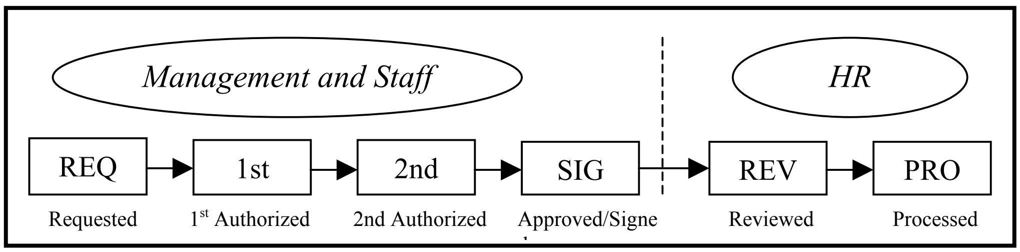
Requesting Actions

Chapter 3 Section 3

Introduction

As discussed in the PAR Processing Overview section of this chapter, actions move through EHRP via workflow, a process that is driven by users' roles in the system. While the full path of a request in workflow moves through six standard steps, several different processes are available for management and supervisor staff use as well. Samples of each variation of the six-step workflow path can be found in the Section 1 of the PAR Processing chapter in this guide.



Requesters have the capability of modifying all available fields on the pages of the PAR page group.

By following the steps in the procedure below, an action will be initiated in the system, as well as routed to the appropriate staff for processing by HR.

Navigation Path

Home → Administer Workforce → Administer Workforce (USF) → Use → Supervisor Request

Navigational Tips

- When accessing a field in EHRP that requires entry, there may be a button available for use. Clicking this button will open a window with a list of possible entry options for this field.
- When accessing a date field in EHRP (e.g., **Effective Date**, etc.), the button will produce a pop-up calendar for reference. To select a specific date from the pop-up calendar as the field entry, simply click on the date.

Procedure

The following steps detail the procedure for initiating a Personnel Action

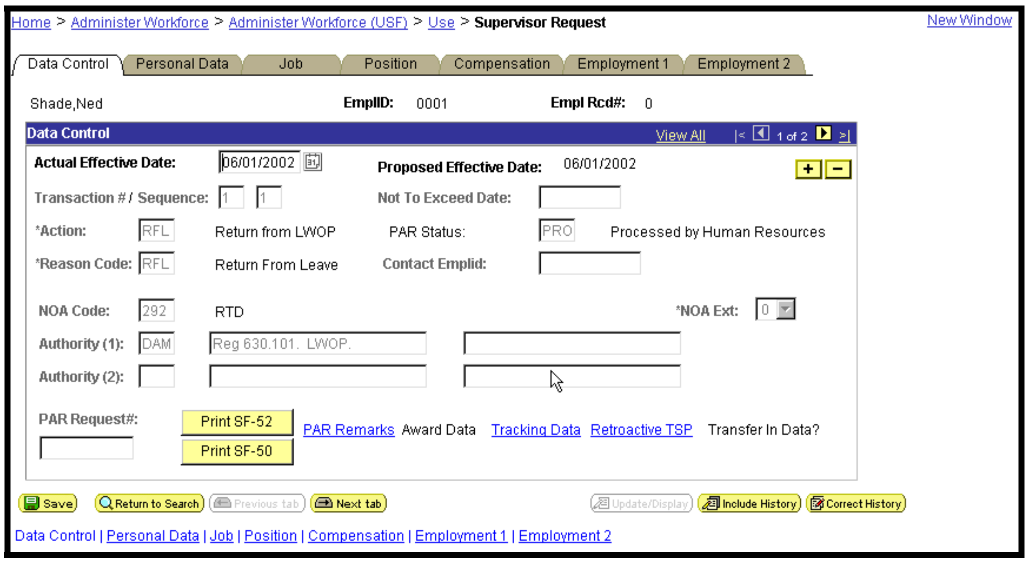
Request in EHRP, beginning at the "REQ" level:

1 Follow the Navigational Path:

Home ➔ Administer Workforce ➔ Administer Workforce (USF) ➔ Use ➔ Supervisor Request

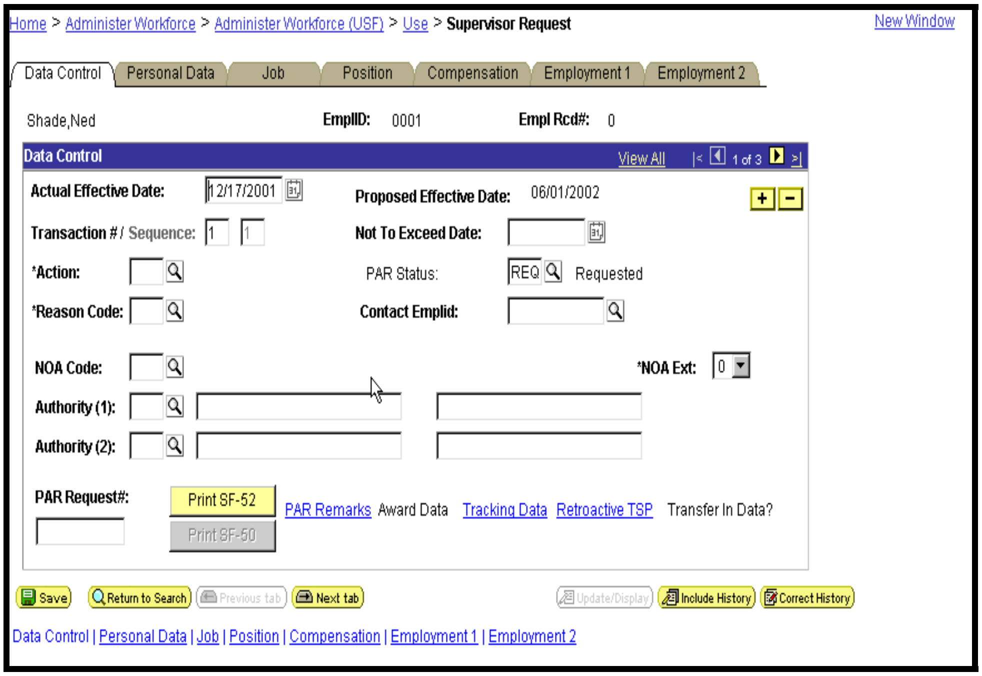
2 Select the desired employee.

The following **Data Control** page appears:



*NOTE: The **Data Control** page will be populated with the most recent personnel action performed for the selected employee.*

3 Click + in the **Data Control** box to insert another row into the employee's record.



4 Enter the **Actual Effective Date** of the personnel action.

5 Enter the **Action**.

6 Enter the **Reason Code**.

7 Confirm the **PAR Status** of "REQ" (Requested) for the 6-step workflow route, or update the status accordingly for any other variation on the 6-step workflow route.

NOTE: The update or confirmation of the PAR status of this personnel action request ensures that the action is entering workflow at the proper location. Referred to as "flipping the WIP ("Work in Progress")," the action will now be routed to the appropriate staff member for review.

8 Click 

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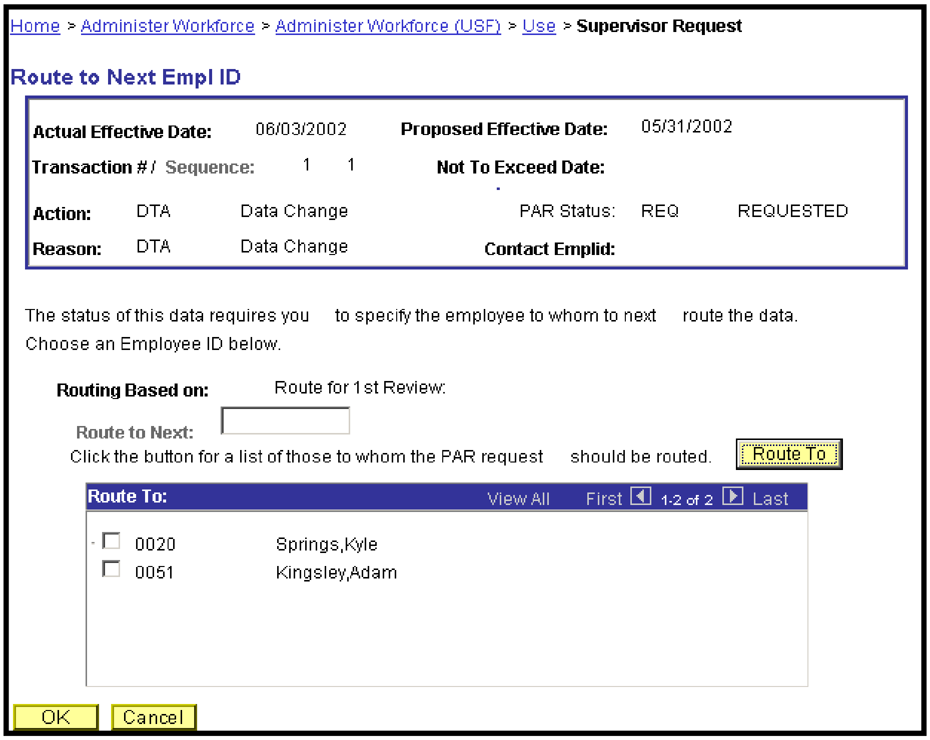
Routing Actions

Upon saving the page group, Requesters will be prompted to select the specific individual to whom the action should be routed:



9 Click the "**Route To**" pushbutton. You will see a list of valid users to whom the action can be routed. The names on the list are based upon Workflow role and Row level security.

10 Click the appropriate checkbox to select the **"Route To"** person; then, click OK.

The action has now been routed to the worklist of the user specified.