



Capital HR User Guide

PAR WorkFlow



Overview

Workflow is the electronic routing of a personnel action through request, approval, and processing. There are two workflow Process Designs in Capital HR: **PAR Workflow** and **Recruit Workflow**.

PAR Workflow identifies the process for the request, approval, and processing of personnel actions.

Recruit Workflow identifies the process for the request and approval of Job Openings.

Workflow is based upon 4 system roles for Administrative staff and 2 system roles for HR Staff.

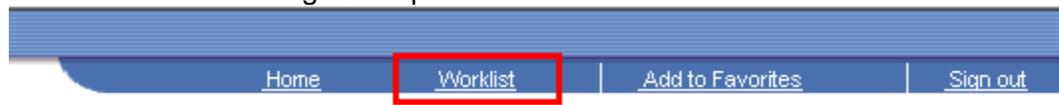
Administrative staff roles: Requester (REQ), 1st Authorizer (1st), 2nd Authorizer (2nd), Approver (SIG).

HR staff roles: HR Reviewer (REV), and HR Processor (PRO)

Procedures

1) Navigation

Home > Workforce Administration > Job Information > (Supervisor Request USF, 1st Rqst Authorization, 2nd Rqst Authorization or, Approve Request) **OR** Click on "Worklist" if not initiating the request.



Note: The menu items available to you are defined by your security level.

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- 2) Using the search box, find the appropriate employee record

Find an Existing Value

EmpID:

Empl Rcd Nbr:

Name:

Last Name:

Include History Correct History Case Sensitive

[Basic Search](#)  [Save Search Criteria](#)

- 3) The Data Control tab for the employee's Job Information record will be displayed. After completing the appropriate data fields for the particular personnel action request, you are now ready to change/update the PAR status code. The code will automatically default to "REQ" when you are creating the request for personnel action.
- If your Administrative Office uses a 3-step Workflow process and you are the **"Requester"**, you will want to change the PAR Status Code to "1st", this will enable the 2nd authorizer to review the action.
 - If your Administrative Office uses a 3-step Workflow process and you are **reviewing** the action as the 2nd authorizer, you will change the PAR Status Code to "2nd", this will enable the Approver to review and "sign" the action.

Note: The system is designed around your role. When an action is created, it will follow a prescribed path. Pages 5 & 6 provide examples of the various Workflow routes available and illustrates how to change the PAR Status Code for all Workflow processes.

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Data Control Personal Data Job Position Compensation Employment 1 Employment 2 CI Exceptions

Data Control Find | View All First 1 of 2 Last

DUCK, DONALD EmplID: 99999999 Empl Rcd Nbr: 0

Actual Effective Date: 01/27/2009 Proposed Effective Date: 01/27/2009 *Click on magnifying glass to view choices*

Transaction # / Sequence: 1 / 1 Not To Exceed Date: *Click on magnifying glass to view choices*

'Action: PRO Par Status: REQ Requested *Click on magnifying glass to view choices*

'Reason Code: CLP Contact Emplid: *Click on magnifying glass to view choices*

NOA Code: NOA Ext: *Click on magnifying glass to view choices*

Authority (1): Descr (1): Descr (1) Part 2: *Click on magnifying glass to view choices*

Authority (2): Descr (2): Descr (2) Part 2: *Click on magnifying glass to view choices*

PAR Request#: Print SF-52 Process Monitor PAR Remarks Award Data Tracking Data Severance Pay

Print SF-50

Find | View All First Last

Click to Save

Save Return to Search Notify Previous tab Next tab Update/Display Include History Correct History

Table of available PAR Status Codes

PAR Status Code	Purpose:
REQ (default for Requester)	Routes action to 1 st Authorizer
INI	Enter some data for action, save it and return to complete it at a later time. The action/requisition has not been routed through workflow yet.
1st	Routes action to 2 nd Authorizer
2nd	Routes action to Approver
RET	Routes action back to Requester. Some reasons for returning an action: need for additional information, incorrect information entered, or action was sent to wrong person.
DIS	Disapprove & remove action from workflow. The action is routed back to Requester, but the Requester cannot modify and re-route back into workflow. This PAR Status code should be used cautiously since an action saved with this Status becomes part of the employee's Capital HR electronic history record.
WTH	Withdraws the action from workflow. This status is used when an action is entered by mistake.
SIG	Approve and use notify button to route action to HR Reviewer

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- 4) After you have updated the PAR Status Code, you will click “Save”. This will take you to the “Route To” page. Depending on which PAR Status Code was entered/Saved, the next screen shot will provide you with the “**Routing Based on:**” information line. For example, if you saved the request in “REQ” the **Routing Based on** will state “Route to 1st Review”. If you saved the request in “1st”, the routing Based on will state “Route to Approver”. If you saved the request in 2nd, the Routing Based on will state “Route for Signature”.

- a) To route the action to the next reviewer/approver click the “Route To” button.

Route to Next Empl ID

Actual Effective Date:	01/27/2009	Proposed Effective Date:	01/27/2009
Transaction # / Sequence:	1 1	Not To Exceed Date:	
Action:	PRO Promotion	Par Status:	REQ Requested
Reason:	CLP Career Ladder Promotion	Contact Emplid:	

The status of this data requires you to specify the employee to whom to next route the data.
Choose an Employee ID below.

Routing Based on: Route to 1st Review:

Route to Next:

Click the button for a list of those to whom the PAR request should be routed.

Route To: Find First 1-5 of 47 Last

- 00000032 RIPKIN,CAL
- 00000132 FRANKLIN,ARETHA
- 00000160 MOUSE,MICKEY

- b) After selecting the appropriate “Route To” employee, click “OK”. You are now finished with routing your Request for Personnel Action through the Workflow process.

Note: When the Approver signs the action (SIG) you should use the “Notify” button to let the HR office know an action has been approved for processing. An email will not be automatically sent by the Cap HR system.

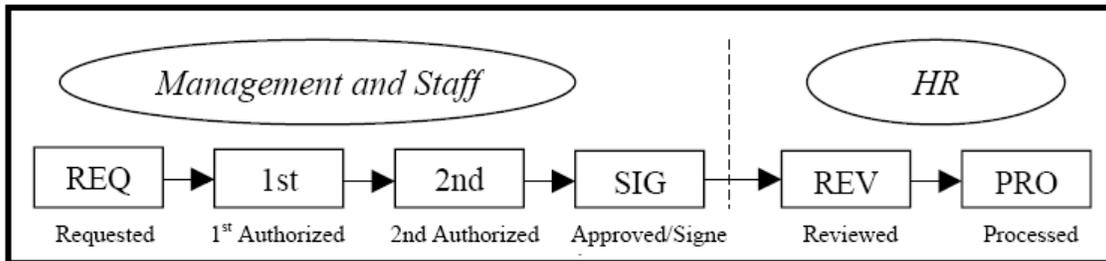
Administrative Offices may use any of the Workflow examples illustrated below:

SAMPLE WORKFLOW ROUTES:

(Management & Staff) 4 Step Workflow process:

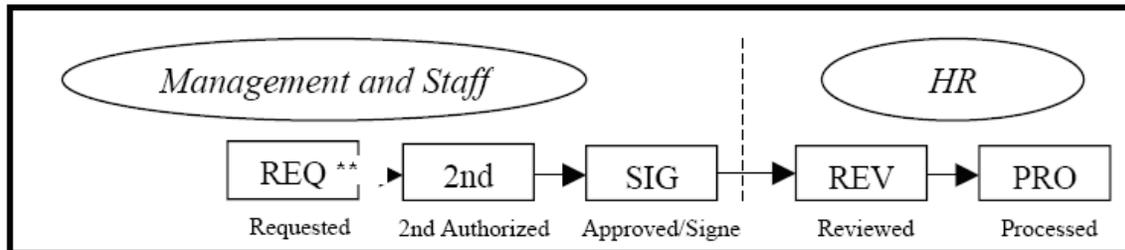
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For example, a supervisor recommends a promotion for one of their subordinates. The supervisor makes the Request. The request is forwarded for 1st Authorization. Upon arrival by the 1st Authorizer, the action is forwarded for 2nd Authorization. When that individual approves the action, the Approver receives it. The Approver, by changing the PAR Status Code to “SIG”, will automatically flow the action to HR for processing.

(Management & Staff) 3 Step Workflow process:



**Must change PAR Status Code to "1st"

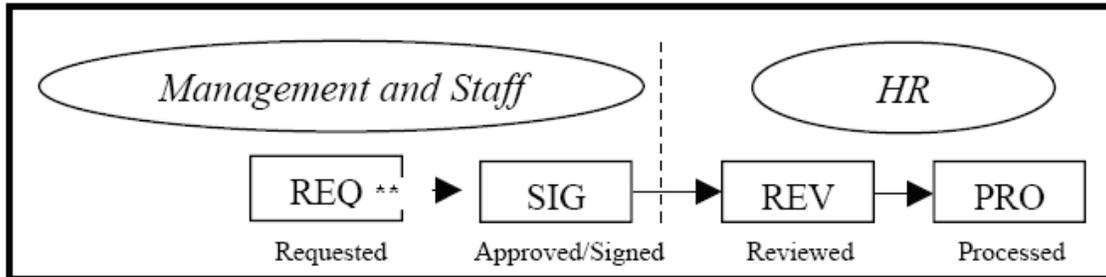
For example, a supervisor recommends a promotion for one of their subordinates. The supervisor makes the Request (REQ). The request is forwarded for 2nd Authorization (2nd). When that individual approves the action, the Approver receives it. The Approver, by changing the PAR Status Code to “SIG”, will automatically flow the action to HR for processing.

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(Management & Staff) 2 Step Workflow process:



****Must change PAR Status Code to "2nd" in order for the Approver to approve (SIG) the action**

In this scenario, a supervisor makes the Request for promotion. That request would be forwarded directly to the Approver. The Approver, by changing the PAR Status Code to "SIG", will automatically flow the action to HR for processing.

For Help Contact HR Systems Support:

Submit a help desk ticket:

<http://intrahr.od.nih.gov/helpdeskform.htm>

Email:

hrss@nih.gov

Website:

<http://hr.od.nih.gov/hrsystems/staffing/caphr/default.htm>

Try It with OnDemand:

<http://webcastor.hrs.psc.gov/ehrp/EHRPTrainingManual/toc.html>