

# LOUIE ePAR Navigation - Initiator's Guide

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# Introduction

## Overview

ePAR (electronic Personnel Action Request) is a function in LOUIE that supports paperless employment transactions such as hiring an employee, job or pay changes, and end of employment. The ePAR is usually initiated in the employee's home department, and then it is routed for appropriate approvals and notifications and finally entered into LOUIE.

## Objective

To use these paperless transactions to collect and record required employment information and to track the information through the process.

## Employee transactions done by ePAR

The ePAR will be used for all the following employee groups: faculty, administrative faculty, academic professionals, administrators, service professionals, classified staff, temporaries (hourly and salaried), graduate assistants, and student workers. **Note:** summer faculty and part-time, non-benefit eligible faculty are considered salaried temporary employees.

## Workflow

When a business decision is made that requires a hire or a change to an employee's job or pay, the department initiator enters the required information on the ePAR. For many transactions, the employee's current information will populate automatically on the form. The initiator is prompted

for only the information required to complete the specific requested transaction. After the ePAR is submitted by the initiator, it follows a prescribed approval path based on the type of employee and the transaction being processed. After final approval, the information is automatically loaded into LOUIE.

## Types of forms

The type of form used is based on the type of transaction.

- **Hiring form:** used for hires, rehires, and transfers
- **Change an employee's existing job (Job change) form:** used for all changes to an employee's existing job, FTE changes, pay rate changes, etc.)
- **Employment status change form:** used to terminate employment (whether from resignation, retirement, involuntary termination, etc.), to place an employee on a leave of absence or return them from a leave of absence.

## Viewing the status of a form

All those involved in processing a particular transaction can view the progress of the form and know its status at any point in time during the process. They can also view the completed form when the process is finished.

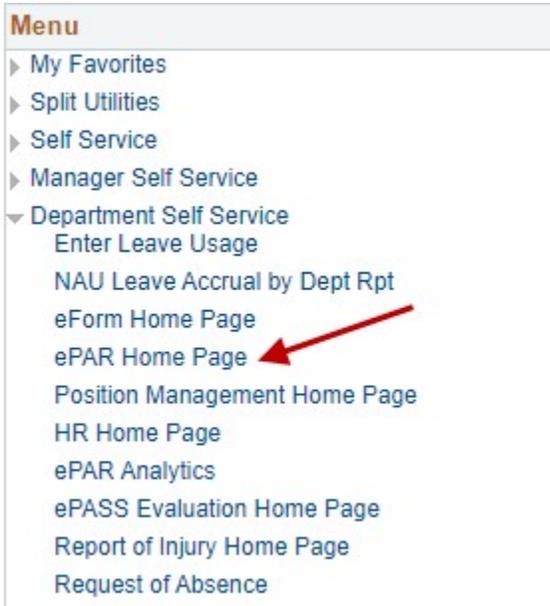
After reviewing this user guide, if you have any questions about this process, please contact Human Resources at [HR.Contact@nau.edu](mailto:HR.Contact@nau.edu) or 928-523-2223. If you would like more guidance about the specific actions, please review detailed use cases found on the [ePAR web page](#).

## Before initiating an ePAR form

Before you initiate an ePAR form, it is important that you complete any existing process required for that personnel action. In many cases, documentation will need to be attached to complete the ePAR form. Some examples would be a waiver of recruitment form, a letter of resignation, an offer letter, etc. The ePAR form and approval process simply records the resulting personnel action and then loads the information into LOUIE.

## Access ePAR in LOUIE

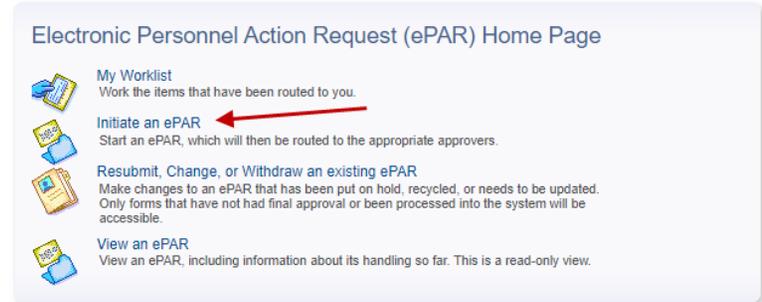
- Log in to LOUIE using your user ID and password
- Select **Department Self Service > ePAR Home Page**



# Initiate an ePAR

1. From the ePAR Home Page, select **Initiate an ePAR**

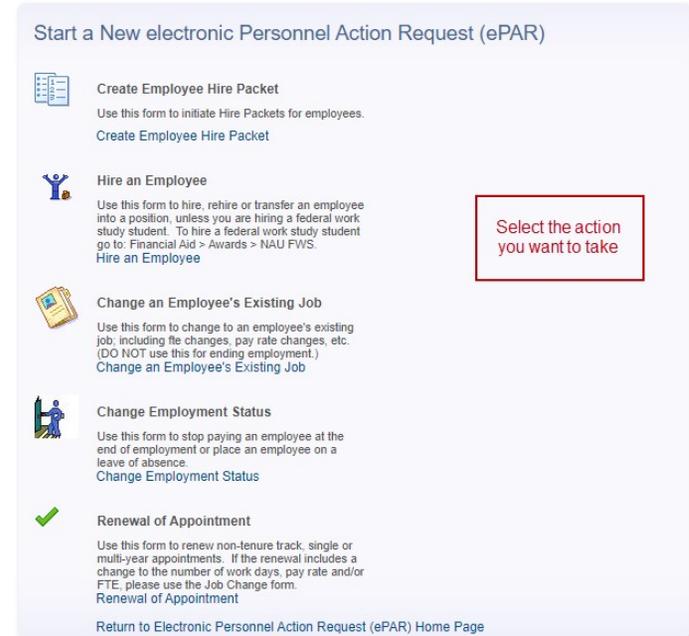
Main Menu > Department Self Service > ePAR Home Page



Note: Depending on permissions you may not have all these options

2. Select the form you need based on the type of action you are taking. The type of form used is based on the type of transaction. *Read the descriptions carefully.*

- **Hire an employee:** used for hires, rehires, and transfers
- **Change an employee’s existing job form:** used for all changes to an employee’s existing job (funding changes, FTE changes, pay rate changes, etc.)
- **Change employment status form:** used to terminate employment (whether from resignation, retirement, involuntary termination, etc.), to place an employee on a leave of absence or return them from a leave of absence.



3. Enter information to start the form. Different forms will start off in slightly different ways.

The **Hire an Employee** form's first screen asks you to search by entering any of the following criteria that you would have from the hiring process:

**Select Person**

Enter any information you have and click Search. Leave fields blank for a list of all values.

▼ **Search Criteria**

Empl ID:

First Name:

Last Name:

Date of Birth:

Social Security #:

The **Change an employee's existing job** and the **Change employment status** forms offer slightly different search criteria for existing employees:

**Select Employee Record**

Enter any information you have and click Search. Leave fields blank for a list of all values.

▼ **Search Criteria**

Empl ID:

Empl Record:

Name:

Last Name:

Department:

Position Number:

Case Sensitive

Every ePAR will have **Form Info** at the top about the employee for which the transaction is being done and the form initiator information. Depending on the initiator's security access, they may have links to more information about that specific employee in personal data, job data, etc.

**Form Info**

Name: [Redacted]

Empl ID: [Redacted] Rcd#: 0

Position Number:

Empl Group:

Initiator: [Redacted]

Initiator Phone: [Redacted]

Initiator Email: [Redacted]

[Personal Data](#)

[Job Data](#)

[Contract Data](#)

Each form will then ask different types of information depending on what action you are taking and what type of employee is involved (faculty hire, classified staff transfer, etc.). The form will automatically populate some of the fields from existing data. You must complete the remaining fields before you can proceed to the next page in the form. Most forms will have several pages.

## Using the look up function

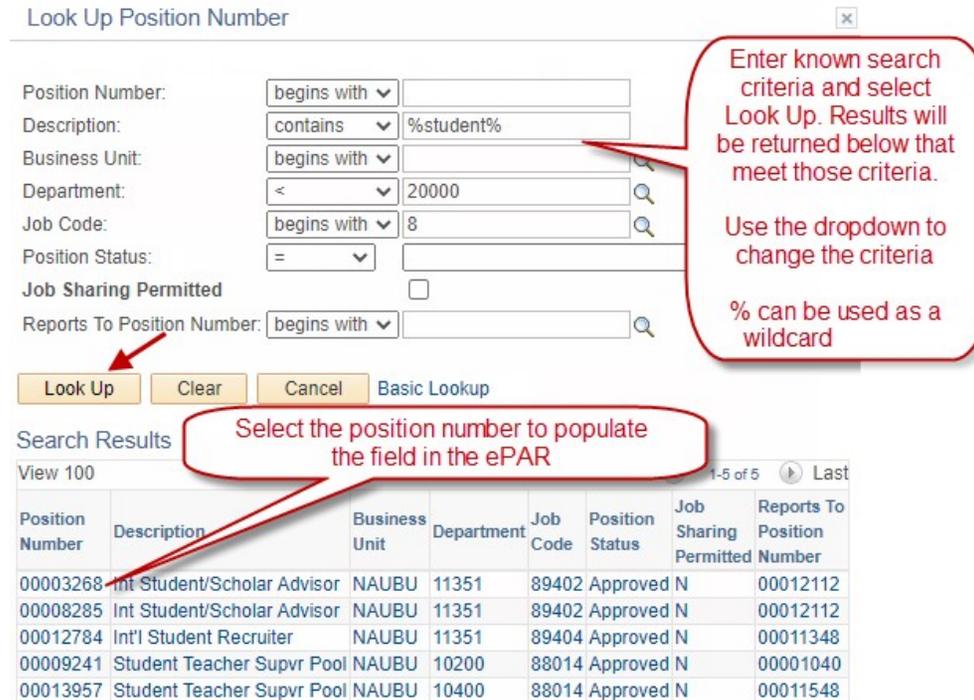
At times, you will want to look up a value for a field. If a field has a magnifying glass symbol, you can select the symbol to open a **Look Up** function. The example below is for Position Number. Exact fields and results will depend on the field you are looking up.



Position Information

Position Number:  

The **Look Up** screen displays, and you can further limit your search by adding other criteria. You can change the drop-downs to other options such as contains, and you can use a % as a wildcard. In this example, the search is limiting to student positions in a particular department. Blank fields will not be used to filter.



Look Up Position Number

Position Number: begins with

Description: contains

Business Unit: begins with

Department: <  

Job Code: begins with  

Position Status: =

Job Sharing Permitted

Reports To Position Number: begins with  

Basic Lookup

Search Results

View 100 1-5 of 5 Last

Position Number	Description	Business Unit	Department	Job Code	Position Status	Job Sharing Permitted	Reports To Position Number
00003268	Int Student/Scholar Advisor	NAUBU	11351	89402	Approved	N	00012112
00008285	Int Student/Scholar Advisor	NAUBU	11351	89402	Approved	N	00012112
00012784	Int'l Student Recruiter	NAUBU	11351	89404	Approved	N	00011348
00009241	Student Teacher Supvr Pool	NAUBU	10200	88014	Approved	N	00001040
00013957	Student Teacher Supvr Pool	NAUBU	10400	88014	Approved	N	00011548

Enter known search criteria and select Look Up. Results will be returned below that meet those criteria.

Use the dropdown to change the criteria

% can be used as a wildcard

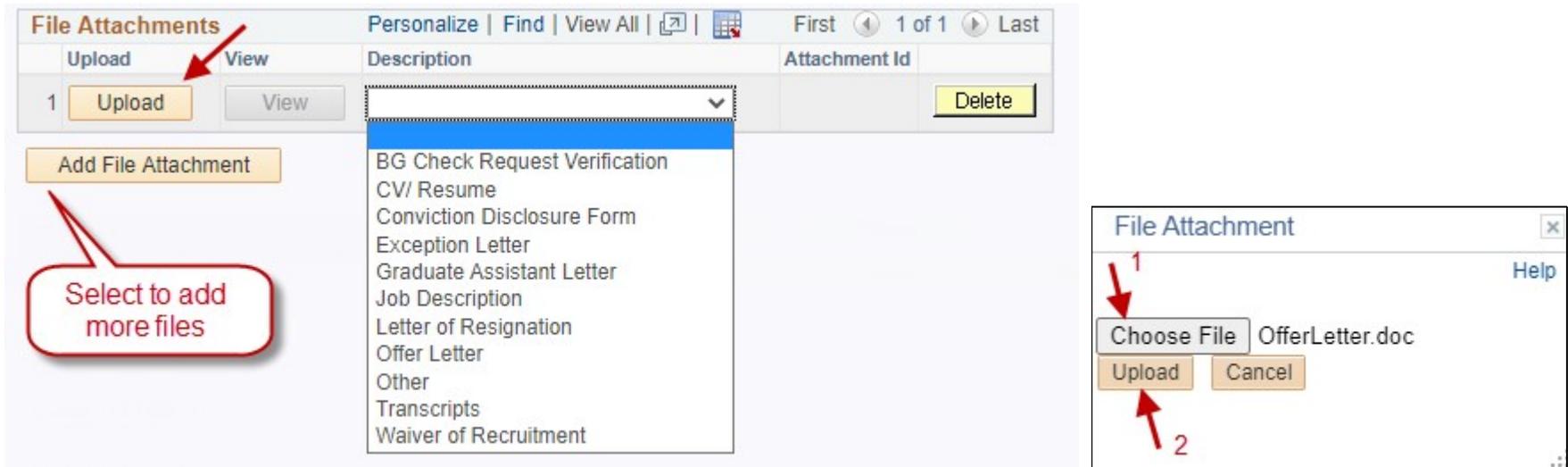
Select the position number to populate the field in the ePAR

After your search results are returned, you can select the appropriate result by clicking it. The Look Up window will close and it will return you to the ePAR form with your selected value populated in the field.

## Upload attachments

Often you will need to upload attachments to the ePAR form. These may be forms or letters simply uploaded from your computer or they could be signed documents that have been scanned and uploaded into the ePAR. Attachments stay with the form permanently – please be sure they are appropriate to be attached to that particular form. If you are unsure, please contact Human Resources.

To upload documents, select **Upload**.



Select **Choose file** to access your files and select the correct document. The document name will then appear in the field. The following file types are permitted as attachments: DOC, DOCX, GIF, JPEG, JPG, PDF, TIF, TIFF, XLS, XLSX. Select **Upload** to attach the document.

Use the **Description** drop-down to indicate the type of document you are attaching.

If you need to attach more than one document, select **Add File Attachment** and another field will appear.

# Place a form on hold

If you are working on a form and are not done or would like to come back to it before you submit it, select **Hold** on any page. This will save your work and return to the form later. **Note:** You can select **Hold** on the bottom of any **Hire** or **Change to existing job** form. You cannot place an **Employment status change** form on hold (it is only one page and requires very little entry).

Funding						
	PF Dept	Fund	Program	Project	Sub Dept	Distrb %
1	11110360	4200	I003			100.000

Int FTE 86.000000  
Fac Fiscal FTE 130.500000  
FTE 0.329502

Pay Over Contract

Intermittent?  
 Fiscal Employee?

<< Previous      Next >>  
<< Search      Hold      Cancel



## Submit a completed form

If you have completed the form and are ready to submit it to the next level Approver, make any comments that might be helpful for them and then select **Submit**. Be aware that comments become part of the permanent record and cannot be removed. After it is submitted, the form will be routed to your department Approver. They will receive an email letting them know they have a form to approve.

eForm ID: 946461

**Actions & Action Reasons**

Action	Action Description	Reason	Action Reason Description	Effective Date
1 HIR	Hire	NCH	Non-Competitive Hire	09/17/2020

Empl Record: 0

**File Attachments** Personalize | Find | View All | | First 1 of 1 Last

Upload	View	Description	Attachment Id	Delete
1 <input type="button" value="Upload"/>	<input type="button" value="View"/>	Offer Letter	#072_dv2020-09-02-16.57.32	<input type="button" value="Delete"/>

**Comments**

Your Comment:  
Background check has been initiated

After you have submitted the form, the Result Page will show you the status of the form as submitted. The **Process Visualizer** will show your part of the task as completed (the green check mark) and that the form has been passed on to the next level Approver (the blue outline). The green, wavy arrow indicates that this step in the process is being skipped - there is no second level Approver for your department. The items in color are completed steps – the grayed-out items are approvals that still need to happen.

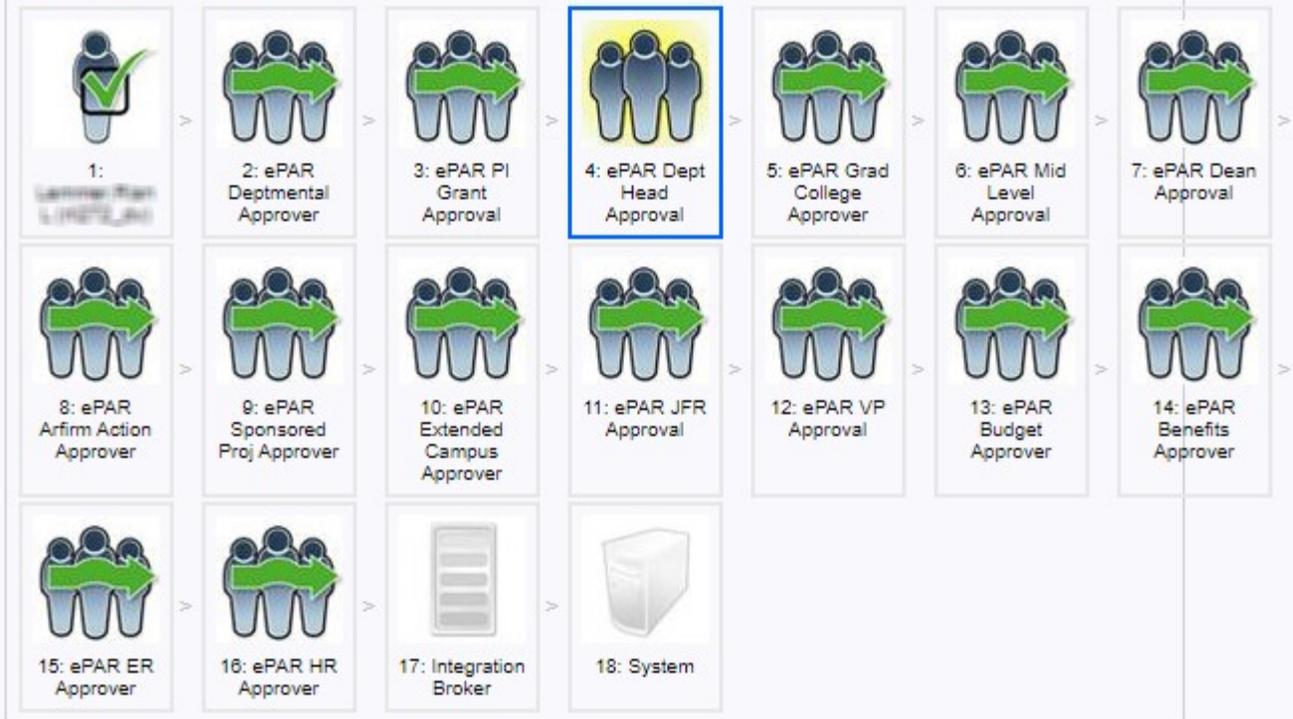
## Form Status

eForm ID: 946721

You have just SUBMITTED this form. This action passed the form to ePAR Dept Head Approval for further processing.

Who can work this form?

## Process Visualizer



The name of all approval roles begins with NAU\_HR ePAR, even though the approvers are not in HR. For example, role 4 is NAU\_HR ePAR Dept. Head Apprv – this is generally a department director or chair. Also, the approval routing can change for different transactions and employee groups. See the [Routing Approvals Worksheet](#) for a description of the different approval routings. You can select **Who can work this form?** to see everyone who has authority to take action. They will be automatically notified by the system and the ePAR will be added to their Worklist.

## Search for and return to already created forms

There are several reasons you would go back to a form that you created (each process will be explained in detail in the upcoming pages):

- **Return to a form you have on hold** so that you can complete and submit it
- **Make a change to a recycled form** – this is a change you make *at the request of an approver* who has sent the form back to you (or ‘recycled’ it)
- **Make a change to a form that’s already submitted and is still in the approval process** (resubmit) – this is a change that *you initiate* based on new information you have or after realizing an error you need to correct
- **Withdraw a form** – this removes all data from a form and requires that you start over with a new, blank form
- **View a form** –view the details of a form in read-only mode and to track the status and progress of a form

## Search for an existing form you need to change

You can view forms that are in process or have been finalized by navigating in LOUIE to Department Self Service > ePAR Home Page > Resubmit, Change, or Withdraw and existing ePAR.

[Main Menu](#) > [Department Self Service](#) > [ePAR Home Page](#)

Electronic Personnel Action Request (ePAR) Home Page

-  **My Worklist**  
Work the items that have been routed to you.
-  **Initiate an ePAR**  
Start an ePAR, which will then be routed to the appropriate approvers.
-  **Resubmit, Change, or Withdraw an existing ePAR** ←  
Make changes to an ePAR that has been put on hold, recycled, or needs to be updated. Only forms that have not had final approval or been processed into the system will be accessible.
-  **View an ePAR**  
View an ePAR, including information about its handling so far. This is a read-only view.

Note: Depending on permissions you may not have all these options

A search menu will open to enable you to search for all forms you have created. Enter any information you have that will narrow the search. Most of the time you will search by **EmplID** (Employee ID) or last name and it will return a single form. However, you can search by other criteria like **Original Date** (date the form was created) or **Workflow Form Type** (Hire, Job Change, etc.) or **Workflow Form Status** (on hold, pending, partially approved, withdrawn, etc.).

After you enter information and select search, a list of all forms meeting your search criteria will appear and you can select the one that is appropriate. Select the form you want to view, and it will open.

### View an ePAR

Enter any information you have and click Search. Leave fields blank for a list of all values.

[Find an Existing Value](#)

**Search Criteria**

eForm ID:

Empl ID:

Empl Record:

Last Name:

Department:

Workflow Form Type:

Workflow Form Status:

Original Operator:

Original Date:

Last Operator:

Last Date:

Case Sensitive

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

### Search Results

View All First 1-3 of 3 Last

eForm ID	Empl ID	Empl Record	Name	Last Name	Department	Workflow Form Type	Workflow Form Status	Original Operator	Original Date	Last Operator	Last Date
946152	*****	0	*****	*****	30600	HIRE	Executed	*****	09/01/2020	*****	09/01/2020
946154	*****	0	*****	*****	30600	HIRE	Executed	*****	09/01/2020	*****	09/01/2020
946164	*****	0	Lumberjack, Louie	LUMBERJACK	40100	HIRE	On Hold	*****	09/01/2020	*****	09/01/2020

# Complete a form that was on hold

After you have opened and completed the form, select **Next** to get to the last page where you can add comments that might help your next level Approver. Select **Resubmit** (even though it is the first time you are submitting it) to route the form to the department approver.

eForm ID: 948153

**Actions & Action Reasons**

Action	Action Description	Reason	Action Reason Description	Effective Date
1 HIR	Hire	NCH	Non-Competitive Hire	09/16/2020

Empl Record: 0

**File Attachments** Personalize | Find | View All | First 1 of 1 Last

Upload	View	Description	Attachment Id	Delete	
1	Upload	View	Offer Letter	mp1412020-09-14-15.04.49	Delete

Add File Attachment

**Comments**

Your Comment:  
Offer letter now attached.

Comment History:  
\*\* Action: Update Information  
\*\* Mon, Sep 14 20, 03:04:08 PM  
Please attach offer letter.

Resubmit Withdraw  
<< Previous Next >>  
<< Search Hold Cancel

You can make changes and add comments, then Resubmit

Each time you complete a change and select **Resubmit**, this screen will show you the status of the form.

**Form Status**

eForm ID: 946721

You have just SUBMITTED this form. This action passed the form to ePAR Dept Head Approval for further processing.

Who can work this form?

**Process Visualizer**

- 1: ePAR PI Approval
- 2: ePAR Dept Head Approval
- 3: ePAR PI Grant Approval
- 4: ePAR Dept Head Approval
- 5: ePAR Grad College Approver

## Make a change to a recycled form

If an approver **at any level** has recycled a form - sent it back to you for corrections - you will receive an email notification. In the email, you will see the most recent comments added to the comment section of the form. We highly recommend that Initiators and Approvers use the comment section in these situations, so everyone knows what changes are being requested or have been corrected. If no comments are made, you will have to contact the Approver who recycled the form to learn this information.

In the email there will also be a live link directly to the form that needs correcting. Selecting on the link will open the form.

### E-mail sample text

[eForms] Worklist Item: Reconsider request to Hire Jill Lumberjack.



psdv@phdv2.ucc.nau.edu

To [redacted]



3:04 PM

Worklist Item: Reconsider request for 948153.

You have a pending worklist item to reconsider the following request. It was Recycled by [redacted], which means you must decide whether to resubmit it or withdraw it. Please consider any comments made by [redacted] before acting on this form.

You may follow the link below to work this item.

Form ID: 948153 Status: Pending

Request: Hire Jill Lumberjack, EmplID [redacted] Requested by [redacted] on Mon, Sep 14 20, 02:59:43 PM

Last Action: This form was Recycled by [redacted]

Last Comment:  
Please attach offer letter.

Previous Comments:

Link To Update an Hire ePAR

[https://phdv2.ucc.nau.edu:8444/psp/ph9206nc/EMPLOYEE/HRMS/c/G\\_FORMS.G\\_FORM\\_HIRE\\_U.GBL?Page=G\\_FORM\\_HIRE\\_A&Action=U&&G\\_FORM\\_ID=948153&G\\_FORM\\_TASK=UPD](https://phdv2.ucc.nau.edu:8444/psp/ph9206nc/EMPLOYEE/HRMS/c/G_FORMS.G_FORM_HIRE_U.GBL?Page=G_FORM_HIRE_A&Action=U&&G_FORM_ID=948153&G_FORM_TASK=UPD)

Link To View an Hire ePAR

[https://phdv2.ucc.nau.edu:8444/psp/ph9206nc/EMPLOYEE/HRMS/c/G\\_FORMS.G\\_FORM\\_HIRE\\_V.GBL?Page=G\\_FORM\\_HIRE\\_A&Action=U&&G\\_FORM\\_ID=948153&G\\_FORM\\_TASK=VWS](https://phdv2.ucc.nau.edu:8444/psp/ph9206nc/EMPLOYEE/HRMS/c/G_FORMS.G_FORM_HIRE_V.GBL?Page=G_FORM_HIRE_A&Action=U&&G_FORM_ID=948153&G_FORM_TASK=VWS)



Another way to search for forms that have been recycled is to use the search function described in [View forms](#), p 20.

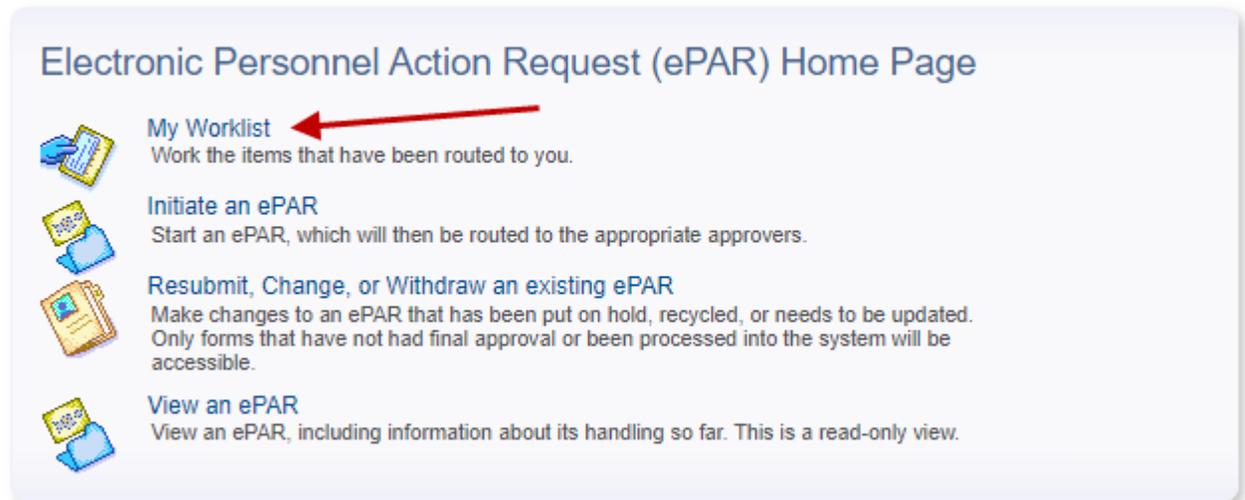
## Accessing the worklist

A third way to access forms that have been recycled to you is to use your **worklist** access. The worklist is your personal list of items that require an action on your part. Forms that are on hold or waiting on someone else's action will not be on this list – only forms that you have submitted and have come back to you for corrections.

To access your worklist, you can start at the main LOUIE page that opens right after you log in and access your worklist through the side menu or page itself. You can also access your worklist from any page through the toolbar link on the top right.



### Main Menu > Department Self Service > ePAR Home Page



Note: Depending on permissions you may not have all these options

After your worklist opens, you can select the form you need to work on.

Worklist

Worklist for [Employee Name]

Detail View

Worklist Filters [Dropdown] Feed [Dropdown]

You can identify forms by employee name

From	Date From	Work Item	Worked By Activity	Priority	Link	Mark Worked	Reassign
[Employee Name]	09/13/2020	Notification Worklist	Notification	[Dropdown]	<a href="#">HIRE: [Link]</a>	Mark Worked	Reassign
[Employee Name]	09/13/2020	Notification Worklist	Notification	[Dropdown]	<a href="#">HIRE: [Link]</a>	Mark Worked	Reassign
[Employee Name]	09/11/2020	Notification Worklist	Notification	[Dropdown]	<a href="#">CHGEMPSTAT: [Link]</a>	Mark Worked	Reassign
[Employee Name]	09/11/2020	Notification Worklist	Notification	[Dropdown]	<a href="#">CHGEMPSTAT: [Link]</a>	Mark Worked	Reassign
[Employee Name]	09/11/2020	Notification Worklist	Notification	[Dropdown]	<a href="#">CHGEMPSTAT: [Link]</a>	Mark Worked	Reassign

After you have opened the form, make the necessary changes and select **Next** until you are at the last page of the form. Adding a comment lets your next level approver know what changes you made in addition to the comment history.

eForm ID: 948153

Actions & Action Reasons

Action	Action Description	Reason	Action Reason Description	Effective Date
1 HIR	Hire	NCH	Non-Competitive Hire	09/16/2020

Empl Record: 0

File Attachments

Upload	View	Description	Attachment Id	Delete	
1	Upload	View	Offer Letter	[Attachment ID]	Delete

Add File Attachment

Comments

Your Comment:  
Offer letter now attached.

Comment History:  
\*\* [Employee Name] \*\*  
\*\* Mon, Sep 14 20, 03:04:08 PM  
Please attach offer letter.

Resubmit Withdraw

<< Previous Next >>

<< Search Hold Cancel

You can make changes and add comments, then Resubmit

After you select **Resubmit**, the form will be sent on to the department approver to start the approval process over again. An email will again be sent to let them know that there is a new version of the form to approve.

## Make a change to a form already submitted but still in the approval process

There may be times when you have already submitted a form and realize you need to change or correct something. After searching for, selecting, and opening the form, make the necessary changes. Add comments that would explain to the next level approver that you have updated or changed the form and **Resubmit** to start the approval process over again.

If your form has already completed the approval process and/or has been entered into LOUIE (which shows as the **Integration Broker** or **System** stages on the Process Visualizer), that form cannot be changed – a new form would need to be initiated. If this occurs, please contact HR for help.



## Withdraw a form

If you need to make so many changes or corrections that it's easier to start over, you can withdraw your form and it will remove all the info you have put into it. You will then start a new ePAR to complete your work.

You will not be able to go back and edit the withdrawn form, but you will still be able to have read-only access to the information in the withdrawn form by using the **View** function.

To withdraw your form, select **Withdraw**. It is helpful to briefly comment for the next level approver.

eForm ID: 946164

**Comments**

Your Comment:  
There are so many changes for this form. I am withdrawing it and starting over.

Resubmit Withdraw << Previous Next >> << Search Hold Cancel

A red arrow points to the 'Withdraw' button.

Your result page will show the status of the form as WITHDRAWN and no form currently in the process.

**Form Status**

eForm ID: 946164  
You have just **WITHDRAWN** this form. This permanently ends processing for this form.

Who can work this form?

**Process Visualizer**

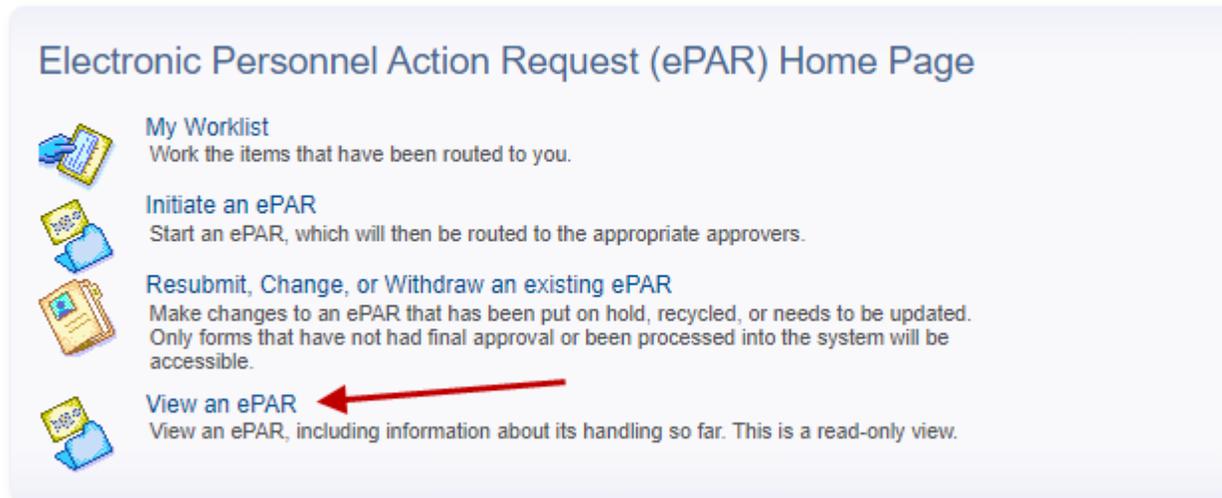
1: (7 minutes) 2: ePAR Deptmental Approver 3: ePAR PI Grant Approval 4: ePAR Dept Head Approval 5: ePAR Grad College Approver 6: ePAR Mid Level Approval 7: ePAR Dean Approval

The 'WITHDRAWN' status and the first step of the process visualizer are circled in red.

## View forms

You can view forms that are in process or have been finalized by navigating in LOUIE to **Department Self Service > ePAR Home Page > View an ePAR**. In this read-only mode, you will not be able to edit any forms. If you need to act on a form you have on HOLD, you will need to select **Resubmit, Change, or Withdraw an existing ePAR** instead.

[Main Menu > Department Self Service > ePAR Home Page](#)



The screenshot shows the 'Electronic Personnel Action Request (ePAR) Home Page' with four main menu items, each accompanied by an icon and a brief description:

- My Worklist** (Icon: hand holding a document): Work the items that have been routed to you.
- Initiate an ePAR** (Icon: document with a plus sign): Start an ePAR, which will then be routed to the appropriate approvers.
- Resubmit, Change, or Withdraw an existing ePAR** (Icon: document with a refresh symbol): Make changes to an ePAR that has been put on hold, recycled, or needs to be updated. Only forms that have not had final approval or been processed into the system will be accessible.
- View an ePAR** (Icon: document with a magnifying glass): View an ePAR, including information about its handling so far. This is a read-only view. A red arrow points to this option.

Note: Depending on permissions you may not have all these options

Enter any information you have that will narrow the search. If you enter your userID in the **Original Operator** field and leave all the fields blank, you will see all the forms that you have initiated.

## View an ePAR

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

▼ Search Criteria

eForm ID:	begins with ▼	<input type="text"/>
Empl ID:	begins with ▼	<input type="text"/>
Empl Record:	= ▼	<input type="text"/>
Last Name:	begins with ▼	<input type="text"/>
Department:	begins with ▼	<input type="text"/>
Workflow Form Type:	begins with ▼	<input type="text"/>
Workflow Form Status:	= ▼	<input type="text"/> ▼
Original Operator:	begins with ▼	<input type="text"/>
Original Date:	= ▼	<input type="text"/>
Last Operator:	begins with ▼	<input type="text"/>
Last Date:	= ▼	<input type="text"/>

Case Sensitive

Search
Clear
Basic Search
Save Search Criteria

A list of all forms meeting your search criteria will appear. Select the form you would like to view. The form will open, but you will not be able to make changes.

### Search Results

View All											First	1-3 of 3	Last
eForm ID	Empl ID	Empl Record	Name	Last Name	Department	Workflow Form Type	Workflow Form Status	Original Operator	Original Date	Last Operator	Last Date		
946152	000000	0	...	...	30600	HIRE	Executed	...	09/01/2020	...	09/01/2020		
946154	000000	0	...	...	30600	HIRE	Executed	...	09/01/2020	...	09/01/2020		
946164	000000	0	Lumberjack, Louie	LUMBERJACK	40100	HIRE	On Hold	...	09/01/2020	...	09/01/2020		

## Viewing different form types

When you view forms, the **Hire** form and the **Change Employment Status** form will look the same as when you worked on it. However, the **Change an Existing Job** form will show you what has been changed by giving a side by side comparison with the key change highlighted in yellow. You can see the example below. The reason for the change would be listed on another page of the form.

eForm ID: 911320

Funding Distribution						
PF Dept	Fund	Program	Project	Sub Dept	Distrb %	
1 2750140	1100	A004			100.000	

Budget/HR Only	
Net Work Days	0
Annualized Frequency	262
Oth FTE	0.000000
Int FTE	0.000000
Fac Fiscal FTE	6.525000
FTE	0.030000
Pay Over	Fiscal
<input checked="" type="checkbox"/> Pay this employee hourly?	

Compensation Data	
Compensation Rate:	\$11.00

Compensation Data	
Hourly Rate:	\$12.00

<< Previous      Next >>

<< Search      Cancel

## View form history/status

Continue through the form, selecting **Next** to get to the **Form History** screen. The **Process Visualizer** will show where the form currently is in the approval process. The **Transaction Log** will provide details of who has taken different actions on the form throughout the process.

Next Approving RoleName: NAU\_HR ePAR HR Approver [Who can work this form?](#)

**Process Visualizer**

1: Initiator  
2: ePAR Deptmental Approver  
3: ePAR PI Grant Approval  
4: ePAR Dept Head Approval (1 hour 8 minutes)  
5: ePAR Grad College Approver (36 days 22 hours 37 minutes)  
6: ePAR Mid Level Approval (10 hours 26 minutes)  
7: ePAR Dean Approval  
8: ePAR Arfirm Action Approver  
9: ePAR Sponsored Proj Approver  
10: ePAR Extended Campus Approver  
11: ePAR JFR Approval  
12: ePAR VP Approval  
13: ePAR Budget Approver  
14: ePAR Benefits Approver  
15: ePAR ER Approver  
16: ePAR HR Approver  
17: Integration Broker  
18: System

Steps and approvals can vary

**Transaction Log**

	Current DateTime	Role Name	User ID	User Description	Form Action	Workflow Form Status
1	05/22/2020 2:13:07PM	NAU_HR ePAR Initiator			Submit	Pending
2	05/22/2020 3:21:57PM	NAU_HR ePAR Dept Head Apprv			Approve	Part Apprv
3	06/28/2020 1:59:18PM	NAU_HR ePAR Grad Apprv			Approve	Part Apprv
4	06/29/2020 9:25:34AM	NAU_HR ePAR Mid Level Apprv			Approve	Part Apprv

By selecting **Who can work this form?** you will be able to see a list of those who are authorized to take the next action (if any) on the form. It will also provide an active link to their email address and may display their phone number.