

# PAR Search

The screenshot shows the PeopleSoft PAR Search interface. It includes a menu on the left, a search criteria form with fields for PAR ID, Position, Effective Date, EmpID, Name, Last Name, Department, Approver Role, Routing Role, Submitted By, Original Requestor, Status, Employee Group, PAR Type, Approved, and Worked. There are also checkboxes for 'Open New Window when clicking on Details' and 'Associated Contract'. A 'Search' button and a 'Clear Search Criteria' button are visible. Below the form is a table with columns: Details, PAR ID, EmpID, Name, Position, Effective Date, PAR Type, Status, Dept, Empl Grp, Request Date/Time.

Navigation: *Workforce Administration > PAR Search*

The PAR Search page is a very powerful search tool that allows you to search on more criteria than the Personnel Action Request screen. The PAR Search provides all the criteria of the Personnel Action Request screen, plus more. With the PAR Search, you can now perform searches on any combination of the following fields:

- Submitter Name
- Originator Name (Site Admin or Dept. Head)
- PARs with contracts (certificated only)
- Last Name
- Position Number
- PAR Effective Date range

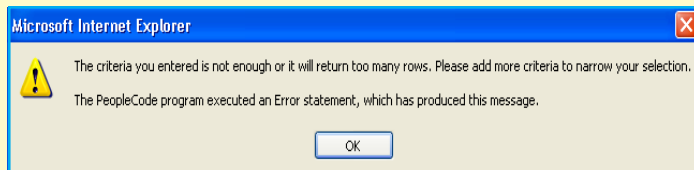
This screenshot highlights specific fields in the PAR Search interface with red circles: EmpID (111111), Last Name (Doe), Effective Date (07/01/2006), and the Search button. The results table below shows two rows of data.

Details	PAR ID	EmpID	Name	Position	Effective Date	PAR Type	Status	Dept	Empl Grp	Request Date/Time
Details	51407	111111	David Doe	10006871	08/29/2006	Assign Chg	Complete	0357	Certif	01/11/06 8:57AM
Details	51407	111111	David Doe	10006883	08/29/2006	Assign Chg	Complete	0357	Certif	01/11/06 8:57AM

## PAR Search by last name

1. Type in last name in **Last Name** field and/or type in **Employee ID** number.
2. Put in **Effective date**. If not sure exactly, use the Effective date starting and Effective date ending.
3. Click **Search**.
4. Depending on the criteria you type in, several employees with the same last name and effective date might be displayed.
5. Choose the correct employee by clicking on the **Details** link to view the detailed PAR information.

**NOTE:** If an effective date is used, additional criteria must be provided to produce a specific enough search. If inappropriate criteria is specified, you may get an error message.



You should always provide as much information as possible when performing searches.

This PAR Search page is a very powerful search tool when locating a specific PAR.