

## 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**

For information about the status of template-based transactions, refer to [Transaction Status, Drafts, and Pushbacks Step-by-Step Guide](#).

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

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

#### 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

Search

Clear

Advanced Search

Save Search Criteria

Delete Saved Search

Personalize Search

ePAR Details

Personalize

Find

First

1-84 of PA

Last

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