

HCM: Quick Reference

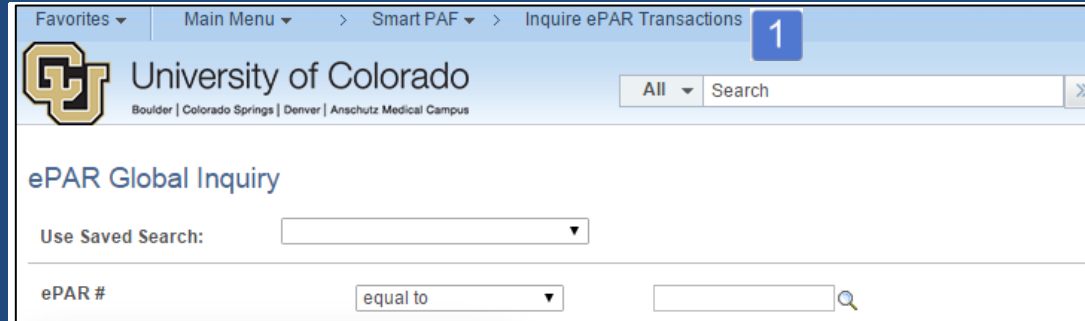
View Completed ePAR Transactions and Track their Status

Navigation Shortcuts:

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

To conduct a global a non-specific transaction search:

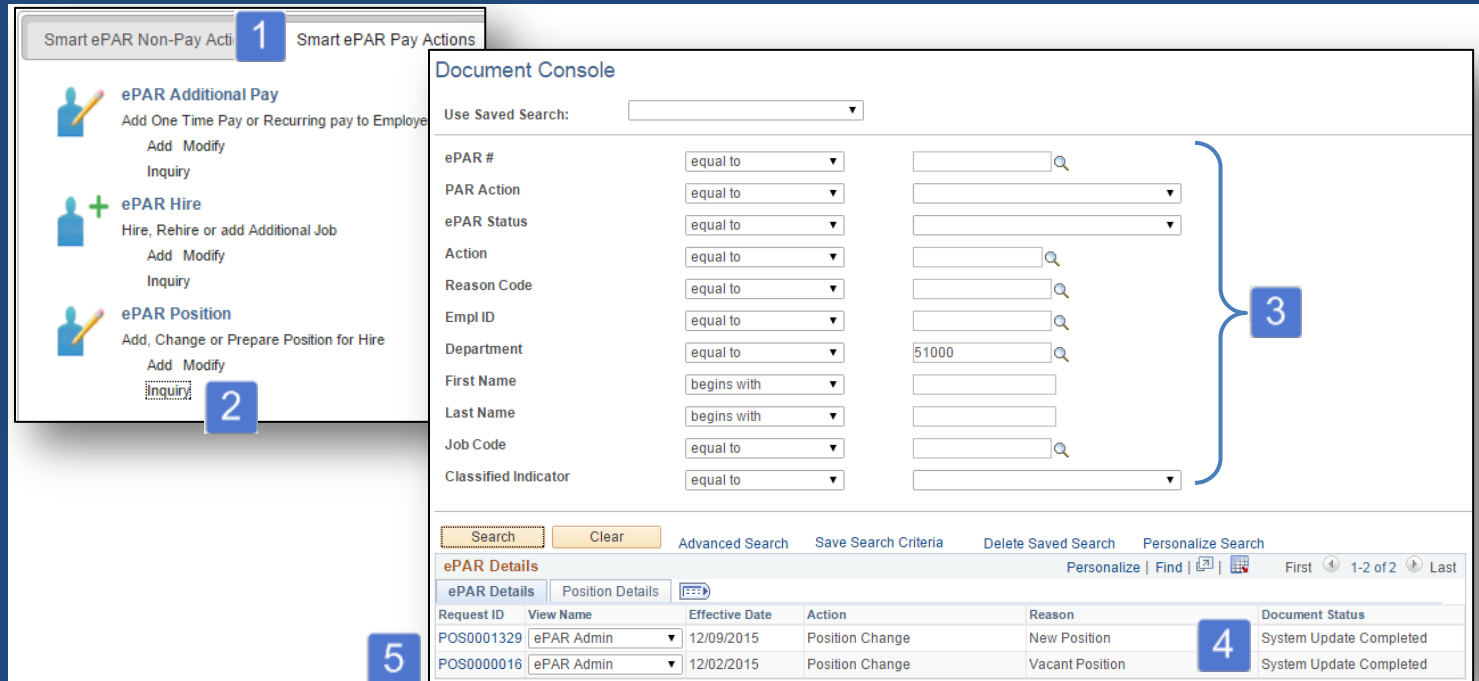
1. Navigate to **Main Menu> Smart PAF> Inquire ePAR Transactions**.
Continue to step 3 below.



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.



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