Purpose: An approver can send a PAR back to the initiator for correction. The initiator can then correct and re-submit a PAR.

Before the approver selects, Back to Author, the approver should enter the reason for the return in the comment field on the screen.

A dialog box will appear to confirm the request to send back to the initiator.

Confirm

Are you sure you wish to return this request?

Yes   No

Once the approver clicks, Yes, the following message appears.

Processing successful.
Reference number: 000000074051
This window may now be closed

If the approver clicks, No, the screen will remain.
Once the initiator returns to MyInbox, the task to Edit the PAR will appear. See example below. Click on Open Task to correct the document.
The initiator can view the comments by the approver and also add an additional comment.

Comment History:

Test HR PARS, Effort & TimeAdmin EPHRTEST4 01/22/2024 14:24:50
Please attach a document.

Add Comment:

(optional)

The initiator can choose to withdraw the PAR or process the change.

To withdraw the PAR, click on the icon below, located on the bottom right-hand corner of the screen.

Withdraw

Once the withdraw icon is selected, a dialog box will appear.

Confirm

Are you sure you wish to withdraw this request?

Yes  No

Click Yes to withdraw and the following message will appear:

Processing successful.
Reference number: 000000074051
This window may now be closed

Click No and the screen will remain.
To process the change and workflow back to the approver, click on the icon below, located on the bottom right-hand corner of the screen.

![Check for Submission](image)

These options will appear at the bottom right-hand corner of the screen.

![Edit Confirm and Submit](image)

Click **Edit** to further edit the document. The previous screen will re-appear to edit the document. Click **Confirm and Submit** for the document to workflow for approval.