

**Sent:** Tuesday, February 12, 2013 1:13 PM  
**To:** SAP - User Group  
**Subject:** Changes to the PAR and Hire Workflow

In June 2012, the Office of Human Resources reorganized the Recruiting, Classification and Compensation Section, separating Recruiting and Classification from Compensation. This change has resulted in the following:

1. **Recruiting and Classification** is responsible for processing Position Classification Questionnaires (PCQs), developing job titles, reclassifications of positions, and recruiting and developing applicant pools. (To clear up some confusion that apparently exists, the Recruiting and Classification Section does not authorize salary levels for positions.)
2. **Compensation** is responsible for maintaining the Equity Advisor (EA), assisting the campus with salary questions, collection of market data/survey, and assigning salary levels to positions. To help expedite your request and reduce confusion, we have removed the salary block from the PAR and hire workflow in SAP effective immediately. (Please remember that a response from the Recruiting and Classification Section of OHR is not an authorization to hire, promote or otherwise place anyone in a position at a specific salary.)

If you have questions about titles please contact Recruiting and Classification at 501-296-1773. For questions about salary or specific EA cases, please contact Hal Wyatt at 501-296-1394, Paul Grove at 501-296-1715 or Amanda Sugg at 501-296-1839.

Thank you for your patience and understanding.  
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