

FAQ - Staff

General Information

What is the Compensation Request Form (CRF)/PAR (PAR) form?

The CRF/PAR is an electronic form that converts the current paper forms; Position Description Questionnaire (PDQ), Position Request Form (PRF), and Salary Justification Form into one electronic form. This form is interactive, only presenting the information gathering “sections” needed based on a primary selection of either “faculty” or “staff” types found at the start of the form. The workflow is also dictated by this selection, allowing the appropriate WAM setups for CRF workflow paths to be followed for approvals.

Why would I submit this form?

The fundamental options of the main form selections summarizes the primary use of the form:

Faculty Form Selections

Request to Classify New Position

Request to Reevaluate Existing Position

Request to Update Job Description Only

Request to Salary Consultation

Faculty Recruitment Request

Staff Form Selections

Request to Classify New Position

Request to Reevaluate Existing Position

Request to Update Job Description Only

Request to Reclassify Positions for Reorganization

Request for Salary Consultation

Request to Create or Update Incentive

Plan Request to Compensate for Additional Duties

Why is the CRF changing?

In an effort to move to a more forward-looking recruiting system, the current CRF is being replaced with the new PAR/CRF that is more user-friendly on a different platform allowing it to interface with the new Taleo Recruiting System.

When will we move from the current CRF to the new PAR/CRF form?

Beginning Friday, April 17, the new PAR/CRF form will be used to post new/vacant positions through Taleo or to make compensation requests to the Compensation organization.

Is there a new URL that is needed to access the new PAR/CRF form?

No, you will continue to access the PAR/CRF form using the same URL that you do now. If issuing a PAR/CRF form is a new process for your department, the URL can be found on the HR website under [HR Forms](#).

What happens to my CRFs that are currently pending?

All CRFs that have been approved by the Compensation Staff by 5:00 p.m. on Thursday, April 16 will automatically be posted on the new Taleo Recruiting System, if appropriate. All pending requests will be moved to Taleo manually in subsequent loads after the April 20 system go-live date. Your HR Consultant or Compensation Analyst will contact you to discuss any requests

pending after 5:00 p.m. on Thursday, April 16.

What do I do if I have problems issuing the new PAR/CRF?

If you have problems with the new CRF or any additional questions, please contact your Compensation Analyst or HR Consultant.

Workflow

When the form is submitted what workflow route will it follow?

The primary workflow route is established using WAM approval setups. This form type also allows the submitter to insert dynamic workflow approvers that are appended to the WAM setups. The form will follow the default WAM approval route unless dynamic approvers are inserted. When this occurs the approval route will navigate to the inserted approvers and when completed will return to the default WAM approval route. Use the find button to look up your additional approver's blazerid. Click Add Another to add more than one additional approver.

What is dynamic workflow?

The ability to dynamically insert additional workflow approvers that are appended to the default WAM approval route.

Attachments

Can I attach associated documents?

Yes, an attachment option will appear prior to the final submission option for the form. On this screen you will be able to attach up to 3 individual documents. A size limit will be enforced. Initially the total size will be limited to 3mg. Please note that files will need to be reattached if you save the form. If a document is rejected and you have to resubmit, attachments will need to be added to the form again.

Form Submission Process

Why is the preparer information pre-populated?

The person who is logged in will be auto-captured as the preparer. The demographic information is available and will auto-populate the preparer section.

What option do I choose if no options fit what I am requesting?

After carefully considering the options available, if none of the options satisfy your request, you will find an 'other' option available. 'Other' options require a comment describing the request.

Can I save my form and come back to it later?

Yes, you will find a 'Save' button on the left navigation menu of the form. This allows you to save the document to your 'My Saved Forms' area found on the UABForms dashboard. Clicking on the 'My Saved Forms' tab will display any forms you have saved previously. Click the form displayed and you will be allowed to complete the form and submit for approval. Please note each time you click Save Form you create a new copy of the form.

Can I print the form?

Use the Print button at the top right corner of the form to print.

Am I notified when the form is approved or rejected?

Yes, upon approval the submitter is automatically notified via email. Additionally, the UABForms dashboard displays the current approval status of submitted forms. You will also receive notification if the form is rejected.

How do I resubmit a rejected form?

On the UABForms dashboard, any rejected forms are displayed under your submitted forms list. Simply click on the form link, edit the form, and resubmit. The form will route for normal approval. Please add your attachments back to the form before resubmitting.

Can I edit a form after it has been submitted?

No, once a form has been submitted it cannot be edited unless the form is rejected. Approved forms cannot be edited.

If I receive an error message upon submission, how do I know what needs attention?

If you receive an error message upon form submission, a list of fields missed will be listed at the top of the page. The page headings on the left will show an error icon indicating which page needs attention, and each field missed will be outlined in red. All required fields are denoted by a 'Red' '*' (Asterisks).

If I selected the wrong form option how do I change to use the correct option?

Click the Home button and make a new selection.

Where is the internal/external recruitment section on the form?

The recruitment section is not located on the form. UAB Employment (Staffing Specialists and/or HR Consultants) will communicate with the hiring manager/department to further determine which selection is appropriate.

Can I save the form for my records?

You can save either the form from the current screen using file types available on your desktop or you can use the Print and View report found on the reports tab to save the form in PDF format.