



PAR Processing Overview

Chapter 3 Section 1

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.

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

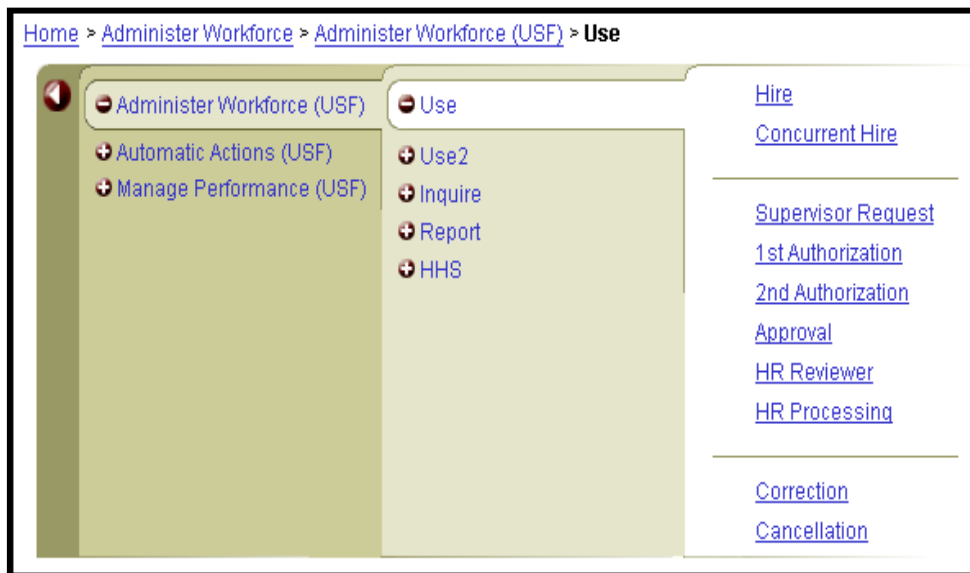
Workflow Workflow automates, streamlines and controls the flow of information through departments and throughout the organization. Workflow routes requests by sending personnel actions through a cycle to initiate, request, authorize and approve requests. Workflow then sends the requests on to human resources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

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 staff.

Workflow in EHRP is based upon six system roles: Requester ("REQ"), 1st Authorizer ("1st"), 2nd Authorizer ("2nd"), Approver ("SIG"), HR Reviewer ("REV"), and HR Processor ("PRO").

There are 6 PAR menu paths associated with the 6 PAR workflow roles.



The following routing options are available for each personnel action:

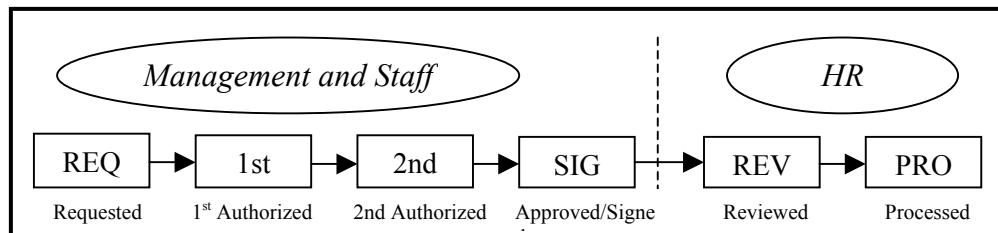
- 6-step process
- 5- step process
- 4-step process
- 3-step process
- 2-step process (two methods available)
- 1-step process

In the paths below, the “Management and Staff” team processes 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:

6-Step Workflow Process

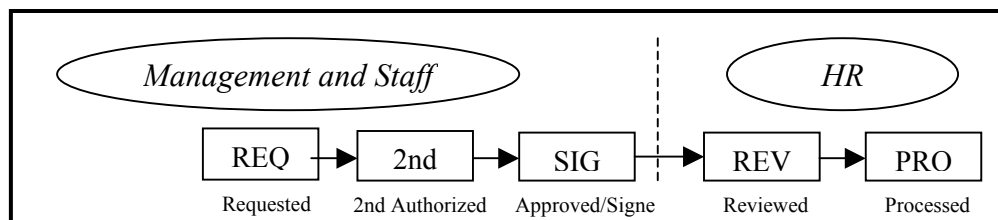
6-Step Workflow process



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 approval by the 1st authorizer, the action is forwarded for 2nd Authorization. When that individual approves the action, the Approver then forwards the action to HR for completion.

5-Step Workflow Process

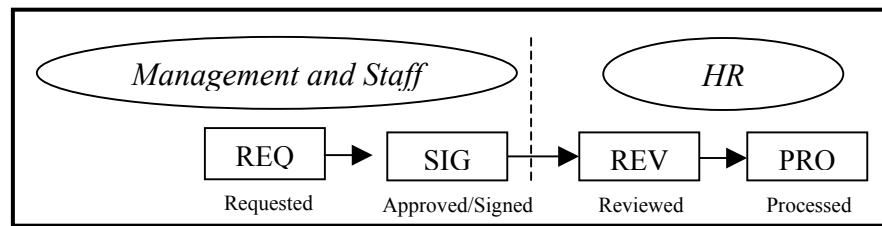
5-Step Workflow process



For example, a supervisor recommends a promotion for one of their subordinates. The supervisor makes the Request. The request is forwarded for 2nd Authorization. When that individual approves the action, the Approver then forwards the action to HR for completion.

**4-Step
Workflow
Process**

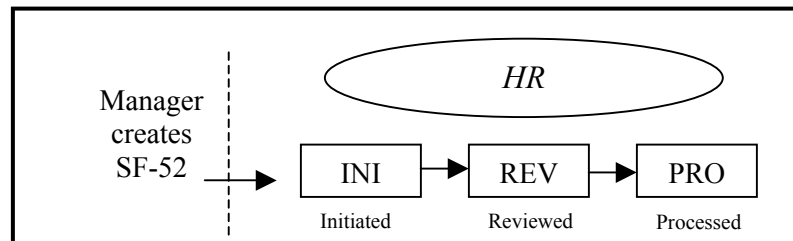
4-Step Workflow process



In this scenario, a supervisor makes the Request for promotion. That request would be forwarded directly to the Approver. The Approver would forward it to HR for completion.

**3-Step
Workflow
Process**

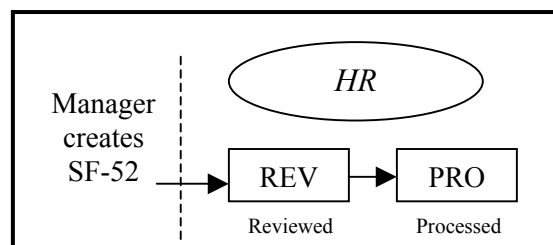
3-Step Workflow process



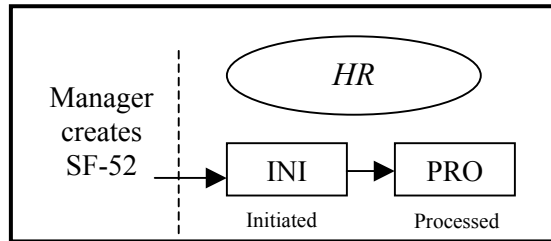
In this example, the process consists of the Manager creating a paper SF-52 request and forwarding that request to HR. HR REV uses the INI status to put the action on hold until they are ready to process that action in EHRP.

**2-Step
Workflow
Process –
Method 1**

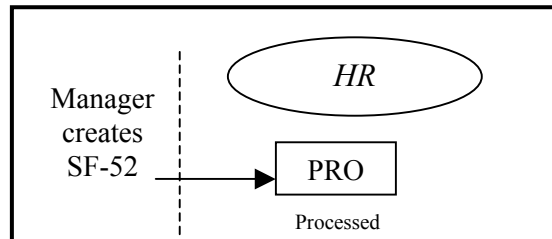
2-Step Workflow process -. (Method 1)



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

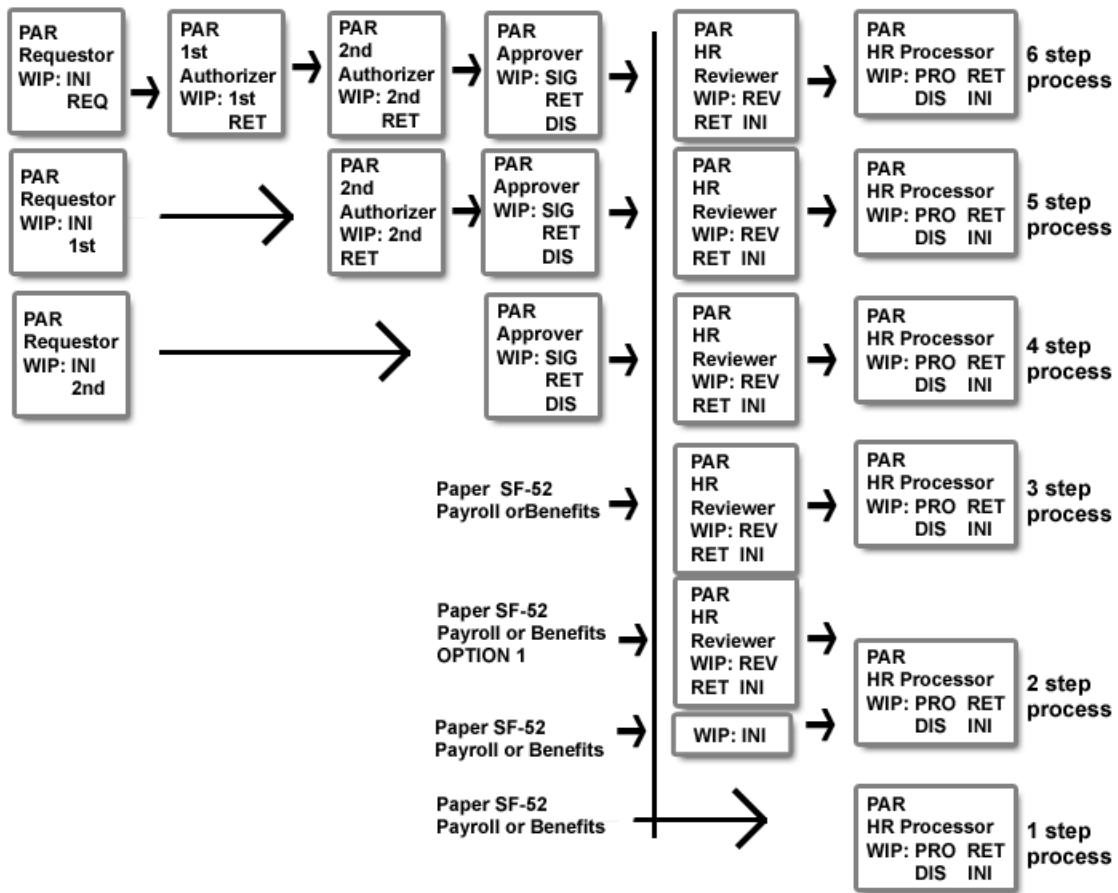
**2-Step
Workflow
Process –
Method 2****2-Step Workflow process – (Method 2)**

In this example, the process consists of the Manager creating a paper SF-52 request and forwarding that request to HR. HR can enter the action in EHRP as an INI, and then process that action in EHRP.

**1-Step
Workflow
Process****1-Step Workflow process.**

In this instance, the action is entered directly into the system under PRO status.

The following diagram illustrates the workflow processes available.





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, flexible 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 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.



Work-In-Progress Status	PAR Status Code	Definition
Initiated	INI	An Initiated status indicates an action is open, but not yet submitted as a request. By assigning a status of Initiated, originators can leave the request open until it is ready to submit
Requested	REQ	To submit a request, assign a status of Requested. The request will then go automatically to the next review level.
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	The second-level reviewer sends a request forward to the approval level by assigning a status of 2nd Authorization.
Approved/Signed	SIG	The approver sends a request forward to a human resources official to be processed by assigning a status of Approved/Signed.
Reviewed by Human Resources	REV	When the action has been approved, it flows to the HR Reviewer. Additional data may be entered at this point; the request is checked for any last minute changes that may be necessary. The request is then forwarded to the HR Processor.
Processed By Human Resources	PRO	Only human resources officials can assign the status PRO. They first review and complete the 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



Work-In-Progress Status	PAR Status Code	Definition
		Information. The user can include a comment, requesting additional 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	Only the HR Processor or the Approver can disapprove a request. To disapprove a request, the user assigns a status of Disapproved and enters the reason in the comments field. The request is routed back to the Requester, and CANNOT be modified or re-routed back into workflow..
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.

Electronic SF52

An electronic SF52 will replace your paper 52's. This is an OPM approved electronic document. The user is not required to print this document. The electronic signature in Part A, Item 6 on the SF52 is that of the Approver.

Electronic SF50

The electronic SF50 will replace the current paper SF50. OPM has approved this electronic document as well. Essentially, with the combination of the electronic SF52 and SF50, an electronic Official Personnel Folder (OPF) is created. The SF50 form will be batch printed. Additionally, the SF50 forms can be printed individually.

**Action and Reason Codes**

When submitting actions in the EHRP system, the user must select the appropriate **Action code**.

Directly following the **Action code** field, you will see the **Reason code** field. Depending upon the action you select, the system will provide the valid options from which to choose an appropriate reason for the action.

NOTE: Knowledge of the action and reason codes is critical to management since they will utilize these codes to communicate to the HR staff what action they would like to have processed. Reference Section 5 for a list of Action codes and their associated reason codes.

EmplID

The EmplID (Employee ID) is the key identifier of the employee in EHRP. It is auto generated by the system for each employee. Even though the SSN is not used to identify the employees, that data is still tracked in EHRP as the National ID.

Chapter Contents

Section 2 presents the role, function and how to access the worklist.

Section 3 covers the steps to requesting an action in the system,

Section 4 addresses authorizing and approving actions.

Section 5 is a helpful quick reference guide of Action Codes and their associated Reason Codes.

Section 6 provides information on Management Information the system provides including inquiries and reports.
