

Personnel Action Request (PAR) Frequently Asked Questions

1. Do all managers have access to create PARs?

All managers have the ability to create PARs for their direct reports or for anyone in their reporting structure but they should follow their agency's established guidelines.

2. What are the different options for creating a PAR?

PARs can be created from the PARs tile by selecting the applicable action or by selecting the appropriate PAR action from the employee's navigation menu from the My Team page.

3. What screens are available in the PARs tile on my Manager landing page?

- Create Employee Action – allows managers to create employee actions such as pay change or LWOP for employees in their reporting structure.
- Create Appointment – allows managers to create appointment actions for positions in their reporting structure.
- Create Separation – allows managers to create separation actions for employees in their reporting structure.
- PAR Menu – summary of PARs that the manager is responsible for either as the PAR creator or PAR liaison. Managers may also search for PARs which they have access to.

4. What ID should be used when completing a PAR action for a current or previous employee?

The employee's appointment ID should be used to complete a PAR.

5. Can PARs be saved in a draft status prior to submitting for approval?

PARs can be saved as a draft prior to submitting to the PAR liaison. Once saved as a draft, the PAR can be retrieved from the PAR menu by the creator and then submitted once ready, or it can be deleted by selecting the delete icon (). If the draft is deleted, no PAR information will be saved for future reference.

6. How can I tell what PARs are awaiting my action?

There are multiple ways that you will be alerted when a PAR is ready for your approval. First, when a PAR is pending your approval or is ready to be acted on, you will receive an email notification (work email must be correct in People First). You will also have a task in your Inbox.

Finally, on the PAR menu, a pencil icon () will be next to PARs that are ready for your action.

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7. What PARs will be shown by default in my PAR menu?

Only PARs requiring your action (statuses: draft, for your approval, approved, returned for correction) or PARs that you created and that have not yet been approved (status: partially approved) will be displayed in your PAR menu by default. Column headings are sortable and searchable.

8. How do I search for a PAR?

From the PAR menu, there are a number of search options, including by name, PAR number, login ID, appointment ID, position number, and date range. To search, enter the search parameters in the search field and/or enter the date range in the Effective From and Effective To fields. Only PARs that you are authorized to view will be returned in the search results.

9. How do I change the assigned liaison on a submitted PAR?

Agency human resource (HR) professionals can update the liaison or act as the liaison for any PAR they have access to. Updating the liaison on a specific PAR will only update that form. To change the liaison org code assignment, agency HR must update the PAR liaison table.

10. Can a PAR have more than one PAR liaison assigned?

If the position the liaison is assigned to has multiple employees assigned, both employees will be assigned as the PAR liaison. Once one of the liaisons takes ownership of the PAR (routes for approval), the other liaison will no longer have access to the form.

11. How can an approver be updated on a PAR?

The assigned liaison or agency HR can update an approver. Agency HR also has access to approve the PAR on behalf of the approver.

12. Can someone other than the PAR creator be assigned to act upon the PAR?

The PAR liaison and agency HR have access to change the “actor” (creator) on the PAR to anyone in the same agency who has access to the PAR menu. The assigned actor will act upon the PAR once all approvals are completed. Agency HR users can act upon any PAR in their authorization.

13. How many approvers can be added to a PAR?

Up to ten approvers can be added to a PAR. This does not include the PAR liaison or actor (creator).

14. What happens when a PAR is returned for correction by the liaison or approver?

When a PAR is returned for correction, the creator should review the comments as to why the PAR was returned and then take action to correct the PAR or cancel the PAR.

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15. When can comments be added to a PAR?

Comments can be added to the PAR until the form is acted upon. Previously entered comments will appear on the form notating who and what time they were entered. Comments are not editable after they are saved.

16. What are the statuses for a PAR?

PAR statuses include the following:

- New – has been initiated but not submitted or saved as draft
- Draft – has been saved but not submitted
- Submitted – has been sent to PAR liaison for routing/approval
- Partially Approved – has been routed by liaison but is awaiting approval
- Returned for Correction – has been returned by the liaison or an approver. The creator (actor) can make the necessary corrections or cancel the form
- Completed – has been acted on and finalized
- Cancelled – has been withdrawn and will no longer be required

17. How can I determine the status of a PAR ?

When you are viewing the PAR, the status flow will be shown at the top of the form. Completed statuses will have a green check. If the PAR has not been completed, the current status will be shown in blue.



The PAR status is also displayed when you are viewing the PARs in the PAR menu.

18. When acting on a PAR, can the PAR be saved and completed at a later time?

When acting on a PAR, there is an option to Save as Draft. This allows you to save information that has been entered and return to complete the process at a later time. The PAR status will remain as approved until the entire process is completed.

19. How do I navigate back to a previous screen when acting on a PAR?

Depending on the PAR action, there are different screens where data must be entered prior to completing the action. The different screens will be shown at the top of the form when you are acting on the action. You can go back to a previous screen until the PAR form is complete.

20. How do I navigate back to the PAR menu when I am viewing a PAR?

There is a navigation path at the top left-hand corner of the screen that shows how you navigated to the current screen. The navigation path is clickable and allows you to go back to the PAR menu, start another PAR, or go back to the Manager landing page. **Do not use the back button within the browser.**