

PARNE Training

This training is to provide instruction on how to correctly complete the PAR/NE.

We will go section by section to show you the accurate information that is necessary to have your PAR/NE move through the process.

Following each section demonstrated in this training will ensure that you have all pertinent information in the event that you may be asked questions about the position, assignment detail, budget information, etc.

Section 1

Section 1 defines the type of position to be filled
Check the box in each column that applies to your position

Example: Faculty Position (NEW)

1) Check all that apply:

<input checked="" type="checkbox"/> New	<input type="checkbox"/> Management	<input type="checkbox"/> Repeal	<input type="checkbox"/> Substitute	<input type="checkbox"/> No benefits	<input type="checkbox"/> 10 Over 12
<input type="checkbox"/> Replacement	<input type="checkbox"/> Supervisory	<input type="checkbox"/> Categorical	<input type="checkbox"/> Short Term	<input type="checkbox"/> 9 months	<input type="checkbox"/> 12 Months
<input type="checkbox"/> Change	<input type="checkbox"/> Confidential	<input type="checkbox"/> Part-time	<input type="checkbox"/> Post-Emer	<input type="checkbox"/> 10 Months	<input type="checkbox"/> 11 Over 12
<input type="checkbox"/> Faculty	<input type="checkbox"/> Classified	<input type="checkbox"/> Full-time	<input type="checkbox"/> Regular	<input type="checkbox"/> 11 Months	

If hiring a counselor – you would choose 10 Over 12

Example: Management

1) Check all that apply:

<input type="checkbox"/> New	<input type="checkbox"/> Management	<input type="checkbox"/> Repeal	<input type="checkbox"/> Substitute	<input type="checkbox"/> No benefits	<input type="checkbox"/> 10 Over 12
<input type="checkbox"/> Replacement	<input type="checkbox"/> Supervisory	<input type="checkbox"/> Categorical	<input type="checkbox"/> Short Term	<input type="checkbox"/> 9 months	<input type="checkbox"/> 12 Months
<input type="checkbox"/> Change	<input type="checkbox"/> Confidential	<input type="checkbox"/> Part-time	<input type="checkbox"/> Post-Emer	<input type="checkbox"/> 10 Months	<input type="checkbox"/> 11 Over 12
<input type="checkbox"/> Faculty	<input type="checkbox"/> Classified	<input type="checkbox"/> Full-time	<input type="checkbox"/> Regular	<input type="checkbox"/> 11 Months	

Section 2 and Section 3

2) Please Type or Print: (Last, First, Middle Initial)

Name (if known)
Address
City/State/Zip Phone No.

- For a Recruitment – leave this area blank
- If not for a recruitment – fill in the appropriate information

3) Recruitment Requested Yes No Replacement For

- In section 3, check yes or no
- If this is a recruitment, indicate by checking yes
- If the replacement box in section 1 is checked, indicate who the person is replacing

Section 4

4) Starting Date: Ending Date: (End date cannot extend beyond end of current fiscal year to improve cash)

- Recruitment requested – the start date needs to be realistic and based on the interview date. Typically the start date should be at the beginning of the month and after board approval
- Faculty hires are typically at the beginning of the semester
- If no recruitment is requested – the start date needs to be after board approval and preferably at the beginning of the month
- Ending dates are needed for the following:
 - Grant Funded
 - Interim assignments
 - District has the right to end assignments "earlier per district need"
 - Categorical (regular permanent positions) do not need an ending date

Section 5

5) Position Title

- Must be a title from the approved job description OR
- Must be a title from the approved salary schedule
- All job descriptions and salary schedules are accessible via the website www.hancockcollege.edu in the Human Resources section



Section 6

6) Work Schedule (days and hours) Attach FV worksheet if applicable
Contract Days Max (40 hrs) Max Days (Must exceed 198 hours/178 days for temp employees. Supervisor must monitor.)

- Contract Days
- Necessary for faculty positions (175 days, 198 days or 220 days)
- Need to match number of months checked in Section 1

Section 7

7) Assignment Details

Location Dept Supervisor Approver

Assignment Detail

- Indicate building location, department, and immediate supervisor (administrator or supervisor)

Budget/Objct Code	%	%	%	%	%	%	%	%
K Cost Estimate	%	%	%	%	%	%	%	%
					Salary Range			\$

Budget and Salary

- Request cost estimate from Budget Analyst or Grants Specialist to attach to PARNE
- Add appropriate program and object codes(s). Percentages should equal 100%. Contact Budget Analyst or Grants Specialist for assistance if unsure
- List appropriate salary amount or salary schedule and range

Section 8

8) Rationale

Rationale

- Description of why the department is filling the position:
 - New position based on department need and funding
 - Include the funding and state grant funded or categorical funded
 - Did someone retire, resign, or was promoted creating a vacancy
 - Is someone on extended leave and this position needs to be back filled
 - If someone is on leave – do not put the name of the employee on leave or the reason, simply state: "vacancy due to extended leave"

Section 9 and Section 10

9) Budget Analyst Only | Funds are available | Funds are not available | Budget transfer attached

10) Position Request Approval

Approval of position does not imply authorization to hire specific individual unless name is listed in #2 above.

- Obtain approval of immediate Administrator/Dean/Director.
- Route original PARNE to Budget Analyst or Grant Specialist for budget verification and route to appropriate cabinet officer.
- Cabinet officer may take to cabinet if funds are not available or if unusual before routing to Administrative Services.
- Cabinet officer will approve if funds available and route to Administrative Services for approval and PCN assignment.
- Administrative Services will route to Human Resources for final processing.

Pre-Filled PARNEs

Located on myHancock

Document / Forms Library

Search by Name: Department/Committee: Date per Page: (1)

PARNE	Department/Committee	Effective Date
PARNE Employment	Human Resources	2/20/2016
PARNE Prof Expert	Human Resources	2/20/2016
PARNE Public Safety	Human Resources	2/20/2016
PARNE Short Term	Human Resources	2/20/2016
PARNE Substitute	Human Resources	2/20/2016

Please use these PAR/NEs from myHancock instead of the old ones that may be saved on your desktop. These PAR/NEs listed above have Section 1 filled in based on the position you are using this form for.