
PAR Processing Introduction

This section provides a high-level overview to describe and define PAR processing. This section will also explain Workflow and Work-In-Progress (WIP) Statuses.

The PAR processing module is the mechanism for processing personnel actions. Any action requiring an SF-50 and/or SF-52 will be processed in this module.

PAR processing involves many tables and pages used in processing personnel actions. Fields have options to Search for value(s) or enter data in the field. If the Search option is used, a selection from the Search Results page and the data will populate the applicable field on the page. You can also enter data in the Search fields on the Search Results page to narrow your search. When entering dates on pages, you can click a Calendar icon to select the applicable date.

In addition, there are drop-down lists next to fields. You can either enter data in these fields or you can use the arrow next to the field to select the applicable data. The data selected will populate the field.

Each type PAR Processing will display a **Find An Existing Value** tab. Enter any one of the fields to search for information to enter a PAR transaction. For more information on the **Find An Existing Value** page refer to the Basics - [Find An Existing Value](#) of this procedure.

This section contains the following topic:

[Workflow](#)

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 established by the HR office. The automated workflow process ensures the action request goes through all the stages the agency requires until the action is processed.

This section contains the following topics:

[Workflow Roles](#)

[Work-In-Progress](#)

Workflow Roles

HR personnel and managers are assigned 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.

Work-In-Progress (WIP)

Behind the scenes of *EmpowHR*'s business processes are the controls that enable you to track and process personnel data in a streamlined manner. WIP Statuses enable system users to pinpoint the standing of a record or action in *EmpowHR*.

For a description of the WIP Statuses, review the chart below:

Work-In-Progress Status Short Descriptions

APP	Approved
CAN	Canceled
DIS	Disapproved
INI	Initiate
PRO	Processed
REQ	Requested
RET	Returned
SIG	Approved/Signed
WTH	Withdrawn
COR	Correction