

PAR Processing Class Description

Length of Class: 4 hours: 8:00 a.m. - 12:00 p.m.

Intended Audience: Central Office/School Site personnel responsible for completing the electronic Personnel Action Request Form (PAR)

Purpose: This course provides information about completing and submitting the electronic Personnel Action Request Form (PAR).

Objectives: After completing this course, participants will be able to:

- Understand the application process flow
- Understand HR and Position Management
- Generate/print reports to assist in completing their PARs
- Understand PAR forms
- Understand the required data for completing a PAR
- Understand searching for a PAR
- Understand the PAR approval process

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