

PARs & Position Descriptions

Definitions

- **PAR: Personnel Action Request**
 - Documents any changes in an employee's status
 - Salary increase/decrease, class title change, FTE change, termination, etc.
- **Position Description**
 - Usually coupled with a PAR
 - Documents any changes for a specific position number
 - County change, FTE change, class change, etc.

Step 1: Access individual employee in BOMS personnel module

- After logging into BOMS/personnel, click on “Activities”
- Click on “Process Employee”
- Click on “Find”
- Type in the requested employee’s name (last, first)

Step 2: Click on the PAR tab at the bottom of the screen and select “New” or “Terminate”

Employee..... [Edit]

Last, first, mi: Football John Find:

SSN: Employee id: 0 Dob: 01/01/1992 Age: 24 Sex: Male Race: W

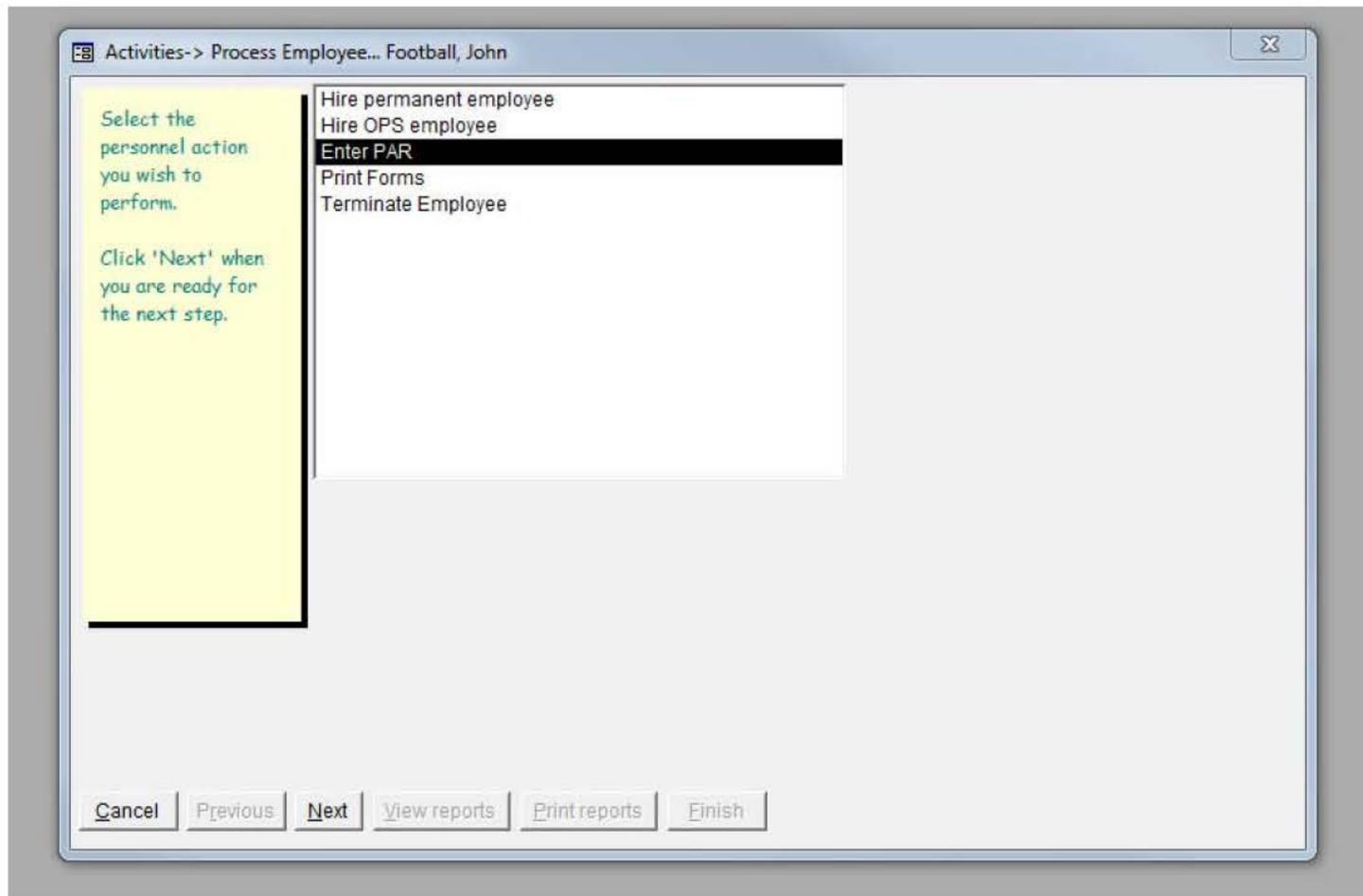
Salary history OPS history Prior employment Taxes, etc...

Position: 00000891
Final Funding *

	Effective	Status	PAR form	PD form	Code	JAC Code	Reason	Salary	Annual salary	Position	Class	F
▶	03/02/2016	P	<input type="checkbox"/>	<input type="checkbox"/>	1	0	0	\$1,950.00	\$23,400.00	891	5101	

Record: 1 of 1

Step 3: Select “Enter PAR” and click “Next”



Step 4: Make sure the correct employee name is displayed, then click “Next”

Activities-> Process Employee... Football, John

Find name?

Use these fields to specify the person you need to process.

Click 'Next' when you are ready for the next step.

NOTE: Any employees listed on the right already exist in the system.

To select, double click on their name.

Step 5: Check “Print PAR Forms” and any other forms you wish to print. Click “Next”

Activities-> Process Employee... Football, John

Select the action(s) that you need to perform on the selected employee.

Click 'Next' when you are ready for the next step.

- Print Employment Authorization
 - HMO - Health Insurance plan
- Print OATH OF LOYALTY
- Print Prior Employment Records
- Print Florida Retirement System (FRS)
- Print Medical Emergency Alert Form
- Print PAR Forms
- Print Position Description
- Print Insurances enrollment form

Cancel Previous Next View reports Print reports Finish

Step 6: Enter/select appropriate data, click "Next"

Activities-> Process Employee... Football, John

PAR:

Use the fields in the 'new value' column to specify any new assignments the employee.

Click 'Next' when you are ready for the next step.

	new value		Current value	
OFFICIAL DATE OF ACTION:	3/2/2016			
comments				
action / JAC code	98	0		
position no	0		891	
class code	0		5101	
sub-class code	0		0	
fte	0.000		1	
allow less then minimum p:	No			
salary / annual salary	\$0.00	\$0.00	\$1,950.00	\$23,400.00
Incentive Payment / Bonus	\$0.00	\$0.00	\$0.00	\$0.00
reports to	*		*	
department	*		*	
location	*		*	
team				
room				
project	*		*	
stop special benefits	No		No	
all attorney benefits	No		No	
senior management leave	No		No	
leave policy	*		Default	
evaluation_result				

Cancel Previous Next View reports Print reports Finish

Step 7: Select approver and click “Finish”

Activities-> Process Employee... Football, John

ALL DONE?
If you are all done
and you are ready
to print all the
selected forms,
specify the
approver of all
these actions and
then click the
'Finish' button..

Who will be approving? *

Cancel Previous Next View reports Print reports Finish

Completed PAR

PERSONNEL ACTION REQUEST

TO: Justice Administrative Commission

From: Office of the Public Defender 6th Circuit

Employee ID 0

Employee's Name: John Football

SS# [REDACTED]

	PRESENT STATUS	CHANGE TO
Class Code:	5101	
Job Title:	Secretary I	
Position:	21000891	
Monthly Rate Of Pay:	\$1,950.00	
FTE:	1	

Transaction Date: 03/02/2016 Note: If termination or transfer to another state agency, use last day worked at close of business. If leave without pay, use last day to be paid close of business, or explain in comments section.

I hereby certify that the records in this office reflect that the individual named above is due the lump-sum payment for annual and/or sick leave, as indicated below, and local records are in accordance with the Personnel Rules and Regulations governing this office. I further certify that said employee has not forfeited any rights to such sick leave payment for any of the reasons stated in Section 110.122, Florida Statutes.

ANNUAL LEAVE: 0 hrs. 0 min. Indicate balance of hours accrued for which payment is due. (Enter "0" if none)

SICK LEAVE: Give total hours accrued prior to 10/1/73 ___ hrs. ___ min. ("0" if none)

Give total hours accrued after 10/1/73 ___ hrs. ___ min. ("0" if none)

Approved By: _____ 02 Mar 16

Solka, Brian A.
Administrative Assistant I

Date:

Comments:

98 Miscellaneous Change (Explain in comments section)

Transaction Code (description)

NOTE

If transaction code is 58, 98, or 99 explain in comments section.

If transaction Code is 06, refer to "Separation (termination Codes)" and enter appropriate code below:

Performance Evaluation Code

- ___ 1 Unsatisfactory
- ___ 2 Conditional
- ___ 3 Satisfactory
- ___ 4 Above Satisfactory
- ___ 5 Outstanding
- ___ 0 Not Rated

Position Description

STATE OF FLORIDA
DEPARTMENT OF JUDICIAL
POSITION DESCRIPTION

Senior Management Services <input type="radio"/> SMS Retirement/Benefit	
Senior Management Services <input type="radio"/> Benefits Only	
Regular Service Employee <input checked="" type="radio"/>	
Position Number: 21000891	Security Role Code: Employee
Employee Name: John Football	FTE: 1
Name of Circuit: Public Defender SIX Judicial	
Present Headquarters County Code: 0	New Headquarters County Code: 0
Present Position Location Address: , FL	New Position Location Address: , FL
Present Position County Code: 52	New Position County Code: 52
Present Org Code:	New Org Code:
Present Class Title: Administrative Director (Over Mill) - SM	New Class Title: Secretary I
Present Class Code: 5809	New Class Code: 5101
Present reports to: Bob Dillinger - Position No. 1038	New reports to: Bob Dillinger - Position No. 1038
CIP Incentive Payment: <input type="checkbox"/>	Effective Date: Wednesday, March 02, 2016

Reason for submitting this form:

Classification Change: Approved By: _____ Date: 17-Mar-16
 County Change:
 Establish New Position:
 Delete Position:
 FTE Change: Solka, Brian A. Administrative Assistant I
 Other (explain below):

DUTIES AND RESPONSIBILITIES (Discretionary on part of agency, not required by LAC)

Attach additional sheets if necessary to properly describe the position. Revised 12/2012

Questions/ Comments?

Brian Solka, MPA, FCCM

Administrative Assistant

Office of the Public Defender, 6th Circuit

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