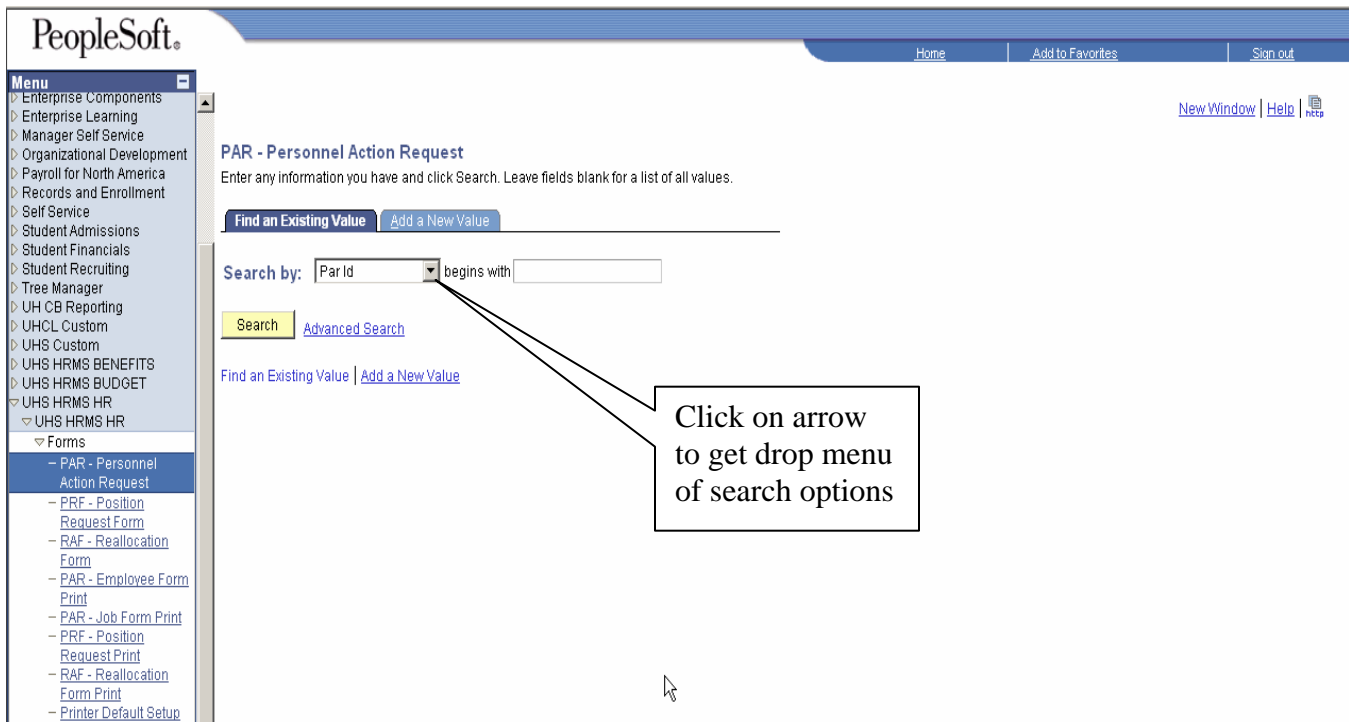


Find PAR – Personnel Action Request

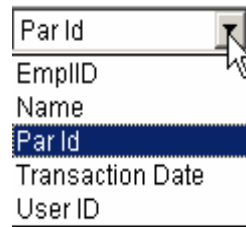
Navigation: **UHS HRMS HR > Forms > PAR – Personnel Action Request**

“Find an Existing Value” allows you to search for PAR forms that were previously created and saved in the system.



Search by

Select the Search criteria. Available options include:



Par Id = System generated number of PAR created

EmplID = Employee’s identification number

Name = Employee’s name that appear on PAR

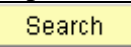
Transaction Date = Date PAR was created

User ID=PeopleSoft user identification (individual that created PAR)

Begins with/=

Enter appropriate data into field

Search

Click on 

Create PAR - Personnel Action Request

Navigation: UHS HRMS HR > Forms > PAR – Personnel Action Request

“Add a New Value” allows you to create a new Personnel Action Request form. A Par id number is system generated once the PAR form has been created and saved.

Add a New Value

Click on *Add a New Value* tab or link to create a new PAR.

Add

Click on Add

Note: When creating a new PAR, the PAR ID field should not be changed from “NEW.” System will issue number once the PAR form is saved.

PeopleSoft. Home Add to Favorites Sign out

New Window Help Customize Page

Menu

- Enterprise Components
- Enterprise Learning
- Manager Self Service
- Organizational Development
- Payroll for North America
- Records and Enrollment
- Self Service
- Student Admissions
- Student Financials
- Student Recruiting
- Tree Manager
- UH CB Reporting
- UHCL Custom
- UHS Custom
- UHS HRMS BENEFITS
- UHS HRMS BUDGET
- UHS HRMS HR
- UHS HRMS HR
- Forms
 - PAR - Personnel Action Request
 - PRF - Position Request Form
 - RAF - Reallocation Form
 - PAR - Employee Form Print
 - PAR - Job Form Print
 - PRF - Position Request Print
 - RAF - Reallocation Form Print
 - Printer Default Setup
- Phone Dir
- Process
- Reports
- Use
- UHS HRMS PAYROLL
- UHS HRMS POSITIONS
- Workforce Administration
- Workforce Development
- PeopleTools
- Benefits
- Financial Aid
- Set Up HRMS
- Set Up SACR
- Reporting Tools
- Change My Password
- My System Profile

Employee Form Job Form

Par ID: NEW [PRINT PAR EMP FORM](#)

Employee Information New Update Department: []

'Effective Date: [] ³¹ EmplID: NEW Benefits Eligible: []

Name: [] Preferred Name: []
Lastname,Firstname Middlename

Address: [] Apt/PO Box: []

City: [] County: [] State: [] Zip Code: []

Mailing Address If Different

Address: [] Apt/PO Box: []

City: [] State: [] Zip Code: []

Highest Education Level: [] Public Access: []

Home Phone: [] Gender: [] Disabled: []

Marital Status: [] Date of Birth: [] ³¹ Citizenship Status: []

Ethnic Group: [] Military Status: [] NID/SSN: []

Work Authorization Eligibility

I-9 Eligibility: I-9 Date: [] ³¹

International Employees Only

Country: [] Passport Number: [] Passport Expiration Date: [] ³¹

Visa/Permit Type: [] Visa/Permit Number: [] Visa Expiration Date: [] ³¹

Selective Service: Required for Male employees ages 18-25 (except for those on Visa)

Applicable? Eff Date: [] ³¹ Selective Service ID: []

Remarks

[]

Employee Form

Employee form will appear as shown above. Highlighted yellow fields must be completed. Complete other fields on page as required and save.

Signatures	Emplid	Name	Title	Date
Signature 1	[] ³¹	[]	[]	[] ³¹
Signature 2	[] ³¹	[]	[]	[] ³¹
Signature 3	[] ³¹	[]	[]	[] ³¹
Signature 4	[] ³¹	[]	[]	[] ³¹

Signature

Enter employee id number of the individual(s) authorized/required to sign. Name and title will automatically populate based on Emplid.

Date

Click on ³¹ to select appropriate date.

[PRINT PAR EMP FORM](#)

Save form before printing.

Save Notify Add Include History

Employee Form | Job Form

[PRINT PAR EMP FORM](#)

Click on link to print form on default printer.

Save Button

Click on Save to save Employee form. System will assign a Par id number to form once saved. **Be sure to save form after completion.**

Notify

Click on Notify to send email to appropriate personnel.

Add

Click on add button to create a new form.

Include History

Click on Include History to update RAF page

[Job Form](#)

Click on link to go to Job form.

Job Form Job form will appear as shown above. Complete other fields on page as required.

Signatures	Emplid	Name	Title	Date
Signature 1	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Signature 2	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Signature 3	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Signature 4	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Signature Enter employee id number of the individual(s) authorized/required to sign. Name and title will automatically populate based on Emplid.

Date Click on to select appropriate date.

PRINT THE JOB FORM Click on link to print form on default printer.

Save Button Click on to save Job form. System will assign a Par id number to form once saved. **Be sure to save form after completion.**

Notify Click on to send email to appropriate personnel.

Add Create a new form

Job Form Click on link to go to Job form.

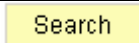
Print PAR - Personnel Action Request

Navigation: **UHS HRMS HR> Forms > PAR – Employee Form Print**

Navigation: **UHS HRMS HR> Forms > PAR – Job Form Print**

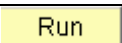
The Employee and Job Form Print links in the menu allows end-users to print existing or newly created PAR forms that have been saved. Forms are printed in PDF format. Adobe Acrobat is required in order to fully utilize this feature.

The screenshot shows the PeopleSoft interface for 'PAR - Job Form Print'. The search field is populated with 'Run Control ID begins with JC'. A callout box labeled 'Enter Control ID' points to this search field. Below the search field are buttons for 'Search' and 'Advanced Search'. The left-hand menu is expanded to show 'PAR - Job Form Print'.

Run Control ID	Enter Run Control ID in field.*
Search	Click on 

*Note: Click on [Add a New Value](#) link to create a Control ID if one does not exist.

The screenshot shows the 'Print PAR Job' interface. The 'Run Control ID' is 'JC' and the 'Par Id' is '10002'. A yellow 'Run' button is highlighted with a mouse cursor. The left-hand menu is expanded to show 'PAR - Job Form Print'. At the bottom, there are buttons for 'Save', 'Notify', 'Add', and 'Update/Display'.

Par id	Enter Personnel Action Request form identification number.
Run	Click  to start the process

The screenshot shows the 'Process Scheduler Request' form in PeopleSoft. The 'Server Name' field is set to 'PSNT'. The 'Process List' table shows a process named 'UPER056P' with a 'Type' of 'Web' and a 'Format' of 'PDF'. Callouts point to these fields with the following text:

- Server Name is**: Points to the 'Server Name' dropdown menu.
- Process Type determines Server Name**: Points to the 'Process Type' dropdown menu.
- Type is Web**: Points to the 'Type' dropdown menu.
- Format is PDF**: Points to the 'Format' dropdown menu.

Server Name*	Enter PSNT in field or click on and select from drop down menu.
Type	Enter Web or click on and select from drop down menu.
Format	Enter PDF or click on and select from drop down menu.
OK	Click OK button

***Note:** A Server Name must be selected when printing reports. The Process Type determines which server to use. There are two types, (1) Crystal Report, and (2) SQR Report. For SQR reports use PSUNX and Crystal reports use PSNT. Click on next to field(s) and make selection from drop down menu.

The screenshot shows the 'Process Monitor' page in PeopleSoft. The 'Process Instance' number is '1072158'. Callouts point to the 'Process Monitor' link and the 'Process Instance' number with the following text:

- Process Monitor link**: Points to the 'Process Monitor' link.
- Process Instance number**: Points to the 'Process Instance' number.

Process Instance Number	This number identifies PAR
Process Monitor	Click on Process Monitor link.

View Process Request For

User ID: UHSPARTT Type: Last: 1 Days Refresh

Server: PSNT Name: Instance: to

Run: Distribution Status: Save On Refresh

Select	Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details
<input type="checkbox"/>	1072158		Crystal	UPER056P	UHSPARTT	11/20/2006 1:56:23PM PST	Success	Posted	Details

Go back to PAR - Job Form Print

Save Notify

Process List | Server List

User ID	Your user id should be in this field. User id match PS login id.
Server	Enter PSNT in field or click on ▾ and select from drop down menu.
Refresh	Click on Refresh button to refresh screen. Click this button until Run Status shows Success.
Details	Click on Details link to view the report/form after Success appears in Run Status column.

Process Detail

Process

Instance: 1072158 Type: Crystal

Name: UPER056P Description: UPER056P

Run Status: Success Distribution Status: Posted

Run

Run Control ID: JC

Location: Server

Server: PSNT

Recurrence:

Update Process

Hold Request
 Queue Request
 Cancel Request
 Delete Request
 Restart Request

Date/Time

Request Created On: 11/20/2006 1:57:13PM PST

Run Anytime After: 11/20/2006 1:56:23PM PST

Began Process At: 11/20/2006 1:57:42PM PST

Ended Process At: 11/20/2006 1:58:06PM PST

Actions

[Parameters](#) Transfer

[Message Log](#)

Batch Timings

[View Log/Trace](#)

OK Cancel

View Log/Trace	Click on link to get PAR form.
---------------------------------------	--------------------------------

View Log/Trace

Report
Report ID: 31306 **Process Instance:** 1072158 [Message Log](#)
Name: UPER056P **Process Type:** Crystal
Run Status: Success

UPER056P
Distribution Details
Distribution Node: PSNT **Expiration Date:** 12/20/2006

File List

Name	File Size (bytes)	Datetime Created
Message Log	0	11/20/2006 1:58:06.000000PM PST
UPER056P_1072158.PDF	58,457	11/20/2006 1:58:06.000000PM PST
PeopleSoft Trace File	623	11/20/2006 1:58:06.000000PM PST

Distribute To
Distribution ID Type ***Distribution ID**
 User HSPARTT

[Return](#)

Filename link

UPER056P 1072158 PDF

This is the filename. Click on this link to view/print PAR form. File can only be saved in PDF format

University of Houston System - PAR - Job Information

Employment Information: **PAR ID:** 10002 **Empl ID:** 0169352 **SSN:** 460-75-9866

Name: Branch,Johnnetta M. **Ben Program:** NBE

Prof Exp Date: **Comp Seniority Date:** 1/8/2005 **Latest merit Date:**

Termination Date: 5/12/2005 **Service Date:** 1/8/2005 **Latest Promotn Date:**

Last Date Worked: 5/12/2005 **Expected Return Date:** (LOA Only)

Current Job Records:

Recd#	Position	Campus	Dept	Job Cd	Title	SPLN	SGRD				
0	00300576	HR784	D0050	5996	Federal Workstudy	STF	020				
Sts	F	JE	PG	R/T	Empl Class	Officer Cd	Std Hrs	FTE	Comp Rt	M/H	Rate@1.0
A	E	020	DBW	T	Student Workers	None	20.00	0.50	10.00	H	20.00

Requested Job Actions:

Effective Date: 4/8/2005 **Action:** TER **Reason:** ASN

Recd#	Position	Campus	DeptID	Job Cd	Title	SPLN	SGRD
0	00300576	HR784	D0050	5996	FEDERAL WORK STUDY	STF	020

PAR – Job Information

As shown above the Job Information page appears.