PARS Manual:

- Full Time (New Position)
- Full Time (Replacement-Modify-Reclassify-Update)
- Part Time/Work Study Posting

Table of Contents

Navigation of PARS

The system contains two modules: Applicant Tracking System and Position Management

Applicant Tracking - contains the posting and applications for open full time and part time positions. There is a blue header at the top of the page when in this module.

Position Management - stores current full-time position descriptions for employees. There is an orange header at the top of the page when in this module.

The three blue dots on the top left-hand side of the screen allows the user to toggle between the Hire and the Positions modules.
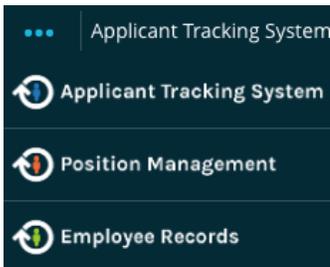

If a user has multiple roles at the institution; the pull-down user group menu on the right side towards the top of the screen allows you to control which role the user would like to be in. The selected user role allows particular permissions. (Manager, 2nd Level Supervisor, Screening Committee, etc.

Inbox

The Inbox feature will allow each individual user to quickly retrieve actions that require that specific user's attention. The Inbox contains all actions for the user, regardless the number of roles they have in the system. The Inbox is accessible by clicking on the Home menu.
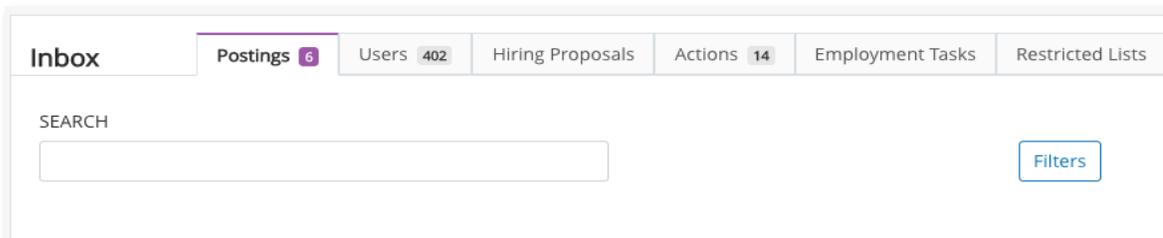
Watch List
The system also features a Watch List which allows a user to keep a watch on an item. When submitting information through PARS, the system will ask the user if they would like to "Watch" this item as it goes through the approval process. Clicking yes will automatically place the item in you Watch List queue. The Watch List is accessible at the top of the navigation bar or by clicking on the Home menu.

Alerts
On occasion, messages will be displayed in the Alerts message box. These messages are compiled by Human Resources and regarding important information you need to know.

Helpful Tips
- Click save on a page every 10-15 minutes to save your current progress in order not to lose any work.
- Use the Chrome or Firefox browsers. People Admin (PARS) is not compatible with Internet Explorer.
- Required fields will have a red asterisk next to the field to indicate it.
- The system will allow the user to navigate through the system using the back button or forward button on the browser.

Position Management:

This module is specifically for full-time positions. If you have a new, vacant or modified full-time position description it will need to be entered in this module. (Part Time is entered in the Applicant Tracking module) Once the position description has gone through approvals and the evaluation is complete, you will receive an email notification from the Human Resources Compensation Manager.

Human Resources will create the full-time job posting from the finalized description. It is important to complete the position description entirely and accurately since it is a tool that will be used in the evaluation by Human Resources Compensation Team as well as the performance evaluation.

Full Time (Brand New Position)(No position number)

Click the 3 dots in the top left corner – choose "Position Management " (orange screen)

In the top right corner under User Group – choose "Manager" or "Proxy/Dept Asst"
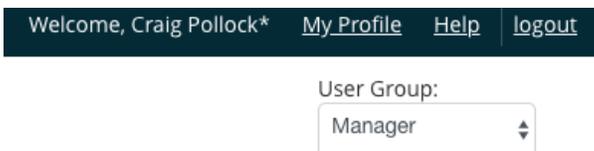
Go under Position Descriptions > SLCC

Create a New Position Description
New Position > "Create New Position Description"

New Position Description Page:
Start from scratch by entering a new title or use another position as a starting base by searching for a position
- Working title is an open text entry. This working title may change once evaluation is
completed by Human Resources.
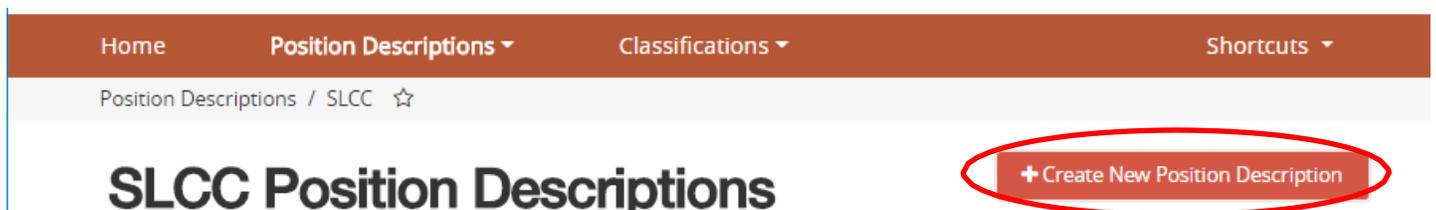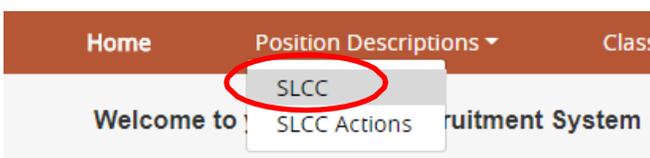- Location is a pull-down menu. Select Default Location Division is a pull-down menu. Select Default Division
- Department is a pull-down menu of existing departments that your user account has access to. If the department list does not produce the result you were looking for contact your Human Resources Representative.

Click Start Action button at the bottom of page to begin process.

Classifications Page:
A list of classification will appear. These classifications are may vary depending on the structure of the College. If you know what classification you would like to propose, click on the Filter these results text to open a search tool.

You can view the details of the classification by clicking on the Classification or by hovering over Actions, then select View Classification. Once you are ready to select the Classification click the radial button next to classification.

> Click Save & Continue

Position Details Page:
The following information will be needed to complete this screen - Please complete all the fields. Fields that remain blank, may delay the approval.

Field	Information
Position Number	Field is used by HR & Budget
SOC	Field is used by HR & Budget
Working Title	Student Life Coordinator (example)
Reports to (title)	Enter the title of the supervisor not the person's name
Replacing	Enter in New Position
Departmental Users with Access	Select those who should have access to position description
FTE	Full-time equivalent, typically 1.0
Index & Account 1 (2, 3)	If being paid out of one account, list one. If being paid out of several, list each one with the percentage.
Identify Source of Funding	E&G, Soft, Grant, Revenue
Parking Index	List the index for parking to be charged to
One Card Index	List the index for One Card to be charged to
Budget Comments	Anything Budget should know
Job Summary	An executive summary of the position 2-3 sentences
Knowledge, Skills and Abilities	List what other knowledge, skills and abilities the incumbent should have or expected to have
Minimum Qualifications	Education and work experience requirements
Preferred Qualifications	Preferences to have with in position
Non-Essential Responsibilities	Not primary functions the role is responsible for, occasional work

> Click Save & Continue

Job Duties Page:
The work that is assigned to the position is a job duty. When creating a new position description, no records exist. Click on Add Job Duties Entry to insert a job duty record.

For each job duty you will enter a Percent of total time, Responsibility/Duty, and the Sequence Order. [Sequence Order Ex. 10, 20, 30, 40, etc.]
The Percent of total time for all duties will need total 100%. Then enter the duties that the position will be performing. Each position description must have 10% other duties as assigned as one of the duties.

For each duty continue to click on Add Job Duties Entry to build the job duties section.
*Remember to click the Check Spelling link

> Click Save & Continue

Request for Evaluation Page:
All fields are required and are open text. The following questions must be answered to continue:

Proposed Title
Proposed Grade Changes in Position
Comparable position within the department
Challenging problems for this position
Budgetary Responsibilities
Proposed Title
Proposed Grade
Justification for Position

*You can put "n/a" in a field where a section is not applicable for this role.

> Click Save & Continue

Supplemental Documentation Page:
With a new position, an org chart is very helpful so HR can determine where this position fits into the department during the evaluation by the Compensation Manager. Hover your mouse on the Actions Text, select Upload New to attach a file from your computer. Select Choose Existing, if you have uploaded a file before, the system will save it, you can select the org chart again.

> Click Save & Continue

Requisition Form Page:
Only 2 fields are required on this page, the remainder are filled out by Human Resources when posting the position on the jobs.slcc.edu site.

Field	Information
Proxy/Dept Asst User	Enter in a proxy user, your admin, or just choose Marni Fisher
Open Internally or Externally	External posting means anyone can apply, Internal is limited to current employees of SLCC

> Click Save & Continue

Submit for Approval Page:
You have now completed a full-time position description draft. Each section will show a checkmark to indicate it was completed or an exclamation point to indicate there is an error. Click the Edit button on a section to make any changes to return to that page.

Once all final edits are complete and you are ready to submit for approvals, hover your mouse icon over the orange Take Action on Action button at the top of the page.

Keep working on this action – saves current progress
Cancel - cancels your work
(If submitting as Manager) Submit to 2nd Level Supervisor – approves
at Manager level and sends to the next level for approval.
(If submitting as Proxy/Dept Asst) Submit to HM Approval – submits draft to
Manager for review and approval.

*Initiating a request as Proxy/Dept Asst is a 'draft' stage and is not considered
a level of approval.

The Take Action pop up will appear, you can enter in notes for
the person who is approving next, this is essentially an
electronic post it note with the submission.
Click the Submit box to submit.

A green status bar will appear to indicate the position was successful submitted to the next approval.

Full Time (Modify/Reclassify/Update)

Click the 3 dots in the top left corner – choose "Position Management" (orange screen)

In the top right corner under User Group – choose "Manager" or "Proxy/Dept Asst"
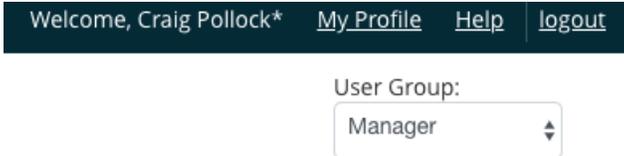
Hover mouse icon over Position Descriptions – choose SLCC
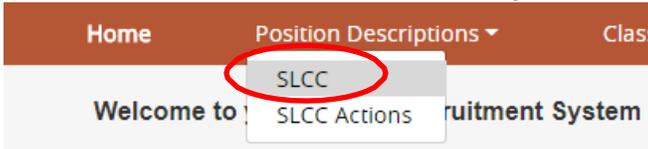
Edit an existing position. Search for the position title, the position number, or the name of the person in this position currently. * If you do not see the job description you need, please contact Human Resources, we will need to provide the permissions to your account to access.

On the right side towards the top, there is a star icon, select Modify/Reclassify

Position Descriptions / SLCC / Coordinator 1, Employment & Compensation

🖨 Print Preview (Employee View)
🖨 Print Preview
★ Modify/Reclassify Existing Position Description

Position Description: Coordinator 1, Employment & Compensation (SLCC)
Current Status: Active

Position Type: SLCC   Created by: System Generated
Department: Human Resources -
Employment

Click the start button to begin the process

Start Modify/Reclassify Existing Position Description Action on Coordinator 1, Employment & Compensation?

Once it has been started, this action will lock the position description from other updates until the action has completed.

Start

Classifications Page:
The current classification will appear above, the entire list of available classifications will appear below.
*If this is an upgrade request, you can search for the new classification by selecting the 'Filter these results' link.
You can view the details of the classification by clicking on the Classification or by hovering over Actions, then select View Classification.

> Click Save & Continue

Position Details Page:
The following information will be needed to complete this screen - Please complete all the fields. Fields that remain blank, may delay the approval. Enter in any/all updates to the job description accordingly.
*Don't worry about deleting information, this is a draft proposal and doesn't affect the existing job description.

Field	Information
Position Number	Field is used by HR & Budget
SOC	Field is used by HR & Budget
Working Title	Student Life Coordinator (example)
Reports to (title)	Enter the title of the supervisor not the person's name
Replacing	Enter in the person's name and type upgrade or update
Departmental Users with Access	Select those who should have access to position description
FTE	Full-time equivalent, typically 1.0
Index & Account 1 (2, 3)	If being paid out of one account, list one. If being paid out of several, list each one with the percentage.
Identify Source of Funding	E&G, Soft, Grant, Revenue
Parking Index	List the index for parking to be charged to
One Card Index	List the index for One Card to be charged to
Budget Comments	Anything Budget should know
Job Summary	An executive summary of the position 2-3 sentences
Knowledge, Skills and Abilities	List what other knowledge, skills and abilities the incumbent should have or expected to have (remember this is a position description, not a posting)
Minimum Qualifications	Education and work experience requirements
Preferred Qualifications	Preferences to have with in position
Non-Essential Responsibilities	Not primary functions the role is responsible for, occasional work

> Click Save & Continue

Job Duties Page:
The work that is assigned to the position is a job duty. When creating a new position description, no records exist. Click on Add Job Duties Entry to insert a job duty record.

For each job duty you will enter a Percent of total time, Responsibility/Duty, and the Sequence Order. [Sequence Order Ex. 10, 20, 30, 40, etc.]
The Percent of total time for all duties will need total 100%. Then enter the duties that the position will be performing. Each position description must have 10% other duties as assigned as one of the duties.

For each duty continue to click on Add Job Duties Entry to build the job duties section.
*Remember to click the Check Spelling link

> Click Save & Continue

Request for Evaluation Page:

You will see prior information from the last submission here, update as needed.
All fields are required and are open text. The following questions must be answered to continue:

Proposed Title
Proposed Grade Changes in Position
Comparable position within the department
Challenging problems for this position
Budgetary Responsibilities
Proposed Title
Proposed Grade
Justification for Position

*You can put "n/a" in a field where a section is not applicable for this role.

> Click Save & Continue

Supplemental Documentation Page:
An org chart is very helpful so HR can determine where this position fits into the department during the evaluation by the Compensation Manager. Hover your mouse on the Actions Text, select Upload New to attach a file from your computer. Select Choose Existing, if you have uploaded a file before, the system will save it, you can select the org chart again.

> Click Save & Continue

Requisition Form Page:
Only 2 fields are required on this page, the remainder are filled out by Human Resources when posting the position on the jobs.slcc.edu site if this is a replacement request.
If this is an upgrade/update to a job description, choose externally or internally.

Field	Information
Proxy/Dept Asst User	Enter in a proxy user, your admin, or just choose Marni Fisher
Open Internally or Externally	External posting means anyone can apply, Internal is limited to current employees of SLCC

Click Save & Continue

Submit for Approval Page:
You have now completed a full-time Replacement/Modify/Reclassify/Update draft. Each section will show a checkmark to indicate it was completed or an exclamation point to indicate there is an error. Click the Edit button on a section to make any changes to return to that page.

Once all final edits are complete and you are ready to submit for approvals, hover your mouse icon over the orange Take Action on Action button at the top of the page.
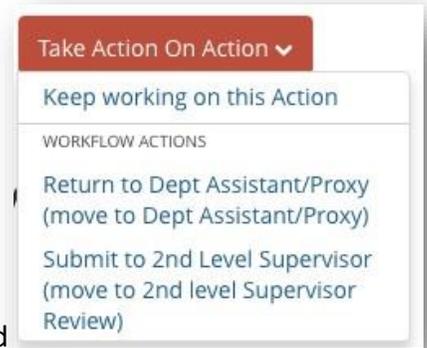
Keep working on this action – saves current progress
Cancel - cancels your work
(If submitting as Manager) Submit to 2nd Level Supervisor – approves
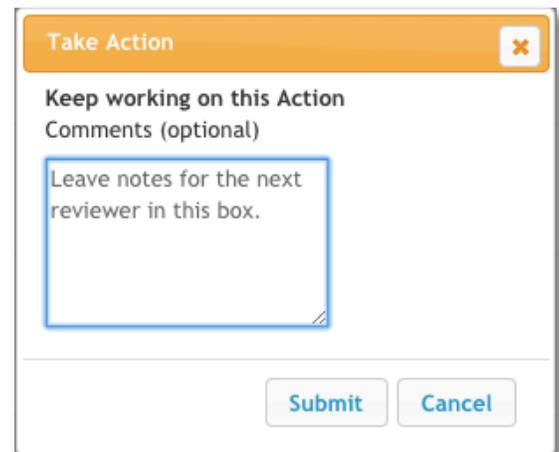at Manager level and sends to the next level for approval.
(If submitting as Proxy/Dept Asst) Submit to HM Approval – submits draft to
Manager for review and approval.

*Initiating a request as Proxy/Dept Asst is a 'draft' stage and is not considered
a level of approval.

The Take Action pop up will appear, you can enter in notes for
the person who is approving next, this is essentially an
electronic post it note with the submission.
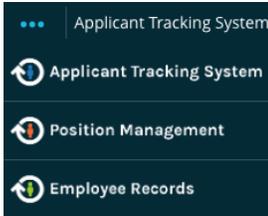Click the Submit box to submit.

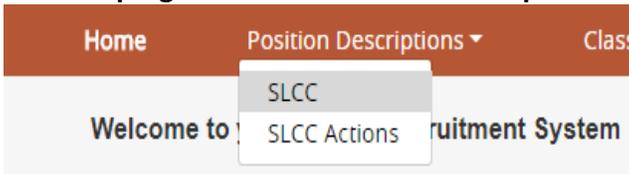A green status bar will appear to indicate the position was successful submitted to the next approval.

Returning to the Full Time editing process (New/Modify/Reclassify/Update)

Click the 3 dots in the top left corner – choose "Position Management" (orange screen)

In the top right corner under User Group – choose "Manager" or "Proxy/Dept Asst"

Hover mouse icon over Position Descriptions – choose SLCC Actions

In SLCC Actions, there will be a list of any actions you have created. The most recent position worked on will most likely be at the bottom of the list. To access the position to continue editing, click the blue link on the left side, then click the 'Edit' link.

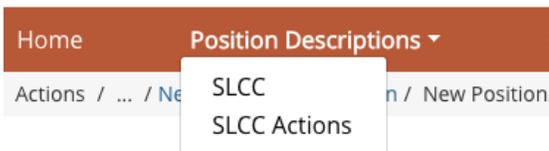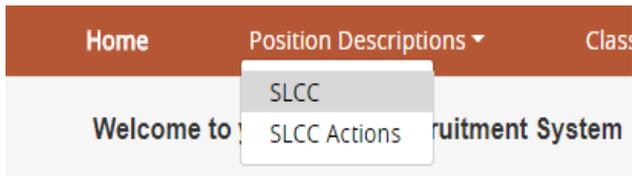# To check the status of the submission in PARS

Click the 3 dots in the top left corner – choose "Position Management" (orange screen)
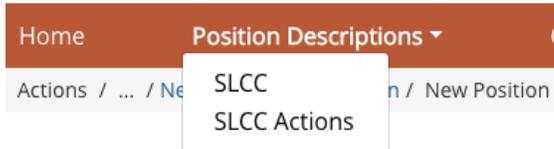

In the top right corner under User Group – choose "Manager" or "Proxy/Dept Asst"

Hover mouse icon over Position Descriptions – choose SLCC Actions

In SLCC Actions, under Action Workflow State, it will show the current approval status for this position.

Draft – in your queue

Hiring Manager Review – in your supervisor's queue to review and approve (required)

2nd Level Supervisor Review – in your second level supervisors' queue to review and approve (required)

3rd Level Supervisor Review – in your third level supervisors' queue to review approve (if applicable for your department/division)

Vice President Review – in the Vice President/Provost's queue to review and approve (required)

President Review – in the Presidents queue to review and approve (applicable for Administrative level positions)

Budget Review – in Budget's queue to review and approve (required)

IBP Requests – (*only applicable for IBP Requests, a holding queue for this process)

Human Resource Final Review – HR's last step to review the job description, hiring managers will be contacted with questions if needed.

Approved – HR has approved this position and will be in contact through email to let managers know the position is approved, this is when HR can post a position for a vacancy or will inform managers of PAF's required for modify/reclassify requests to apply these changes in Banner and Payroll.

Posting a Part Time Job in PARS (Part Time Staff / Part Time Work Study)

Click the 3 dots in the top left corner - choose "Applicant Tracking System" (blue screen)

In the top right corner under User Group – choose "Manager" or "Proxy/ Dept Asst"

Click Postings then choose SLCC

Click on "Create New Posting"

Choose 'type' of posting
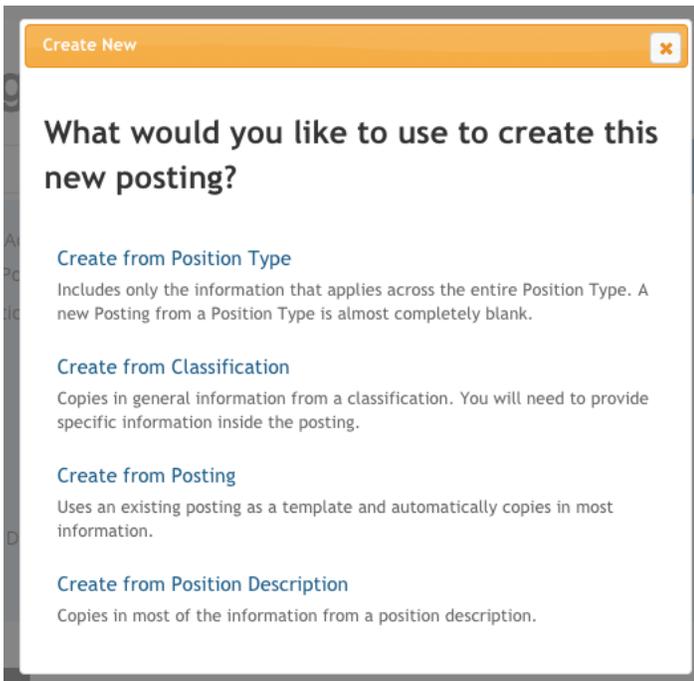
Option #1 "Create from Position Type" – Brand New Posting. [copy/paste in text from Word or email document the job description if available, or create new job description from scratch] Skip to New Posting Page Below.

Option #2 "Create from Posting" – Create a posting from a prior posting you created [**You will only see postings you have created under your PARS login – you will not see your admin, co worker, manager, or a former employee's submissions.]

Click More Search Options, then under Status box click Select All.
Type in a title or key words from the title or just click Search, Prior postings will appear in this list, the status will often be in a closed or filled Workflow State.

Click the Position Title in the search results.

If the result is the correct one you wish to submit through again for approvals, click the green plus icon to Create Posting from this Posting

[** If you do not see the correct posting in the list, please contact Human Resources with the title of the prior position or the name of a person hired into the role from the past. We will be able to find a prior posting in PARS then send you a copy/paste of the job description text in an email where you will be able to use option #1 above to submit the position through PARS.

: (Part-Time) (SLCC)

New Posting Page:

Choose the Job Interest Notification check box that is applicable: All Part Time Staff, and other categories that match this posting's area.

Choose Shortened Application.

Click Shortened Application and then click Create New Posting.

Accepted Application Forms

☐ Staff/Administration Application (FT or PT)

☐ Faculty Application (FT)

☐ Adjunct Faculty Application (PT)

☑ Shortened Application

Create New Posting   Cancel

Posting Details Page:

Field	Information
Position Title	Title from the Hourly Rate Schedule for the current year. http://i.slcc.edu/hr/compensation.aspx
Open Internal or External	Internal – for current employees at SLCC, External for anyone
If faculty, tenure track status	Choose: Not Applicable
Responsible hiring manager	Type name of hiring manager, if the user has manager access in PARS
Committee Members	Enter names of the search committee, optional for part time, if name does not appear, email your HR representative.
Work-Study User (*optional)	Enter in Brandee Jacobsen (Only if Workstudy)
Reports to (title)	Enter the title of the supervisor not the person's name
Department	[Should automatically appear]
Requisition Number	Enter in Z99999
Position Class	Enter in PS994
Position Type	Select most applicable in dropdown
Replacing	Enter in name of prior employee (optional/if applicable)
Job Category	Select Part Time Staff-Variable or Work Study-Variable
FT/PT	Choose Part Time
Index	Enter the index person is paid from
Source of Funding	Enter in E&G, Self Funded, Grant, Revenue, Work Study
Budget Comments	Anything Budget should know
Parking Index	Enter index parking is paid from
One Card Index	Enter index one card is paid from

FTE	Enter .74
Pay Grade Levels	Enter grade according to the job title Hourly Rate Schedule for the current year. http://i.slcc.edu/hr/compensation.aspx
EEO Category	Enter in EEO Category [usually this will be H40, H50, H70]
Starting Salary	Enter hourly rate according to the job title Hourly Rate Schedule for the current year. http://i.slcc.edu/hr/compensation.aspx
Job Open Date	HR will fill in when approving posting
Job Close Date	Let HR know if you want a posting closed on a specific day – otherwise we will keep posting open until filled
Job Summary	An executive summary of the position 2-3 sentences
Essential Responsibilities and Duties	List the day to day responsibilities for this role
Preferred Qualifications	Preferences to have with in position
Minimum Qualifications	Education and work experience requirements
Knowledge, Skills and Abilities have or expected to have (remember this is a position description, not a posting)	List what other knowledge, skills and abilities the incumbent should
Non-Essential Responsibilities	Occasional responsibilities, not a part of regular duties
Special Instructions	Enter the work hours, days of the week for this position.
FLSA	Choose Non-Exempt

> Click Save & Continue

Posting Specific Questions Page:
Optional - If you want to include specific questions that you want the applicants to answer, click on Add a Question. You will have the option of creating a question or using questions already developed.

Example Questions include – campus a person would be interested in working at, hours they are available, computer programs the person is familiar with.

> Click Save & Continue

Documents Page:
On Resume, click the button under required.
On Cover Letter, click the button under optional. (you can choose required too)
On Letters of Reference, click the button under optional.
On Other Doc, click the button under optional.

> Click Save & Continue

Ranking Criteria Page: [This page is not used currently]

> Click Save & Continue

Summary Page:

Review each section to verify the green check mark is included, this means all required fields are entered. If you need to update a section, click the Edit button.

To save and return at a future time, hover mouse icon over 'Take Action On Action' tab and choose 'Keep Working on this Action' – then click submit. This will save your progress.

To send on for approval, hover mouse icon over Take Action On Action and choose Submit to 2nd Level Supervisor – then click submit.
*If accessing as Proxy/Dept Asst. choose submit to Manager
*If submitting a Work Study, choose 'Work Study' [2nd Level Supervisor Approval is Financial Aid]

*Part time positions only require two unique approvals: Manager and 2nd Level Supervisor. Postings submitted at Proxy/Dept Asst is not a level of approval, only Manager and 2nd Level Supervisor.

To return to the editing process: Follow steps 1-3 above.
The most recent postings will likely appear at the bottom of the list. Click the Next icon if necessary to advance to the next page. All part time submissions will appear in the results, you can sort by Job Title or Last Status Update if necessary to find the correct draft. Click Edit to return and complete your work.

To check the status of the submission in PARS: Follow steps 1-3 above.
The Workflow State or Current Status will appear to show where the position is currently at in PARS.

Draft – in your queue
Hiring Manager Review – in your supervisor's queue to review and approve (required)
2nd Level Supervisor Review – in your second level supervisors' queue to review and approve (required)
HR Approval – at HR's final step where we review and post on jobs.slcc.edu.