

Position Authorization Request

PAR No. _____

Section 1 (Check all boxes that apply) Fields in Section 1 Must be completed or the form will be returned to originator.School/Department: _____ Duration: On-going One year onlyType of position: Certificated Classified Administrator Change in position, (please explain): _____ Discretionary dollar trade New position New job description completed (Contact HR - Compensation Analyst)

Recommended position title/bargaining unit (e.g., PT, OP) _____ / _____

Hours per day: _____ Annual FTE: _____ Effective start date: _____ End Date: _____

Funding source (i.e. Title 1, program 51.50 BRC 753): _____

Rationale must be completed or form will be returned to originator (Please include background and be specific):

Fiscal Impact (Complete the following sentence):**The cost associated with this position is covered by:**

Submitted by (Originator): _____ Date: _____

Section 2 Required Administrative Approval:

Prog/Dept Administrator: _____ Date: _____

Division Administrator: _____ Date: _____

Section 3 To be completed by Budget Department:

Accounting Unit (A.U.)	Account	Initial:	Initial:
Allocation: _____	_____		
		Prorated FTE / Salary:	
		FTE: _____	Salary: _____
Annual Salary: _____	Benefits: _____	Total: _____	

Section 4

Deputy Superintendent: _____ Date: _____

Asst Superintendent, Human Resources: _____ Date: _____

Superintendent: _____ Date: _____

Chief Financial Officer: _____ Date: _____

Section 5 To be completed by Budget Department:

Date Entered: _____ Initial: _____

 Budget Issue Enrollment/Model Driven JE Required Trade One year only

Union: _____ Duty Code: _____ Position #: _____ Title: _____

Section 6 To be completed by Human Resources Department:

Posting #: _____ Position Title: _____ Initial: _____

Filled by: _____ Start date: _____ FTE: _____

Routing Procedures

The Position Authorization Request (PAR) form is to be used when requesting a new position or changing an existing position (e.g., adding hours to a current assignment, converting position FTE to dollars or vice versa).

The following diagram shows the routing procedure for use of this form.

