

HCM: Quick Reference

View Completed ePAR Transactions and Track their Status

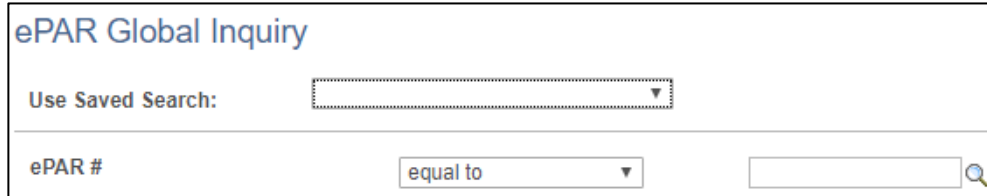
Navigation Shortcuts:

- Global Search: **NavBar> Menu> Smart PAF> Inquire ePAR Transactions**
- Transaction-Specific Search: **NavBar> Menu> 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> Menu> Smart PAF> Inquire ePAR Transactions**. Continue to step 3 below.

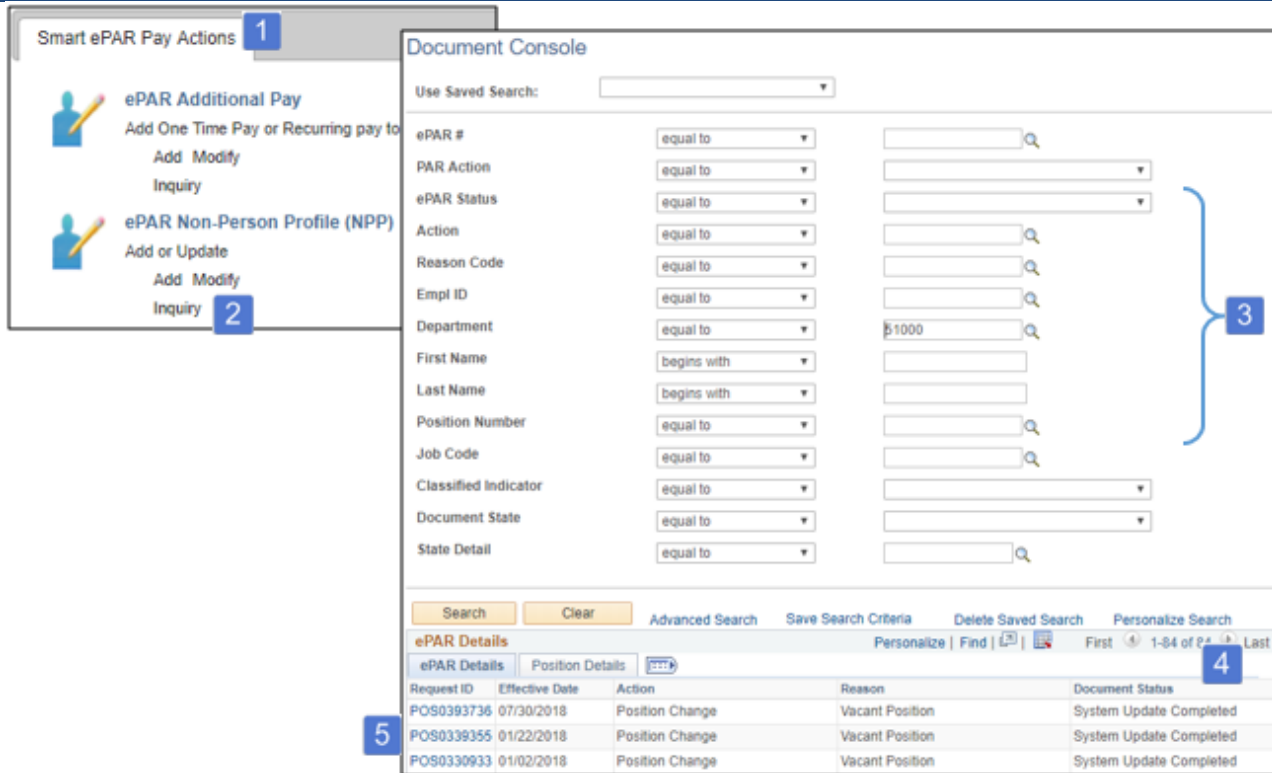


ePAR Global Inquiry
 Use Saved Search:
 ePAR # equal to

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 51000
 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 Personalize | Find | First 1-84 of PA 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