

DRAFT STATUS

Procedure

- ❖ The PAR can be saved in a status of **Draft**. This status allows an incomplete PAR to be saved so that work is not lost. The save will create a PAR ID that can be referenced to access that PAR for completion. The PAR will not move to **Initial Request** status until all required fields are completed. When all required fields are completed, and the PAR is saved, the status will automatically move to **Initial Request**. (All PAR header fields are required to save in Draft status.)
- ❖ LOA & Termination PARs automatically go to **Submit for Approval** status.

This status of this PAR is being saved as a 'Draft' because not all required fields are entered - (EMPLID, ACTION, REASON, EFFDT, POSITION)

- Click **OK**, if you want to save as a Draft and a PAR ID is assigned.
- Click **Cancel**, if you want to continue to fill out all the required fields.

Example of PAR in Draft Status:

PAR ID: 8303	<input type="button" value="PAR Search"/>	Empl Grp: Classified	Final Approver: SD_H_HR_PAR_ROUTER
Status: 0-Draft		Empl Dept: 0003	*Contact Name: Karin Alvarado
Orig Req:	Original Requestor: 123424	Alvarado,Karin	*Contact Phone: 619/123-4567 Ext: 1234
Submit: 07/14/04 11:18AM	Submitted By: Alvarado,Karin		Site FAX: <input type="text"/>

A Par might be in Draft Status due to:

- Action and/or Reason field(s) has not been filled in.
- A check mark has not been placed in one or more positions under **Current and Future Positions**.
- The **Reason for Overallocation** and **Over-alloc Emplid** fields have not been filled in (see Position Management job aid.)

❖ Important!

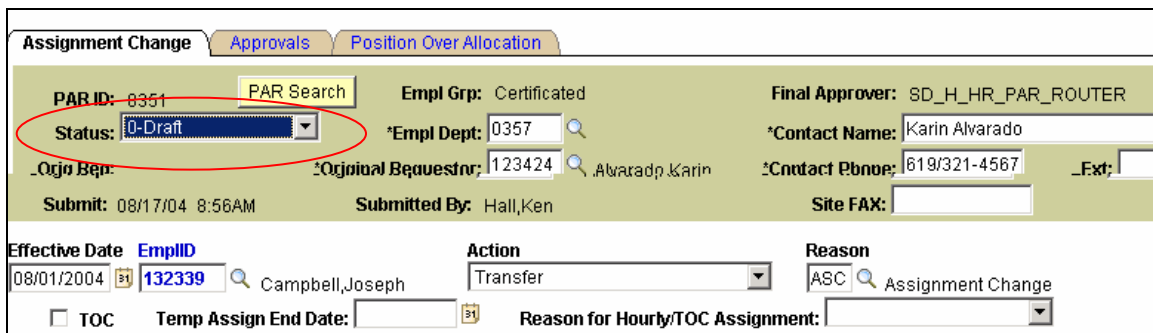
- If the PAR is left in Draft status, Site Administrators will **not** see it in the search for PARS that are awaiting their approval. (*Searching on status of Initial Request*) If a PAR is saved to Draft status, it is up to the submitter of the PAR to complete all required fields and save so that the Site Administrator can submit it for approval.

Note: A PAR in Draft status can be cancelled.

How to Cancel a PAR that is in Draft Status

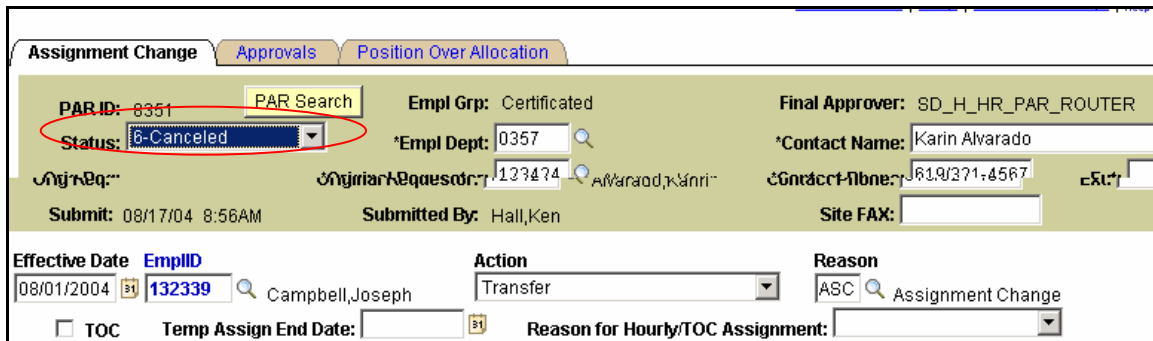
If you have a PAR that is presently in draft status and you need to cancel that PAR, please follow these instructions:

1. Navigate to **Workforce Administration - Personnel Action Request**
2. Type in the PAR ID or do a search based on your department and choose Draft status to bring up the PAR you need to cancel.
3. Once the PAR is opened, you will see a drop down box for Status which shows **0-Draft**.



The screenshot shows the 'Assignment Change' form with the 'Status' dropdown menu open and '0-Draft' selected. The form includes fields for PAR ID (8351), Empl Grp (Certificated), Final Approver (SD_H_HR_PAR_ROUTER), Empl Dept (0357), Contact Name (Karin Alvarado), Contact Phone (619/321-4567), Submit Date (08/17/04 8:56AM), Submitted By (Hall, Ken), Site FAX, Effective Date (08/01/2004), EmplID (132339), Action (Transfer), Reason (ASC Assignment Change), and Temp Assign End Date.

4. Click on the Status drop down and choose **Canceled**.



The screenshot shows the 'Assignment Change' form with the 'Status' dropdown menu open and '0-Canceled' selected. The form includes fields for PAR ID (8351), Empl Grp (Certificated), Final Approver (SD_H_HR_PAR_ROUTER), Empl Dept (0357), Contact Name (Karin Alvarado), Contact Phone (619/321-4567), Submit Date (08/17/04 8:56AM), Submitted By (Hall, Ken), Site FAX, Effective Date (08/01/2004), EmplID (132339), Action (Transfer), Reason (ASC Assignment Change), and Temp Assign End Date.

5. You can place in a comment, under **Add a new comment** field to explain why you are canceling this PAR.

Add a new comment

PAR canceled due to incorrect PAR chosen.

6. Next, click the  button.

Note: Your PAR is now canceled and cannot be modified, but you can view it if needed.