

HCM: Quick Reference

View Completed ePAR Transactions and Track their Status

Navigation Shortcuts:

- Global Search: **NavBar> Navigator>Smart PAF> Inquire ePAR Transactions**
- Transaction-Specific Search: **NavBar> Navigator> Smart Solutions> Document Framework> Document Collection> Smart ePAR Non-Pay/Pay Actions> Inquiry**

To conduct a global a non-specific transaction search:

1. Navigate to **NavBar> Navigator>Smart PAF> Inquire ePAR Transactions**.
Continue to step 3 below.

ePAR Global Inquiry

Use Saved Search:

ePAR #

equal to

To display specific completed transactions and view their statuses, navigate to the appropriate Smart ePAR tab and select **Inquiry** within the related transaction type.

Example: To search for a completed non-person profile transaction:

1. Navigate to the **Smart ePAR Pay Actions** tab.
2. Click **Inquiry** (below **ePAR Position**).
3. From the Document Console page, enter criteria, and click **Search**.
4. View the status of the transaction under the **Document Status** column.
5. Click the specific **Request ID** to display the completed transaction.

Smart ePAR Non-Pay Acti

1

Smart ePAR Pay Actions

ePAR Additional Pay

Add One Time Pay or Recurring pay to Employee

Add Modify Inquiry

ePAR Hire

Hire, Rehire or add Additional Job

Add Modify Inquiry

ePAR Position

Add, Change or Prepare Position for Hire

Add Modify Inquiry

2

Document Console

Use Saved Search:

ePAR #

equal to

PAR Action

equal to

ePAR Status

equal to

Action

equal to

Reason Code

equal to

Empl ID

equal to

Department

equal to

51000

First Name

begins with

Last Name

begins with

Job Code

equal to

Classified Indicator

equal to

3

Search

Clear

Advanced Search

Save Search Criteria

Delete Saved Search

Personalize Search

ePAR Details

Position Details

Request ID

View Name

Effective Date

Action

Reason

Document Status

POS0001329

ePAR Admin

12/09/2015

Position Change

New Position

System Update Completed

POS0000016

ePAR Admin

12/02/2015

Position Change

Vacant Position

System Update Completed

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