

## PAR Supervisor ID Change – Job Aid

1. Using the Other Job Changes PAR transaction, change the Supervisor ID.
2. Add comment that provides details on business reason for the change.
3. Add Approvers
4. Save & Submit

BEFORE	AFTER
<b>Work Location</b> Employee Status: Active Effective Date: 01/07/2019 Eff Seq: 0 Job Indicator: N/A Action: Data Change Reason: Appointment Data Change Action Date: 01/28/2019 Department: 956700 Flint Human Resources Department Contact: Manning, Beth Ann BMANNING Supervisor ID: 50869854 Lucas, Torja	<b>Work Location</b> Employee Status: Active Effective Date: 04/05/2019 Eff Seq: 0 Job Indicator: N/A Action: Data Change Reason: Appointment Data Change Action Date: Department: 956700 Flint Human Resources Department Contact: Manning, Beth Ann BMANNING Supervisor ID: 50869854 Lucas, Torja
<b>Job Information</b> Job Code: 053400 CLERK C (TEMP) Entry Date: 12/08/2017 Classified Indicator: Regular % Effort: Standard Hours: 0.00 FLSA Status: N FTE:	<b>Job Information</b> Job Code: 053400 CLERK C (TEMP) Entry Date: 12/08/2017 Classified Indicator: Regular % Effort: Standard Hours: 0.00 FLSA Status: N FTE:
<b>Payroll</b> Pay Group: BWC Employee Type: H	<b>Payroll</b> Pay Group: BWC Employee Type: H
<b>Compensation</b> Comp Rate: 10.00 Frequency: H Hourly: 10.00 Daily: 0.00 Biweekly: 0.00 Monthly: 0.00 Annual: 0.00 Job/Career Family: 51 Temporary Office Sal Plan/Career Band: 51 Temporary Office Salary Grd/Job Role: 04 Temporary Office Grade 04	<b>Compensation</b> Comp Rate: 10.00 Frequency: H Hourly: 10.00 Daily: 0.00 Biweekly: 0.00 Monthly: 0.00 Annual: 0.00 Job/Career Family: 51 Temporary Office Sal Plan/Career Band: 51 Temporary Office Salary Grd/Job Role: 04 Temporary Office Grade 04
<b>UM Job Data</b> Appt Begin Date: 12/08/2017 Appt End Date: Appt Period: FTR: 0.00 Unit PCN: Tenure Status: N/A Tenure Granted Date:	<b>UM Job Data</b> Appt Begin Date: 12/08/2017 Appt End Date: Appt Period: FTR: 0.00 FTR Override: Unit PCN: Tenure Status: N/A Tenure Granted Date:
<b>Comments:</b> Remember to add comments.	
<a href="#">PAR Details</a> <a href="#">PAR Summary</a> <a href="#">Approvals</a>	

The Creator can **ONLY** update the Supervisor ID for temporary employees.