

Searching for and Approving PARs

Navigation: *Workforce Administration > Personnel Action Request > Find an Existing Value.*

July 2006

Searching for a PAR

PAR - Personnel Action Request
Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value | **Add a New Value**


1 **PAR ID:** = []
PAR Type: = []
Status: = [1-Initial Request]
Submit: = []
Approver/Processor Role: begins with []
Description: begins with []
Department: begins with [0000] 2
Employee Group: = []
Empid: begins with []
 Case Sensitive

3 **Search** **Clear** [Basic Search](#) [Save Search Criteria](#)

Search Results
View All | First [x] | 1-2 of 2 [x] | Last

PAR ID	PAR Type	Status	Submit	Orig Req	Approver/Processor Role	Description	Department	Employee Group	Empid
54014	Cha Pos	Init Req	02/21/2006	(lanb)	SD_H_HR_PAR_ROUTER	Request Approval	0324	Certif	113321
54014	Cha Pos	Init Req	02/21/2006	(lanb)	SD_H_HR_PAR_ROUTER	Request Approval	0324	Certif	136826

[Find an Existing Value](#) | [Add a New Value](#)

1. Enter a PAR ID number, Type or Status by clicking on the drop-down menu.
2. Enter a Department number or click  to return a list of departments.
3. Click the Search button.
4. Choose the PAR you want to view by clicking on the link.

NOTE: Use any combination of the above search filters to narrow your search exactly.

You can also use the PAR Search.

Navigation: *Workforce Administration > PAR Search*

PAR Search Job Aid:

http://sandi.net/peoplesoft/readandlearn/jobaids/assets/hr/Job_Aid_PAR_Search_8.9.pdf

Submitting a PAR for Approval

PeopleSoft

Change Position Attributes | Approvals | 6

3 **PAR ID:** 54014 **PAR Search** **Empl Grp:** Certificated **Final Approver:** SD_H_HR_PAR_ROUTER
Status: 2-Submit for Approval **Empl Dept:** 0000 **Contact Name:** Jane Doe
Orig Req: *Original Requestor: 111111 Smith, Sally **Contact Phone:** 619/123-4567 **Ext:** 2203
Submit: 02/21/06 2:13PM **Submitted By:** Doe, Jane **Site FAX:**

Current Position Info
Position: 10005010 Regular Teacher **Combo Code:** 0324000100011070102010000
DeptID: 0324 Roosevelt Middle School **Actual FTE Limit:** 26.270
Location: 0324A Roosevelt Middle School **Class Ind:** 0 POSITION
Job Code: 2000 Regular Teacher

New Information
EFF Date: 02/09/2006 **Action:** Earnings Distribution Change **Reason:** ACC Account Code Change
Dept: 0324 Roosevelt Middle School **Months Worked:** 10 Months
Location: 5301A Secondary/Interim **Position Type:** Salaried
Job Code: 2000 Regular Teacher

Additional Assignment Details
Enter Account Codes and FTE

Combination Code	FTE
0324301000011070102010000	0.400000
0324725000011070102010000	0.600000

Comment History

4 **Add a new comment** 2
This is a test PAR.

4 **Save** **Return to Search** **Previous in List** **Next in List** **Add** **Cancel Display**

[Change Position Attributes | Approvals](#)

Change Position Attributes | Approvals | 5

PAR ID: 49777 **PAR Search** **Empl Grp:** Classified **Final Approver:** SD_H_HR_CLASSIFICATION
Status: 3-Route for Approval **Empl Dept:** 0000 **Contact Name:** Jane Doe
Orig Req: 12/01/05 **Original Requestor:** 111111 Smith, Sally **Contact Phone:** 619/123-4567 **Ext:** 2203
Submit: 12/01/05 10:17AM **Submitted By:** Doe, Jane **Site FAX:**

PAR Status Definitions

Draft

Status when an incomplete PAR is saved. Populate remaining required fields and save to move to Initial Request

Initial Request

Status when PAR is created by Submitter

Submit for Approval

PAR is ready to be routed by HR

Route for Approval

PAR Routed to one or more approvers for review

Route for Processing

PAR Routed to one or more roles to perform an action

Complete

All approvers have approved the PAR and all processors have marked the PAR worked

Cancel

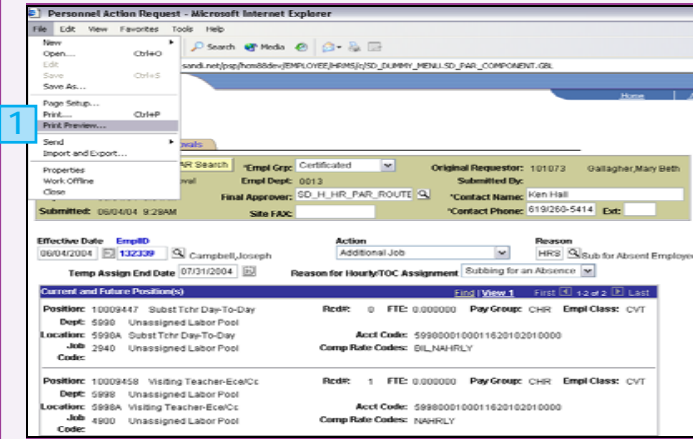
PAR is no longer active

1. Verify that the required fields have been completed and that the information is accurate.
2. Enter any necessary comments in the Add a new comment field
3. Click the Status drop-down menu and select 2-Submit for Approval.
4. Click Save.
5. Note the Status for your PAR. See below for all PAR status definitions.
6. Return to this PAR at any time to see the status and progress of any Approvers or Processors working on it by going to the Approvals page.

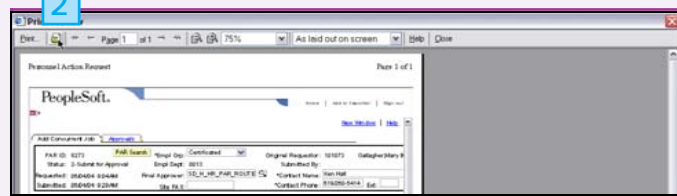
Printing PAR Pages

Navigation: Workforce Administration > Personnel Action Request > All PAR pages, new and existing.

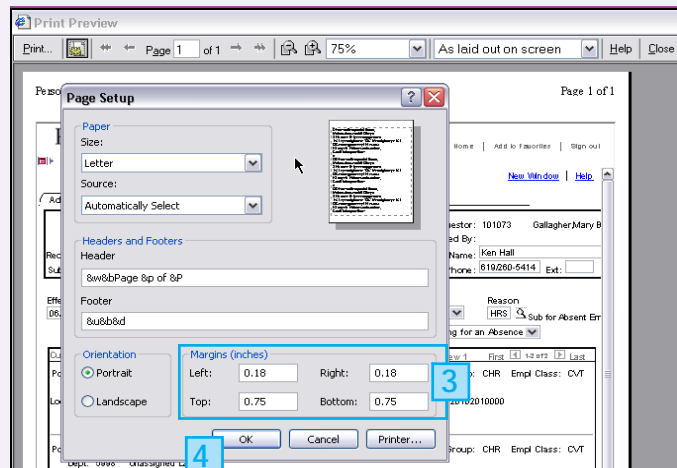
July 2006



Step 1
Select File > Print Preview.

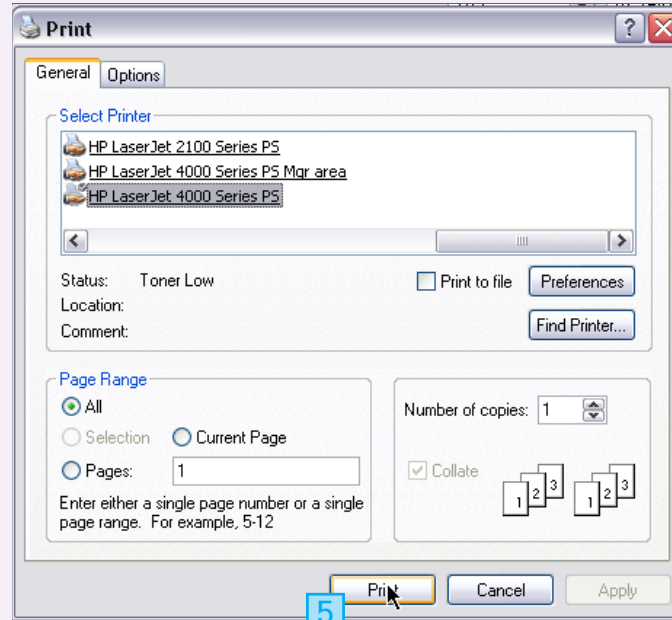


Step 2
Click the Page Setup icon.

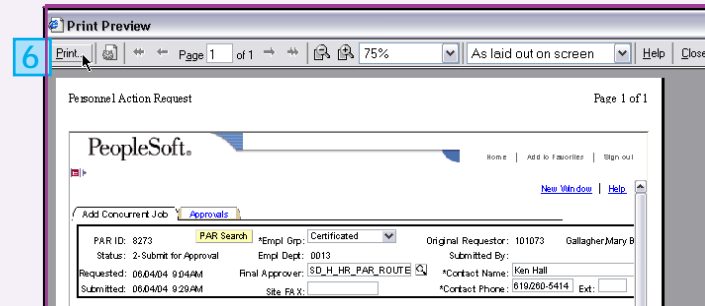


Step 3
Adjust the Left and Right margins so that the page will fit on the screen. You can reduce the margins to as small as 0.18 inches.

Step 4
Click the OK button.



Step 5
Click the Print button.



Step 6
Make any necessary adjustments and click the Print button.