

E-PAR REPORTING TOOL MANUAL

Every session begins on the main E-PAR Search page. There are two Reporting Tool Logins: Department or Organization.

Both require a two-digit code and six-digit password. This information is limited to agency HR offices and should be kept confidential.

E-PAR Reporting Tool Home Page – Department Login

The E-PAR Reporting Tool (Department) can be found at https://oaiss.state.pa.us/par/par_reports/login.asp

Reporting - Department Login

Please enter your 2-digit Business Area and Password to access the reports.
(Reports can be accessed after successful login)

Business Area:

Password:

Log in by entering the following information:

Business Area: your agency's 2-digit business area

Password: your Department's 6-digit password

E-PAR Search - Business Area "79"

▼ Open

- ▶ By Employee Last Name
- ▶ By Action
- ▶ By Present Status
- ▶ By Requester
- ▶ By Organization
- ▶ By From Position Number
- ▶ By To Position Number
- ▶ By Personnel Number

▶ Closed

▶ Disapproved

▶ Reopen E-PAR

▶ E-PAR Correspondence

▶ Maintain Passwords

Logout

Search By

Access Code:

Emp Last Name:

Pers No:

Pos No:

Org ID:

HR Comments:

Additional Filter

Action Type:

Sort by

Sort 1:

Sort 2:

The main search page will return all matching E-PARs within the agency, whether they are opened, closed or disapproved. E-PARs can be searched using the following filter options:

- **Access Code** – The unique, 9-digit code provided in the confirmation email after the E-PAR was submitted. For closed or disapproved E-PARs, the access code can be found at the top of the E-PAR completion summary email.
- **Emp Last Name** – Employee's last name
- **Pers No** – Employee's 8-digit personnel number
- **Pos No** – Employee's 8-digit position number
- **Org ID** – 8-digit Org Unit number
- **HR Comments** – Search by certain keyword(s) contained within the HR Comments portion of the E-PAR

E-PARs can also be filtered by Action Type and sorted using the dropdowns provided.

Note: The main E-PAR search supports the entry of multiple search criteria and selections in order to accommodate more complex queries and to return more streamlined search results. The multiple search fields also support partial entry of search strings, e.g. "Smi" vs. "Smith", Pers No "1234" vs. "00001234", etc.

E-PAR Search Results

Based on search criteria, all results will be displayed below the search form. E-PAR information will be listed by PAR ID, Date Opened, Status, Last Action Date and Action Type. To view an individual E-PAR, click on the hyperlink in the 'PAR ID' column.

E-PAR Search - Business Area "81"

<p>Search By</p> <p>Access Code: <input type="text"/></p> <p>Emp Last Name: <input type="text" value="test"/></p> <p>Pers No: <input type="text"/></p> <p>Pos No: <input type="text"/></p> <p>Org ID: <input type="text"/></p> <p>HR Comments: <input type="text"/></p>	<p>Additional Filter</p> <p>Action Type: <input type="text" value="All Categories"/></p> <p>Sort by</p> <p>Sort 1: <input type="text" value="Date Opened descending"/></p> <p>Sort 2: <input type="text"/></p>
<input type="button" value="Start Search"/> <input type="button" value="Reset"/>	

Record Count: 6

PAR ID	Date Opened	Status	Last Action Date	Action Type	
Fill a Vacant Position - 00813046 - Hr Anl 4 (Hr Sys) - 00019235	3/31/2011	HR Service Center	4/12/2011	Fill - Rehire	
Fill a Vacant Position - 00105011 - Clk Typst 3 - 00116400	1/20/2010	Complete PAR	1/20/2010	Fill - Rehire	
Fill a Vacant Position - 00813046 - Hr Anl 4 (Hr Sys) - 00019235	10/23/2009	HR Resource Account	10/23/2009	Fill - New Hire	Delete
Fill a Vacant Position - 00813046 - Hr Anl 4 (Hr Sys) - 00019235	10/9/2009	Supervisor/Manager	10/9/2009	Fill - Rehire	Delete
Fill a Vacant Position - 00813046 - Hr Anl 4 (Hr Sys) - 00019235	10/9/2009	HR Service Center	4/27/2011	Fill - Rehire	
Fill a Vacant Position - 00813046 - Hr Anl 4 (Hr Sys) - 00019235	10/9/2009	Supervisor/Manager	10/9/2009	Fill - New Hire	Delete

Open E-PAR Search

To search all open E-PARs, use the links on the left-hand side of the page, listed beneath the "Open" category. Open E-PARs can be located using one of the following filter options:

- Employee Last Name
- Action
- Present Status
- Requester
- Organization
- From Position Number
- To Position Number
- Personnel Number

Click on a filter option and either enter the search criteria or select an option from the drop-down list (if applicable).

Commonwealth of PA E-PAR

Open PAR Requests for Business Area: " " and Last Name: "All"

Total Count: **325**

Last Name:

[Main](#)

PAR ID	Position Action	Employee Action	Employee Name	Last Action By	Previous Status	Present Status	Next Action By	Open Date	
Update Roles - 00815833 - Acqg Infrn - 50270035	Update Roles			Matthew McKenzie	HR Resource Account	HR Service Center	HR Service Center	5/30/2008 10:58:31 AM	
ITPS1 - Reclass/Reallocate - 00812032 - II Genst 1 - 50337063	Reclassify/Reallocate a Vacant Position			Sonya Garlington	HR Office	OA-Classification and Pay	OA-Classification and Pay	7/23/2008 1:06:01 PM	Delete
ITPS1 - Reclass/Reallocate - 00812032 - II Genst 1 - 50337064	Reclassify/Reallocate a Vacant Position			Sonya Garlington	HR Office	OA-Classification and Pay	OA-Classification and Pay	7/23/2008 1:09:30 PM	Delete
ITPS1 - Reclass/Reallocate - 00812032 - II Genst 1 - 50337065	Reclassify/Reallocate a Vacant Position			Sonya Garlington	HR Office	OA-Classification and Pay	OA-Classification and Pay	7/23/2008 1:12:57 PM	Delete
ITPS1 - Reclass/Reallocate	Reclassify/Reallocate			Sonya		OA-Classification	OA-	7/23/2008	

Once the search has been complete, E-PAR information will be listed by PAR ID, Position Action, Employee Action, etc., as well as a 'Delete' column.

Results can be sorted in ascending order by clicking on a single column heading.

Delete Open E-PARs

Agency HR offices have the ability to delete any open E-PAR as long as the request is not currently under review by the HR Service Center. When choosing to delete an E-PAR, understand that the E-PAR will be deleted permanently from the database. A record of the E-PAR will no longer exist, therefore, please delete with caution.

Closed and Disapproved E-PAR Search

Both closed and disapproved E-PARs can be located using one of the following filter options:

- Employee Last Name
- Action
- Requester
- From Position Number
- To Position Number
- Personnel Number

For closed E-PARs only: due to the large number of completed E-PARs in the database, users must first enter search criteria or select an option from the filter dropdown (if applicable) before any search results will display.

Once the search is complete, E-PAR information will be listed by PAR ID, Position Action, Employee Action, etc.

Closed and disapproved E-PARs cannot be deleted.

Reopen E-PAR

Once an E-PAR has been completed by the HR Service Center, agency HR offices have the ability to reopen the E-PAR for **30 days calendar days** after the completion date. One way for the agency HR office to reopen an E-PAR is through the EPAR Reporting Tool home page. An **EPAR Reporting Tool Manual** for accessing and using the EPAR Reporting Tool can be found at this website:

<https://www.hrm.oa.pa.gov/Pages/e-par.aspx>

Reasons agency HR offices may need to reopen an E-PAR include:

- Letter correction
- Transaction correction
- Additional information
- Forms submission

An E-PAR cannot be reopened if it has not been routed to and completed by the HR Service Center. Any E-PARs completed at the HR Resource Account or HR Office status cannot be reopened.

E-PAR Search - Busi

- ▼ **Open**
 - By Employee Last Name
 - By Action
 - By Present Status
 - By Requester
 - By Organization
 - By From Position Number
 - By To Position Number
 - By Personnel Number
- **Closed**
- **Disapproved**
- **Reopen E-PAR**
- E-PAR Correspondence
- Maintain Passwords

Search By

Access Code:

Emp Last Name:

Pers No:

Pos No:

Org ID:

HR Comments:

Start Search

Logout

Select the "Reopen E-PAR" link from the E-PAR Reporting home page.

Reopen E-PAR

Closed PAR Requests by HR Service Center (Last 30 Calendar Days) for Business Area: "75" and All: "All"

Total Count: **9**

Filter by Personnel Number:

Filter by Position Number:

Go

PAR ID	Action	Requester	Employee	Pos No	Pers No	Closed By	Closed Date

- E-PARs that have been closed within the last 30 calendar days will display.
- E-PARs then can be filtered either by Personnel Number or Position Number.
- When the E-PAR is located, select the "Reopen" link in the far-right column.



Requester/Comments: Kim Rodriguez - 7/22/2011 3:19:03 PM - Submitted
TEST
Please route through. Need screen shots.

HR Comments: Joseph Mangarella - 7/22/2011 3:21:12 PM - Move to test
Kim Rodriguez - 7/22/2011 3:21:51 PM - Assign
Kim Rodriguez - 7/22/2011 3:22:25 PM - Complete PAR
TEST
PAR being closed.

Re-open Comments:

Reopen

[Attach Documents](#)

Reopen Reason:

Additional Information ▼
 Select One
 Letter Correction
 Transaction Correction
 Additional Information
 Forms Submission

The E-PAR will display along with a "Reopen Comments" field at the bottom of the form. Please describe the reason your agency is reopening the E-PAR. To submit additional documents, select the "Attach Documents" link. Also, one of four options must be selected from the drop-down list as a "Reopen Reason". Once all fields are complete and documents are attached, select the "Submit" button.

The E-PAR will reopen and route back to the HR Service Center. When the HR Service Center has processed and completed the reopened E-PAR, a second E-PAR completion summary will be emailed to the user who reopened the E-PAR and the agency HR resource account from which the E-PAR was originally sent.

If it has been over 30 days since the completion date, you will have to call the Agency Services Division of the HR Service Center to request the E-PAR be reopened. Agency Services can be reached by calling 877.242.6007 and selecting Option 1.

Maintain Passwords

Agency HR offices can grant field offices, HR liaisons or HR representatives limited access to search and view E-PARs submitted within their organizations. This access allows users to track the status of E-PARs submitted under their purview without giving them access to all E-PARs submitted in their agency. The options to delete, reopen and view E-PAR correspondence are not available through this limited view. **See the Accessing the E-PAR Reporting Tool (Org)** section for additional information on this topic.

To assign a password to an org in order to allow users access to the Org E-PAR Reporting Tool, select the "Maintain Passwords" link at the bottom left of the Department E-PAR Reporting home page. A new browser window will open displaying each org within your agency sorted by Org ID. Each org can be assigned a specific password by clicking the link below the "Org Pwd, Edit" column.

Agencies may assign different passwords for each org or may assign the same password for multiple orgs, depending on their specific org structure and needs. The password requires a minimum of 6 characters.

Changing Org Passwords



BA	Bus Area	Org ID	Organization	Dept Pwd	Org Pwd
81	Executive Offices	00811000	EX Sec OA	Edit	Edit
81	Executive Offices	00811001	EX OA Lgl Ofc		testoa
81	Executive Offices	00811020	EX Ofc of Entrprs Rcds Mgmt		testoa
81	Executive Offices	00811030	EX Div Fisc Ofc Svcs		testoa
81	Executive Offices	00811050	EX Ofc of Strtgc Svcs		testoa
81	Executive Offices	00811200	EX Bur Intgrtd Entrprs Sys		testoa
81	Executive Offices	00812000	EX Dep Sec Info Tchlgly		testoa
81	Executive Offices	00812001	EX Chf Tchlgly Off		testoa
81	Executive Offices	00812010	EX Dep CIO Env Cmty of Prct		testoa
81	Executive Offices	00812020	EX Dep CIO Hlth and Hmn Svcs Cmty of Prct		testoa
81	Executive Offices	00812030	EX Dep CIO Pbl Sfty/Env Cmty of Prct		testoa
81	Executive Offices	00812031	EX Jus Netwrk Div		testoa

Once the password has been established, it can be provided to appropriate users in the agency to access the Org E-PAR Reporting Tool.

E-PAR Reporting Tool (Org)

Non-HR users have the ability to search and view all E-PARs – open, closed and disapproved – that are associated with their organizations. Org passwords for the organization reporting login are maintained by central HR staff and can be obtained by contacting your agency's E-PAR Coordinator.

E-PAR Reporting Tool Home Page (Org)

The E-PAR Reporting Tool (Org) can be found at http://oaiss.state.pa.us/par/par_reports/orglogin.asp

Reporting - Organization Login

Please enter your 2-digit Business Area and Org Password to access the reports.
(Reports can be accessed after successful login)

Business Area:

Password:

Log in by entering the following information:

Business Area: your agency's 2-digit business area

Password: your Org's 6-digit password

Every session begins on the main E-PAR Search page. The main search page will return all matching E-PARs within the orgs to which the org password entered by the user applies, whether they are opened, closed or disapproved. E-PARs can be searched using the following filter options:

Access Code – The unique, 9-digit code provided in the confirmation email after the EPAR was submitted. For closed or disapproved E-PARs, the access code can be found at the top of the E-PAR completion summary email.

Emp Last Name – Employee's last name

Pers No – Employee's 8-digit personnel number

Pos No – Employee's 8-digit position number

Org ID – 8-digit Org Unit number

E-PARs can also be filtered by Action Type and sorted using the dropdowns provided.

Note: The main E-PAR Search supports the entry of multiple search criteria and selections in order to accommodate more complex queries and to return more streamlined search results. The multiple search fields also support partial entry of search strings, e.g. "Smi" vs. "Smith", Pers No "1234" vs. "00001234", etc.

E-PAR Search Results

Based on search criteria, all results will be displayed below the search form. E-PAR information will be listed by PAR ID, Date Opened, Status, Last Action Date, and Action Type. To view an individual E-PAR, click on the hyperlink in the 'PAR ID' column.

Open E-PAR Search

To search all open E-PARs, use the links on the left-hand side of the page, listed beneath the 'Open' category. Open E-PARs can be located using one of the following filter options:

- Employee Last Name
- Action

- Present Status
- Requester
- Organization
- From Position Number
- To Position Number
- Personnel Number

Click on the filter you wish to search by and either enter search criteria or select an option from the drop-down list (if applicable).

Once the search has been complete, E-PAR information will be listed by PAR ID, Position Action, Employee Action, etc.

Results can be sorted in ascending order by clicking on a column heading.

Closed & Disapproved E-PAR Search

Both closed and disapproved E-PARs can be located using one of the following filter options:

- Employee Last Name
- Action
- Requester
- From Position Number
- To Position Number
- Personnel Number

For closed E-PARs only – due to the large number of completed E-PARs in the database, users must first enter a search criteria or select an option from the filter dropdown (if applicable) before any search results will display.

Once the search has been complete, E-PAR information will be listed by PAR ID, Position Action, Employee Action, etc.

ADDITIONAL HELP

Each agency HR office has designated a staff member as its agency E-PAR coordinator. This individual will coordinate training regarding the E-PAR process, as well as assist users and organizations with the implementation and continued use of the application. Please contact your agency E-PAR coordinator for more information relating to your agency's specific E-PAR processes.

Contact your agency's IT staff regarding log-on errors. Agency IT staff may submit a Help Desk ticket using the category: HR Application Support and type: E-PAR for assistance with additional issues.

