

**ePAR Action: Approval by All Approval Levels****All Pay Groups**

This job aid is used for approving an action in the ePAR system.

1. Log into the ePAR system (<https://uwgforms.westga.edu>) using your UWG credentials. Select the UWG repository. The UWGDev repository is used for testing and training purposes.
2. Under the **My Tasks** menu section, click the **Personnel Action Request** link. There should be a number within parentheses indicating the number of transactions currently awaiting approval.
3. The items assigned to the approver will be displayed to the right of the menu box.
4. Click the **Process** button in the Action column to open the transaction.
5. Once the transaction is open, you can review the data elements of the transaction. All data will be displayed as read only fields and is not available for changes.
6. If the transaction is ready for approval, click the **Approve** button. If the transaction needs to be corrected and should not be approved, click the **Reject** button. Rejecting the transaction will return it to the Initiator.
7. The approver can enter comments as to what should be changed or updated within the **Comments** tab. After entering the comments, click the green box with a plus sign to add the comment. Click the save icon to save the comment to the form.
8. The approver can view the history of the transaction and any attached related documents in the **History** and **Related Documents** tab.
9. Click on the **Personnel Action Request** link in the **Document Status** section to view the PAR after it has been approved or rejected.