

INSTRUCTIONS

TOP SECTION

- Please leave effective date blank for new hires and salary increases/decreases **only**. This information will be filled in by Human Resources once the Agency Director has approved the action.
- Include section number (i.e., 1100, 1200, 1300, etc.).
- Include section name (i.e., Highway Patrol, Office of Justice Programs, etc.).
- Print employee's work schedule code. All work schedule codes can be viewed at www.scdps.org/ohr/hrforms/leave/SCDPS%20Work%20Schedules.pdf.
- Print employee's name.
- Include employee's social security number.
- Print employee's work number.
- Include employee's immediate supervisor.

SECTION I – TYPE OF ACTION

- Check appropriate action to be taken.

SECTION II – POSTINGS

- If permanent position, check the appropriate box (i.e., external) and the number of days.
- If temporary position, check appropriate box to post **or** do not post for a temporary position.
- **Job Classification** should include alpha, numeric (i.e., AA50, JC20); **Slot Number**; and **Position Number** (numbers can be obtained from the "Position Description"). (**NOTE:** If you are reclassifying a position, enter the Job Classification you want the position classified as and leave the slot number blank. The position number will remain the same.)
- **Position Vacated By** – the name of last person in the position.
- **Requested Classification Title** – current title or title you want the position classified as if you are reclassifying the position.
- **Internal Title (optional)** – classification used by DPS only (ex: Corporal, Senior Officer, etc.).
- **Date Vacated** – the date the last person in the position left the agency.
- **Hours Per Week** – number of hours an employee is scheduled to work (i.e., 37.50, 40, etc.).
- **Band** – pay band for the position being posted or reclassified (i.e., 3, 4, 5, etc.).
- **Salary Range** – indicate salary range for the pay band (minimum to the maximum).
- **Weeks Requested (temporary)** – number of weeks employee will work (i.e., 20, 52, etc.).
- **Recommended Hiring Range** – minimum to the midpoint of the state pay schedule or salary ranges on the LEO and TCO Career Paths.
- **The state pay schedule can be viewed at** www.scdps.org/ohr/pay_schedule.asp.
- **Department Head's Signature** – form should be submitted to the appropriate Department Head for signature.
- **Date** - date form was signed by Department Head.

SECTION III – SALARY AND BUDGET INFORMATION

- **Present Salary** – salary an individual is currently earning.
- **Percent (%) Increase/Decrease** – percentage increase or decrease to an employee's salary.
- **Proposed Annual Salary** – salary you are requesting for the selected employee.
- **Effective Date** – leave blank. The date will be filled in once Agency Director has approved the action.
- **Account Information** – enter old and new account numbers based on your cost center and funding (state, federal or other). If you do not know the account numbers, contact the person who handles your budget.
 - **UPON COMPLETION OF THE PAR, YOU MUST FORWARD IT FIRST TO THE BUDGET OFFICE FOR FUNDING APPROVAL.**
 - **IF APPLICABLE, ONLY COMPLETE NCIC/DL CHECK AND/OR POSTING # FIELDS UNDER SECTION IV.**
 - **ONCE APPROVED OR DISAPPROVED, YOU WILL BE NOTIFIED BY OHR.**