



## PAR Processing Overview

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**Introduction** This section provides a high-level overview of PAR Processing in the EHRP system. Specifically, this section will define and describe PAR Processing, explain Workflow in the EHRP system, detail Workflow Roles, explain WIP Statuses and introduce the Worklist feature in EHRP.

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**PAR Processing** The Personnel Action Request (PAR) processing module is the mechanism for performing personnel actions within EHRP. Any action requiring a SF50 and/or SF52 will be processed in this module. Essentially, it facilitates the creation of the SF50 and SF52.

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**Workflow** Workflow automates, streamlines and controls the flow of information through departments and throughout the organization. Workflow routes requests by sending personnel actions through a cycle to initiate, request, authorize and approve requests. Then workflow sends them on to human resources for final processing. The automated workflow process ensures the action request goes through all the reviews the agency requires until it is complete.

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## Workflow Roles

The system is designed around users' roles in the system; when an action is created in the system, it will follow a prescribed path through the chain from the initiation of the action through to final approval and entry by HR personnel.

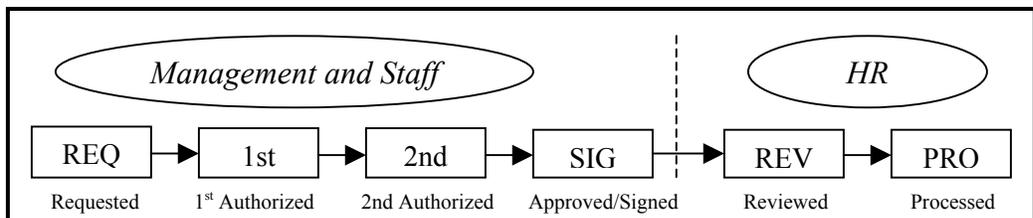
Workflow in EHRP is based upon six system roles: Supervisor Requester ("REQ"), 1<sup>st</sup> Authorization ("1<sup>st</sup>"), 2<sup>nd</sup> Authorization ("2<sup>nd</sup>"), Approval ("SIG"), HR Reviewer ("REV") and Processed by HR ("PRO").

The workflow module offers several different ways to route actions. With the first workflow route a personnel action may take is path directly through each of the six roles. It is important to remember that workflow in EHRP can take even more streamlined paths as well, a 4 step process or even a process where the Requester makes the request directly to Human Resources.

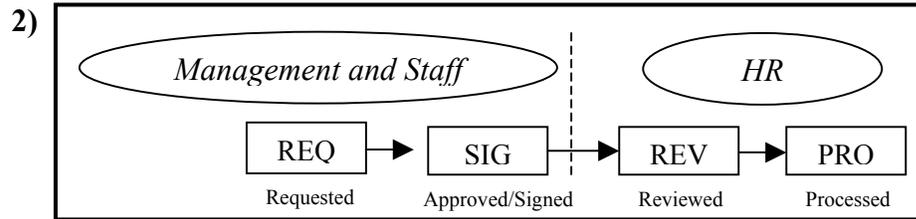
In the paths below, the "Management and Staff" team initiates and approves the action first, before moving it across the dotted line to the "HR" team for final processing. Alternately, the action can be disapproved or returned to the requester at any point in the process.

Sample workflow routes are shown below:

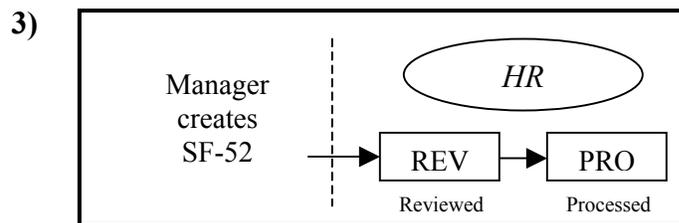
1)



For example, a supervisor recommends a promotion for one of his/her subordinates. The supervisor makes the Request. The request is forwarded for 1<sup>st</sup> Authorization. Upon approval by the 1<sup>st</sup> authorizer, the action is forwarded for 2<sup>nd</sup> Authorization. When that individual approves the action, the Approver receives it. The Approver then forwards the action to HR, where the Reviewer and Processor will complete and process the action. The multiple levels of approval in this workflow can offer closer review of actions prior to their processing.



This workflow sample is more streamlined than the previous example. In this scenario, a supervisor makes the Request for promotion. That request would be forwarded directly to the Approver. The Approver would then forward it to HR for completion.



In this third example, the process consists of the Manager creating a manual paper SF-52 request and forwarding that request to HR. HR will then process that action in EHRP.

**WIP Statuses**

Behind the scenes of the EHRP system’s business processes are the controls that enable you to track and process personnel data in a streamlined manner. WIP (Work-In-Progress) Statuses enable system users to pinpoint the standing of a record or action in the EHRP system.

Paired with the Work-In-Progress (WIP) Status is a PAR Status Code. For an overview of the relationship between WIP and PAR status codes, as well as working definitions, see the chart below.



<b>Work-In-Progress Status</b>	<b>PAR Status Code</b>	<b>Definition</b>
Initiated	INI	An Initiated status indicates an action is open, but not yet submitted as a request. For various reasons, originators may begin a request and then find they need additional time or data before completing their work on that action. By assigning a status of Initiated, originators can leave the request open until it is ready to submit. In other cases, supervisors may need extra time to develop supporting documentation such as job codes, and can assign a status of Initiated to designate their work is in progress.
Requested	REQ	To submit a request, assign a status of Requested. Most requests then go automatically to the first-level supervisor for approval. Two exceptions are: 1) the request for family/benefits change may be sent directly to an HR official to be processed, 2) if the request originates in the HR department, it may go directly to an HR official to be processed.
1st Authorized	1st	The first-level reviewer assigns a status of 1st Authorization to send a request forward to the next review level.
2nd Authorized	2nd	Another first-level reviewer sends a request forward to the next review level by assigning a status of 2nd Authorization.
Approved/Signed	SIG	A second-level reviewer sends a request forward to a human resources official to be processed by assigning a status of Approved/Signed.
Reviewed by HR	REV	This is the first stop the action makes in the HR department. The HR Reviewer may be responsible for completing data entry on the action, as well as ensuring the correctness of data entered by previous users.
Processed By Human Resources	PRO	Only human resources officials can assign the status HR. They first review and complete the



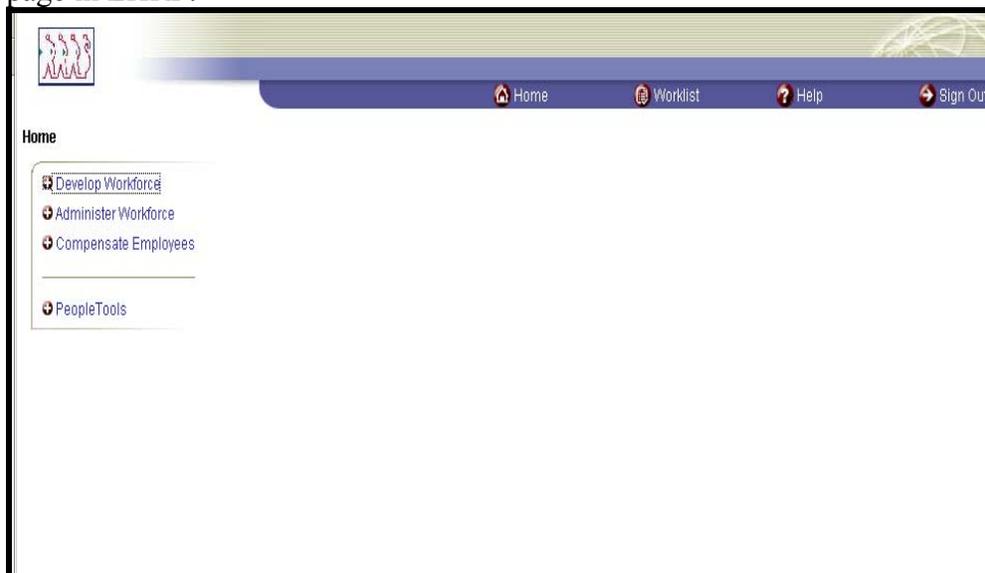
<b>Work-In-Progress Status</b>	<b>PAR Status Code</b>	<b>Definition</b>
		request, and may add the appropriate Nature of Action code, Legal Authorities and Remarks. They indicate final approval by assigning the status of PRO. The request then becomes an actual event. A status of PRO is final and cannot be changed. Once a request becomes an actual event, it is then available for further consideration and processing by payroll, benefits, interface reports, and other areas.
Returned for More Information	RET	Anywhere in the process, a reviewer can request more information or clarification by assigning a status of Returned for More Information and can include a comment such as, "I need further information." The request goes back to the originator. When an originator gets the returned request, they add the information, reassign a status of Requested, and the process begins again.
Disapproved	DIS	At any point in the process, a reviewer can disapprove a request by assigning a status of Disapproved and entering the reason in the comments field. This causes the request to be sent back to the originator either for cancellation or for the originator to change and resubmit it.
Corrected	COR	Only a human resources official has the authority to perform a correction after a request has completed the approval cycle and been finalized.
Cancelled	CAN	A human resources official has the authority to perform a cancellation after a request has completed the approval cycle and been finalized. The Cancelled status removes the request from the active request system, leaving only the tracking record history. Or if the originator receives a returned request, they may assign a status of Cancelled.

## Worklist

A user's worklist is unique to his or her EHRP User ID and is based upon the user's role in the system. The worklist populates with items to be worked by the user. The effectiveness of workflow in EHRP is based on users consistently monitoring and actively managing their worklists.

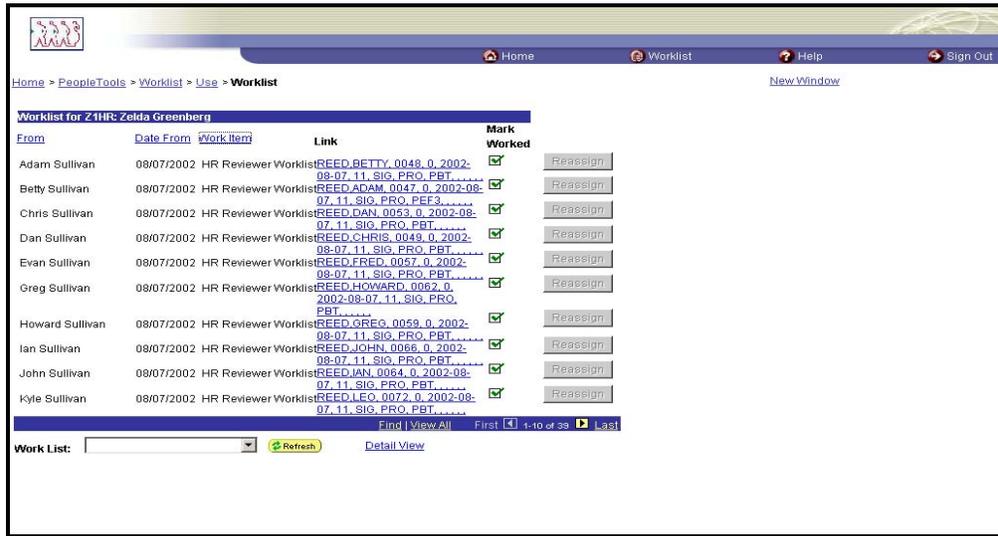
*NOTE: If a manager needs to review a task once it has been removed from their worklist, they will need to contact their Workflow Administrator to gain access to that task again.*

The worklist hyperlink is available to the user from the menu, or any other page in EHRP:



**Worklist (cont'd)**

Click on the **Worklist** hyperlink, and the following **Worklist** page appears:



To work an item on the work list, click the **Link** of the desired action. The **Data Control** panel will appear showing the action to be worked. The user can review the action, make the necessary changes and change the PAR Status before saving the action.

*NOTE: HR must change the PAR Status to PRO once the action has been processed by HR.*

*NOTE: Once the WIP status is in PRO, and the action has been saved, changes cannot be made to the action. Changes can only be made by processing a correction action.*



**Removing items from the worklist**

When an item is accessed via the worklist and is worked, this item should be removed from everyone's worklist on which it appears. Due to a PeopleTools issue, worklist items are not automatically being removed from the Reviewers and Processors worklists. Until the fix from PeopleSoft is applied, a clean up script will be run every other Friday to remove the items that have been worked but are still appearing on the Reviewers and Processors worklists.

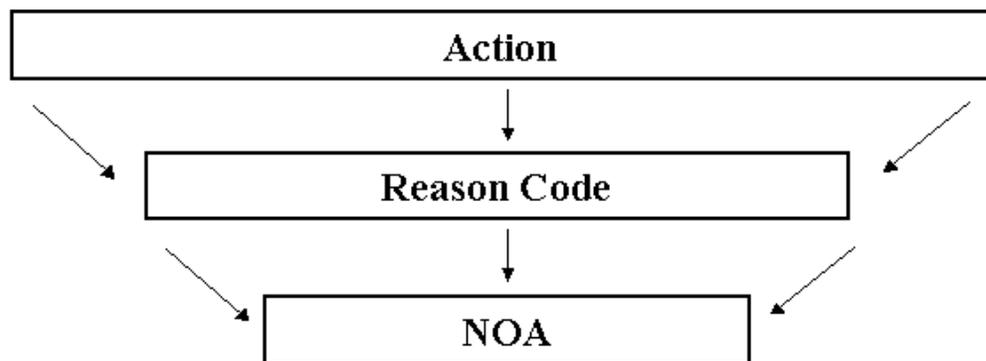
If HR has accessed the item via the menu path instead of the worklist, use the following procedure to remove the item from the worklist:

1. Click on the Worklist link.
  2. Change any available field and hit the tab key.
  3. Change the field back to the original value.
  4. Click Save.
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**Action and Reason Codes**

When initiating actions in the EHRP system, the user must select the appropriate **Action** code. In a few instances the **Action** code will automatically populate, depending upon the navigation path you have chosen in the system, for example, a hire action. Directly following this field you will see the **Reason Code** field. Depending upon the action you select, the system will give you a limited number of options from which to choose an appropriate reason for the action. Based on the **Action** and **Reason Code** you select, a group of **Nature of Action (NOA)** codes will be available.

This process may be thought of as a filter:

**Action / Reason Codes Quick Reference**

Use the table below to determine the correct action code and reason code for a personnel action. The 3-character action code is the code entered in the **Action Code** field of the **Data Control** page. The next column provides a description of that abbreviated action code. There may be a number of reason codes associated with one action code. It is critical for the manager to select the correct reason code to ensure HR processes the correct action. The table also lists the 3-character reason code, which will be entered in the **Reason Code** field of the **Data Control** page. The final column provides a description of the reason codes.



**ACTION REASON CODES**

Action Code	Action Description	Reason Code	Reason Description
ADD		CON	Consultant
		EBM	Elected Board Member
		REP	Replacement of an Employee
		SEA	Seasonal Activity
ADL	Concurrent Appt	ADL	Additional Job
ASC	Int'l Assignment Completed	ASC	Assignment Completion
ASG	International Assignment	FEX	Foreign Expatriate Assignment
		FIN	Foreign Inpatriate Assignment
		FLA	Foreign Loan Assignment
		NAT	Third Country National
AWD	Award - Monetary	ESR	SES Rank Award
		IND	Individual Cash
		GRP	Group Cash
		SII	Individual Suggestion/Inventio
		SIG	Group Suggestion/Invention
		FOR	Foreign Language Award
		TSI	Travel Savings Incentive
		ESP	SES Performance Award
		AWD	Cash Award
		REF	Referral Bonus
		GSA	Gainsharing Award
		SUG	Suggestion Award
		INV	Invention Award
		SAS	Special Act or Service
AWH	Time Off Awards	TOI	Individual Time Off
		TOG	Group Time Off
BON	Bonus	REC	Recruitment Bonus
		REL	Relocation Bouns
		SEP	Separation Bonus
COM		BMC	Board Member Term Completed
		DEA	Death
		DIS	Disability



Action Code	Action Description	Reason Code	Reason Description
		EOA	End of Assignment
		INV	Involuntary
		RED	Staff Reduction
		RET	Retirement
		UNS	Unsatisfactory Performance
		VOL	Voluntary
DEM	Change to a lower grade	USP	Unsatisfactory Performance
		DEM	Change to a Lower Grade
DET	Detail	CRN	Career Enhancement
		DET	Detail
		EXT	Extension of Detail
		EDT	End of Detail
DTA	Data Change	CDP	Correction-Department
		CJC	Correction-Job Code
		CPR	Correction-Pay Rate
		RED	Redesignation
		STC	Status Change
		UKT	UK Tax Code Change
		PRA	Payroll Related Action
		DTA	Data Change
		WTW	Welfare to Work
		CON	Continuance Not to Exceed
		ERR	Exception to RIF – Release
		NCF	Name Change From
		CWS	Change in Work Schedule
		CHR	Change in Hours
		CDS	Change in Duty Station
		CDE	Change in Data Element
		CTG	Change in Tenure Group
		CSC	Change in Service Computation
		CVP	Change in Veteran's Preference
EXT	Extension of NTE date	EXT	Extension of NTE Date
		PRN	Promotion NTE
		LWN	Extension of LWOP NTE
		DTN	Extension of Detail NTE
		TAN	Term Appointment NTE
		APN	Appointment NTE
		SAN	SES Appointment NTE
		PCN	Extension of Position



Action Code	Action Description	Reason Code	Reason Description
			Change NTE
		FLN	Extension of Furlough
FSC	Family/Benefits change	DEA	Death
		DEP	Married Dependents
		DIV	Divorce
		MED	Medicare Entitlement
		FBC	Family/Benefit Change
HIR	Hire	HAF	Hired from Affiliate
		LNP	Loan from Parent Company
		NPS	New Position
		TMP	Temporary Assignment
		TRN	Trainee
		XFR	Transfer
		HIR	Hire
		CTE	Conversion to EHRP
JED		SSF	Split Shift
		TMP	Temporary Assignment
JRC	Job Reclassification	JRC	Job Reclassification
LOA	Leave without pay	EDU	Education
		FML	Family and Medical Leave Act
		HEA	Health Reasons
		MAT	Maternity/Paternity
		MIL	Military Service
		PTD	Partial/Total Disability
		USH	Unpaid Statutory Holiday
		LOA	Leave Without Pay
LOF	Furlough	RED	Staff Reduction
		SEA	Seasonal Closure
		SLO	Strike/Lock-out
		TMP	Temporary Closure
		LOF	Furlough
		RTD	Return to Duty
LTD	Long term disability with pay	LTD	Long Term Disability With Pay
LTO	Long term disability	LTO	Long Term Disability
PAY	Pay Rate Change	ADJ	Adjustment
		ATB	Across-The-Board
		CNV	Currency Conversion
		COL	Cost-of-Living Adjustment
		MER	Merit



Action Code	Action Description	Reason Code	Reason Description
		OTH	Other
		PRO	Promotion
		REC	Job Reclassification
		SEN	Seniority Pay
		SPG	Step Progression
		XFR	Transfer
		PAY	Pay Rate Change
PLA	Leave without pay	LTD	Long-Term Disability
		MAT	Maternity/Paternity
		MIL	Military Service
		STD	Short-Term Disability
POS	Position Change	INA	Position Inactivated
		JRC	Job Re-Classification
		NEW	New Position
		REO	Re-Organization/Restructure
		STA	Position Status Change
		TTL	Title Change
		UPD	Position Data Update
		XFR	Transfer
		POS	Position Change
PRB	Probation	PRB	On Probation
PRC	Probation Completed	PRC	Probation Completed
PRO	Promotion	NCP	Normal Career Progression
		OPR	Outstanding Performance
		PRO	Promotion
		PRN	Promotion NTE
REC	Return from suspension or furlough	REC	Recall from Suspension/Layoff
REH	Rehire	REH	Rehire
RET	Retirement	CRE	Compulsory Retirement
		ERT	Early Retirement
		RAT	Retired from Affiliate
		RMT	Normal Retirement
		VRE	Voluntary Retirement
		RET	Retirement
RFD	Return from disability (LWP)	RFD	Return From Disability
RFL	Return from LWOP	AFC	Assignment Fully Completed
		RFL	Return From Leave



Action Code	Action Description	Reason Code	Reason Description
RNW	Replacement of an Employee	REP	Replacement of an Employee
		SEA	Seasonal Activity
RWP	Retirement With Pay	RWP	Retirement With Pay
STD	Short term disability with pay	STD	Short Term Disability With Pay
STO	Short term disability	STO	Short Term Disability
SUS	Suspension	DAC	Disciplinary Action
		DSB	Disorderly Behavior
		ILA	Illegal Action
		SUS	Suspension
		RTD	Return to Duty
TER	Termination	ATC	Agreed Term. of Apprent of CDD
		ATT	Attendance
		CDE	Closing Down of Establishment
		CHI	Child/House Care
		CON	Misconduct
		DEA	Death
		DIS	Dishonesty
		DSC	Discharge
		EAB	Employer's Anticipated Breach
		EAC	End of Apprenticeship Contract
		EES	Dissatisfied w/Fellow Employee
		EFT	End of Fixed-Term Contract
		ELI	Elimination of Position
		EOD	End of Demand
		EPP	Employer's End Probation Time
		ERT	Early Retirement
		FAM	Family Reasons
		GMI	Gross Misconduct
		HEA	Health Reasons
		HRS	Dissatisfied with Hours
		ILL	Illness in Family
		INS	Insubordination



Action Code	Action Description	Reason Code	Reason Description
		JOB	Job Abandonment
		LOC	Dissatisfied with Location
		LTC	Legal Termination of Contract
		LVE	Failure to Return from Leave
		MAR	Marriage
		MIS	Misstatement on Application
		MUT	Mutual Consent
		OTP	Resignation-Other Position
		PAB	Payee's Anticipated Breach
		PAY	Dissatisfied with Pay
		PCD	Premises Closed
		PER	Personal Reasons
		POL	Dissatisfied w/Comp. Policies
		PPO	Pension Payee Off
		PPP	Payee's End Probation Time
		PRM	Dissatisfied w/Promotion Opps
		PTD	Partial/Total Disability
		RAT	Retired from Affiliate
		RED	Staff Reduction
		REF	Refused Transfer
		REL	Relocation
		RES	Resignation
		RET	Return to School
		RLS	Release
		RWU	Receivership or Wind-Up
		SUP	Dissatisfied with Supervision
		TAF	Transfer to Affiliate
		TAR	Tardiness
		TMP	End Temporary Employment
		TRA	Transportation Problems
		TYP	Dissatisfied w/Type of Work
		UFC	Unforeseen Circumstances
		UNS	Unsatisfactory Performance



Action Code	Action Description	Reason Code	Reason Description
		VIO	Violation of Rules
		VSP	Voluntary Separation Program
		WOR	Dissatisfied w/Work Conditions
		REM	Removal
		TER	Termination
		CFE	Conversion from EHRP
TWB	Terminated with benefits	TWB	Terminated With Benefits
TWP	Termination with pay	TWP	Termination With Pay
XFR	Reassignment/conversion	EER	Employee Request
		INT	Internal Recruitment
		MRR	Manager Request
		PRO	Promotion
		ROR	Reorganization
		TAF	Transfer to Affiliate
		CVR	Conversion
		XFR	Realignment

**EmplID**

The EmplID (Employee ID) is the key identifier of the employee in EHRP. The EmplID is automatically generated by the system for each employee.

While the SSN is not used to identify the employees in the database, that data is still tracked in EHRP as the National ID.

**Structure of the PAR Processing Chapters**

The subsequent chapters of the PAR processing section of this manual are organized according to NOA code grouping (for example, Appointments). Within each chapter there will be at least one detailed procedure about how to process that type of action. A job aid is included in each chapter to provide a reference resource for the remaining NOA codes. The job aid can be used to determine the appropriate action code, reason code and any special considerations the user should make when processing that type of personnel action. Chapter 13 discusses the functions that EHRP automates such as Probation Termination, Tenure Conversion and Auto WGI. Finally, Chapter 14 provides information on Information Tools the system provides, including inquiries and reports.