Search Employee Processes

To Search for a specific employee, click on the **Search** icon, as highlighted below:

Personnel Action Requests

	↻ Refresh 🔍 Search **Initiate**

Once the **Search** icon is clicked, the following dialog box populates on the screen. Select or enter the appropriate criteria by using **Process Type, Process Status, Affected Personnel #, or Reference #**. The personnel populated from the search is based on the initiator's security access. Search by Name is not currently available.

If you remove Initiator Username you can search a listing of electronic PARS that have been submitted for your current organization structure.

Process Type:

All   ∨

Process Status:

◉ All   ○ Open   ○ Complete

Date Initiated:

| From | 01/01/2023 📅 | To | 12/31/2024 📅 |

Affected Personnel #:

Initiator Username:

EHPHRTEST6

Reference #:

Note:
Search restricted to EHPHRTEST6's hierarchy.

Cancel   Execute

Note: **Date Initiated** populates a date range that can be changed, but not required for the search.
    Initiator Username populates the user that is completing the search.

Process Type: Click on the dropdown arrow to search by All process types or specific process types.

Process Type:

| All | ˅ |

All

Part-time Faculty Pay

Separation/Retirement

Status/Salary Change

Supplemental Payment

Process Status: Choose the appropriate radio button to search by **All, Open or Complete** Statuses. **All** Status will return open and complete process types. **Open** status will return all Open processes that are in workflow and **Complete** Status will return completed processes approved through workflow.

Process Status:

◉ All ◯ Open ◯ Complete

Affected Personnel #: Enter the Personnel # of the employee.

Affected Personnel #:

12345

Reference #: Enter the Reference # of the PAR.

Reference #:

73970