

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 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 Non-Person Profile**).
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 Pay Actions 1

ePAR Additional Pay
Add One Time Pay or Recurring pay to
Add Modify
Inquiry

ePAR Non-Person Profile (NPP)
Add or Update
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

First Name begins with

Last Name begins with

Position Number equal to

Job Code equal to

Classified Indicator equal to

Document State equal to

State Detail equal to

ePAR Details 3

Personalize | Find | | First 1-84 of 84 Last 4

Request ID	Effective Date	Action	Reason	Document Status
POS0393736	07/30/2018	Position Change	Vacant Position	System Update Completed
POS0339355	01/22/2018	Position Change	Vacant Position	System Update Completed
POS0330933	01/02/2018	Position Change	Vacant Position	System Update Completed

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