT OF CORRECTION PERSONNEL ACTION REQUEST (PAR) INSTRUCTIONS

PURPOSE: The Personnel Action Request (PAR) form (HRS 211 [Form E](#)) is a formal memorandum from line management authorizing Human Resource Services to make a specific personnel action on an effective date. The action is reviewed by staff to ensure compliance with department policy and procedures. Use of this form for ALL personnel actions strengthens uniformity and minimizes confusion within the departmental operating units. SIGNATURE INDICATES APPROVAL. Non-approved actions are returned to the originator.

INSTRUCTIONS: Use current PAR forms only. Original documents only, no faxes. Submit PAR seven (7) days prior to effective date. Receiving location is responsible for creating PAR. Incomplete PARs with missing documents will not be processed and will be returned for completion, which may result in hiring delay.

PART I. Complete ALL blocks showing the requested status of either an existing employee, or a new employee. This ensures accurate information and processing. Obtain all unknown personal information from the employee (SSN, address, etc.). You will have the background to reference for new employee info. PCN number information can be obtained from HRS and the Fiscal Unit.

PART II. The effective date of hire is always the date the action is to begin and should correspond with pay period beginning dates. Transfers/promotions of current employees are effective on the first day of the pay period (Sunday). New employees' effective dates are their first day of work. Exceptions must be requested and approved by HRS. PCA number information can be obtained from the Fiscal Unit.

1. Check off the desired action in section **A**, Appointments/Assignments. The choices are:
 1. Full time classified position **OR** Part time classified position. Enter hour amount.
If applicable, check Initial appointment **OR** Reinstatement.
 2. Temporary appointment. Check the hours to be worked.
 3. Transfer of current employee. **Fill in blanks.** Check if from other state agency.
 4. Assignment to an acting position. Attach required documentation.
 5. Voluntary Demotion. Attach required documentation.
 6. Promotion. Number 3 above must be completed for promotion also.
Attach required documentation.
 7. State Agency Transfer or Reinstatement. Attach required documentation.
2. Submit and check off the documents you have included with this PAR in section **B**:
 - Original Background Information Questionnaire - with any required approvals (Forms D and O)
 - Informed Consent Form for all Applicants
 - Fiscal Impact Statement and Hire by Exception Justification (Form G)
 - Fingerprint Cards
 - Conditional Offer of Employment (Form P-1 or P-2)
 - Coded Register
 - Interview questions and All Job-Related Interview Forms
 - Essential Job Function form with current information (Form B)
 - I-9 Citizenship and Documents* (Only Outside Boise)
 - Benefit enrollment forms* (Only outside Boise)

PART III. Originator and Manager/Warden signs, dates and forwards the PAR and all accompanying documents to Human Resource Services to coordinate final signatures and process all PAR actions received.

DISTRIBUTION: Upon all approvals, Human Resource Services will distribute a copy of PAR back to the originator. Contact **HRS** with any questions (208) 658-2024.

*These may be completed during **group enrollment** at HRS in Boise on Monday mornings at 8:00 a.m. the first day of pay period. New employees must bring proof of citizenship and employability, i.e. driver's license and Social Security card. Also needed are Social Security numbers and birth dates of any spouse or dependents for insurance purposes.