

State Human Resources Policy #E24-102.01

Personnel/Payroll Action Requests

THE LANGUAGE USED IN THIS DOCUMENT DOES NOT CREATE AN EMPLOYMENT CONTRACT BETWEEN THE EMPLOYEE AND THE AGENCY. THIS DOCUMENT DOES NOT CREATE ANY CONTRACTUAL RIGHTS OR ENTITLEMENTS. THE AGENCY RESERVES THE RIGHT TO REVISE THE CONTENT OF THIS DOCUMENT, IN WHOLE OR IN PART. NO PROMISES OR ASSURANCES, WHETHER WRITTEN OR ORAL, WHICH ARE CONTRARY TO OR INCONSISTENT WITH THE TERMS OF THIS PARAGRAPH CREATE ANY CONTRACT OF EMPLOYMENT.

DEFINITIONS

Agency - The South Carolina Military Department/Office of the Adjutant General.

FORMS

All forms noted for use in accordance with this Policy may be found at <https://scmd.sc.gov/state-operations/forms> under the "Human Resources" Section.

POLICY

1. South Carolina Military Department Program Managers, Department Heads, or their designated representatives will prepare and forward a Personnel/Payroll Action Request (PAR) Form when requesting actions related to a State employee and/or payroll.
2. The Chief of Staff for State Operations is the approval authority for Personnel/Payroll Action Requests.

PROCEDURE

1. The requesting Department Head, Program Manager, or designated representative will initiate an action for each affected employee by completing all portions of the PAR Form applicable to the type of action to be taken (e.g., new hire, termination, funding change, address change, etc.).
2. The requesting Department Head, Program Manager, or designated representative will sign the PAR Form, attach other required documentation as necessary, and forward the packet to the South Carolina Military Department State Human Resources Officer (HRO) for review and processing.
 - a. Email all PARs with supporting documentation to SHRO@tag.scmd.state.sc.us.
 - b. If there are any questions or concerns surrounding the request, the State HRO will contact the requesting Department Head, Program Manager, or designated representative to obtain the information needed.
3. The State HRO will forward the request to the South Carolina Military Department State Chief Financial Officer for verification of funding and signature and to the Chief of Staff for State Operations for final approval.
4. The State HRO will notify the requesting Department Head, Program Manager, or designated representative of the approval or disapproval of the request.