

Instructions for Human Resources'

PAR (Personnel Adjustment Request) Form

- 1) You will **only** need to fill out the “**Court Sponsor**” field if you are requesting a budget amendment for your PAR Form. The needs for a budget amendment are specified in the Hiring & Employment (HR005) and Salary Administration (HR009) policies in the Human Resources Policy Manual. Instances where you would need a budget amendment include if you are changing the title, grade, or step from what is in the budget, or if you would like to hire or promote someone outside of what the policy states. HR will inform you if a budget amendment is needed for your PAR Form. Please Christie Motogbe in Human Resources if you have any questions regarding the PAR Form or any of these processes.
- 2) **Requested Effective Date** is the date in which the changes should start to take place. It is also referred to as the start date.
- 3) **Manager Name** refers to the employee’s manager.
- 4) **EID#** stands for “Employee I.D.#”, ex: E08620. Existing EID#s can be found on your department’s position control report. New hires will not have an EID# yet, so in that case you would leave it blank.
- 5) **Employee Name** refers to the employee for whom you are requesting changes.
- 6) **Fund No.** refers to the fund that will be used to pay the requested salary, ex: 1101.
- 7) **Cost Center No.** refers to the cost center that will be used to pay the requested salary, ex: 211133. This number will usually be the same as the division number.
- 8) **Department Name** should reflect the department requesting changes.
- 9) **Division Name** refers to the division within the department, if applicable, ex: Corrections (which is within the Sheriff’s Office department.)
- 10) **Today’s Date** refers to the date the form is filled out.
- 11) **Department Head** refers to the Department Head/Elected Official/Appointed Official of the department that is requesting changes.
- 12) **Reasons for Change**, instructing to check all that apply, refers to the type of change requested.
- 13) **Grant-funded positions** are subject to grant funding. Should funds become unavailable for any reason the position is subject to elimination.
- 14) **Future one time supplement**, when applicable, is to be paid out after the completion of a specific project.



- 15) **PSN#** is the position number, ex: **2111330050**. 211133 is the cost center, 0050 is the number available; together these make up the PSN#. For new employees, please fill out both the Current/budgeted and Requested sides.
- 16) **Current Title** refers to the employee the changes are being requested for. In the case of a new employee, please list the title on the Budget.
- 17) **Requested Title** refers to the title that is being requested for the employee for whom changes are being made. In the case of a new employee, please provide the information you are requesting (which will often match what is Current/budgeted.)
- 18) **Grade/Step** refers to the grade and step from the Galveston County salary table, ex: 10A. Remember that the Grade designates the position and the Step is for the person.
- 19) **Current Biweekly/Hourly Amount** refers to the current or budgeted rate, ex: \$1,058.10 biweekly. Please indicate whether the amount provided is biweekly or hourly. For exempt employees, it will be a biweekly rate. For non-exempt employees, it will be an hourly rate.
- 20) **Requested Biweekly/Hourly Amount** refers to the rate that is being requested, ex: \$1,058.10 biweekly. Please indicate whether the amount provided is biweekly or hourly. For exempt employees, it will be a biweekly rate. For non-exempt employees, it will be an hourly rate.
- 21) **Total Salary Change Requested** is where you put any salary impact, positive or negative.
- 22) **Enter Current Annual Amount (for Budget Office)** refers to the current/budgeted annual amount. Any time the PAR Form will be going to the Budget Office during the budget process, or for a budget amendment that is put before Commissioners Court, this field should be completed.
- 23) **Enter Requested Annual Amount (for Budget Office)** refers to the requested annual amount. Any time the PAR Form will be going to the Budget Office as part of the annual budget process, or for a budget amendment that is put before Commissioners Court, this field should be completed.
- 24) **Current Fund, Cost Center, & Object Code Numbers** refers to the account that funds for the salary are currently being pulled from, ex: 1101211133-5100000. 1101 is the fund, 211133 is the cost center, 5100000 is the object code. Or, in the case of a new employee please fill in information from the budget, since they are not current yet.
- 25) **Requested Fund, Cost Center, & Object Code Numbers** refers to the account funds will be pulled from for the requested salary, ex: 1101211133-5100000. 1101 is the fund, 211133 is the cost center, 5100000 is the object code. In the case of a new employee, please provide the information you are requesting (which will often match what is Current/budgeted.)
- 26) **Current Percentages** are relative to the Current Fund, Cost Center, & Object Code Numbers. Sometimes, with grants especially, different percentages of the salary will be pulled from different accounts, ex: 50% from 1101211133-5100000 and 50% from 2500255133-5100000. If you are using more than one account, please be sure to list them with the corresponding percentages in the fields available.



- 27) **Requested Percentages** are relative to the Current Fund, Cost Center, & Object Code Numbers. Sometimes, with grants especially, different percentages of the salary will be pulled from different accounts, ex: 50% from 1101211133-5100000 and 50% from 2500255133-5100000. If you are using more than one account, please be sure to list them with the corresponding percentages in the fields available.
- 28) **Employee Type** refers to the code that describes the employee's number of hours worked and benefits, ex: FTBE, PTBH, PTNH, etc. Please fill in the employee type in the field it applies to: Full Time (40 hrs), Half Time (39-20 hrs), or Part Time (19 hrs or below).
- 29) **Indicate the Calendar Code** refers to the code that will best reflect the number of hours the employee will be working. "Hourly" refers to non-exempt employees, while "Normal" refers to exempt employees (to be changed to "Salary" in the near future.)
- 30) **Indicate the Emergency Preparedness Tier Level** refers to the emergency tier level the requesting department has designated for the position.
- 31) **TimeClock Plus Role** refers to the role that HR will assign to the individual in TimeClock Plus for timekeeping purposes. HR will provide a list of your department's roles. Contact Christie Motogbe in Human Resources with any questions.
- 32) **Requested Allowances and Contributions** only applies if you are requesting something additional to the salary, such as a cell phone allowance.
- 33) **Exempt** refers to whether the employee is exempt from FLSA or not; subject to HR approval.
- 34) **Moving from non-exempt to exempt** refers to the situation described, where the employee would need to be paid out any comp time that is on file.
- 35) **Detailed Reason for Request** is where you may include as many details as necessary relating to the reason for the change being requested.
- 36) **Department Head Signature/Printed Name** refers to the department's Department Head/Elected Official/Appointed Official who is authorizing the change to be made.
- 37) **Date** refers to the date the form was signed.

