



## Non-Teaching Supplemental Information Form Instructions

The HR Talent Acquisition team is available to assist with the hiring process. Questions should be emailed to [employment@wichita.edu](mailto:employment@wichita.edu).

*The Position Action Request (PAR) Form is a multi-purpose form that is taking the place of the Position Exception form, the Search Exception form, and in some instances, the HR200/HR220 form.*

The Position Action Request Form applies to the following employment actions for benefit eligible teaching positions:

- Search (new/replacement),
- Non Search (search waiver/emergency hire),
- Workforce Transitions (Promotions/Demotions/Transfers)
- Off-Cycle Pay Change Requests (pay change that occur outside the annual cycle which is the beginning of a fiscal year)

To streamline the process and minimize forms, this process will be used by both grant/externally funded 792 0 0 9.6 448.06 27.78 cm38



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10. Enter if this work . If remotely and is outside the state of Kansas or while on an H1B, please fill out the [Remote Work Request form](#).

11. Enter the