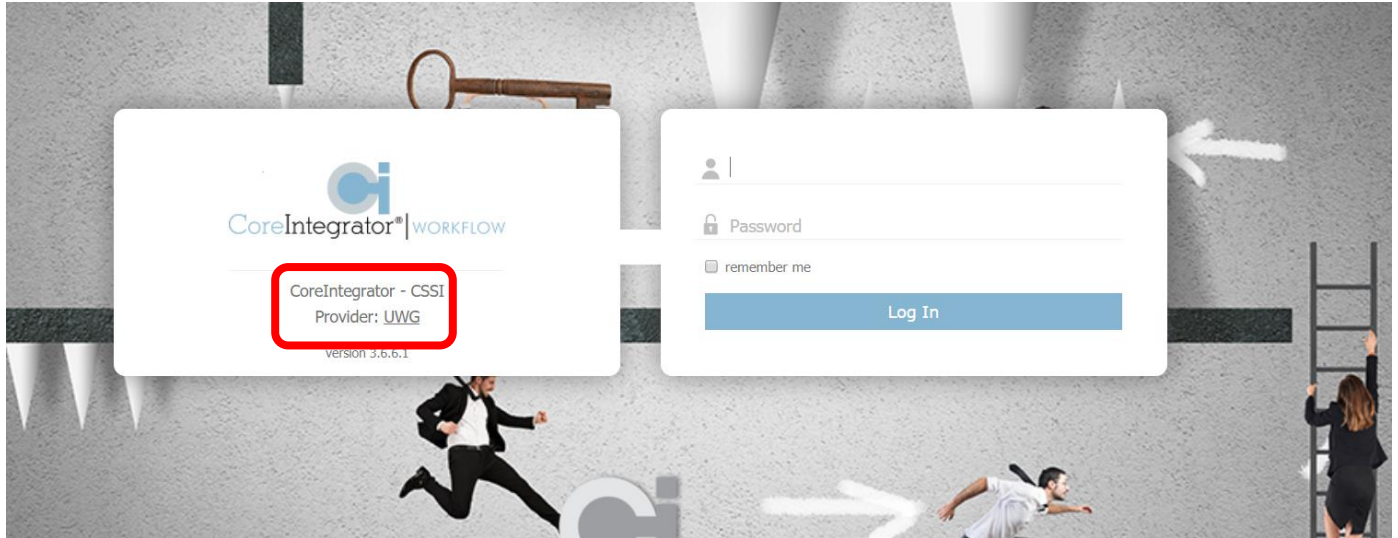


# ePAR Upgrade Enhanced User Interface

There is a new login page; be sure to select UWG as the provider in the left-hand box as well as entering your UWG username and password.



Users have the ability to collapse the left side bar to increase the viewing capacity of the transaction list on the right.



My Tasks, Document Status and Historical Documents are now combined into a new **Workflows & Archives** menu link.

The screenshot shows the CoreIntegrator WORKFLOW interface. On the left, the 'Workflows & Archives' menu is highlighted with a red box. The main content area displays a table of Personnel Action Requests (PARs) with columns for ID, Action, Status, Activity Age (days), Workflow Age (days), Assigned To, Department, Department ID, OneUSG Position Number, PAR Employee Name, Reason for Action, Type of Action, Employee Type - Current, and Effective Date of Action. The table is filtered by 'Assigned to You', 'In Progress', and 'Finished' status. The 'Assigned to You' filter is selected, and the 'View' button is highlighted for each row.

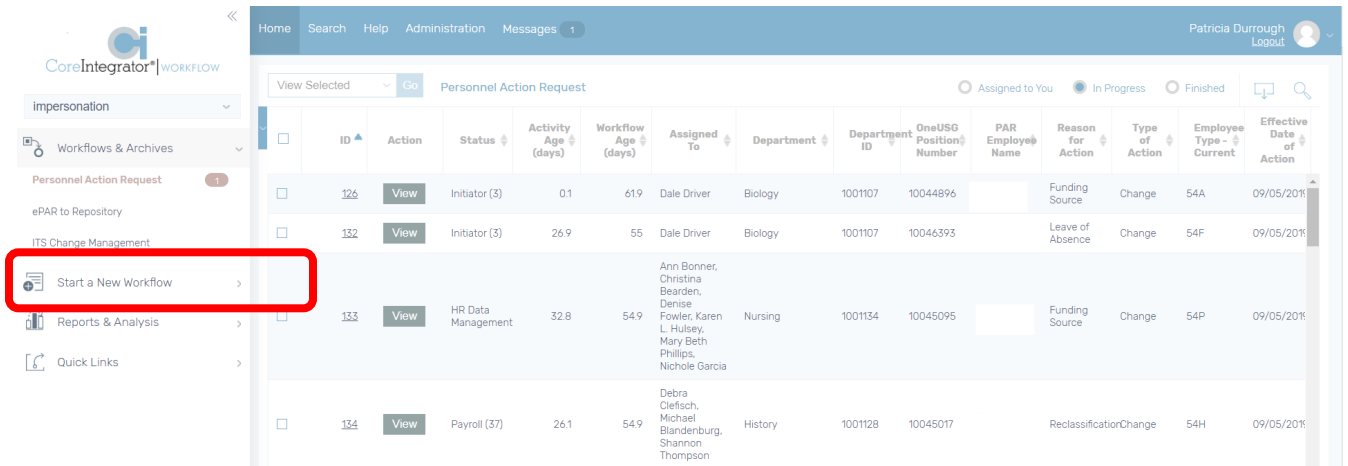
ID	Action	Status	Activity Age (days)	Workflow Age (days)	Assigned To	Department	Department ID	OneUSG Position Number	PAR Employee Name	Reason for Action	Type of Action	Employee Type - Current	Effective Date of Action
126	View	Initiator (3)	0.1	61.9	Dale Driver	Biology	1001107	10044896		Funding Source	Change	54A	09/05/2018
132	View	Initiator (3)	26.9	55	Dale Driver	Biology	1001107	10046393		Leave of Absence	Change	54F	09/05/2018
133	View	HR Data Management	32.8	54.9	Ann Bonner, Christina Bearden, Denise Fowler, Karen L. Hulsey, Mary Beth Phillips, Nichole Garcia	Nursing	1001134	10045095		Funding Source	Change	54P	09/05/2018
134	View	Payroll (37)	26.1	54.9	Debra Clefisch, Michael Blandenburg, Shannon Thompson	History	1001128	10045017		ReclassificationChange		54H	09/05/2018

From within **Workflows & Archives**, the user will select **Assigned to You**, **In Progress** or **Finished**. **Assigned to You** (previously “My Tasks”) are the transactions awaiting action by you and will have the Process “Action” button. **In Progress** (previously “Document Status”) are the transactions currently in progress that you have access to view and will have the View “Action” button meaning they are “read only.” **Finished** (previously Historical Documents) are the transactions that have been fully processed and moved to a finished status.

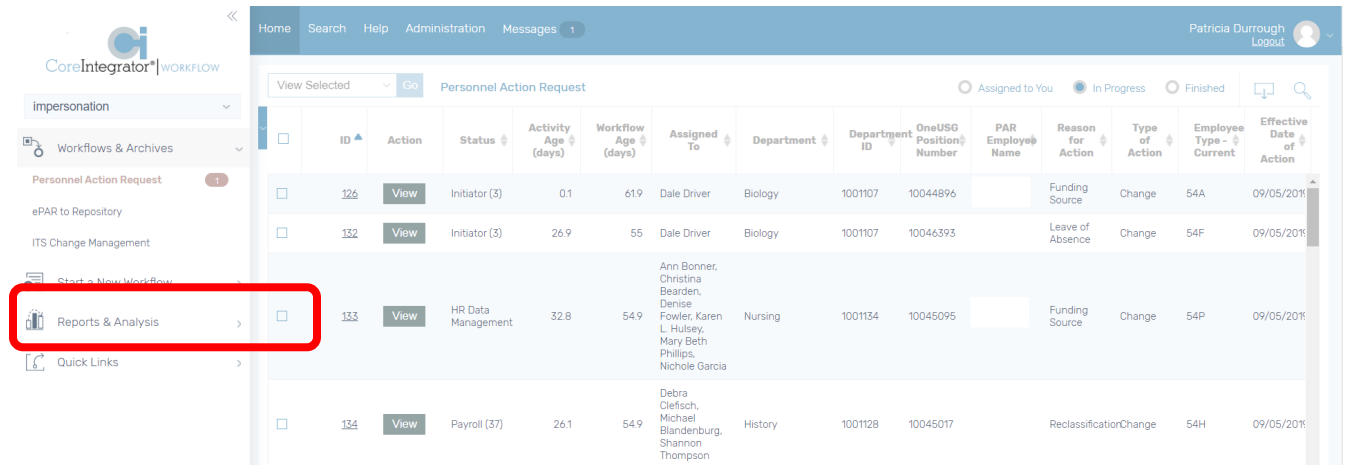
The screenshot shows the CoreIntegrator WORKFLOW interface. The 'Assigned to You', 'In Progress', and 'Finished' filters are highlighted with a red box. The table of Personnel Action Requests is visible below the filters.

ID	Action	Status	Activity Age (days)	Workflow Age (days)	Assigned To	Department	Department ID	OneUSG Position Number	PAR Employee Name	Reason for Action	Type of Action	Employee Type - Current	Effective Date of Action
126	View	Initiator (3)	0.1	61.9	Dale Driver	Biology	1001107	10044896		Funding Source	Change	54A	09/05/2018
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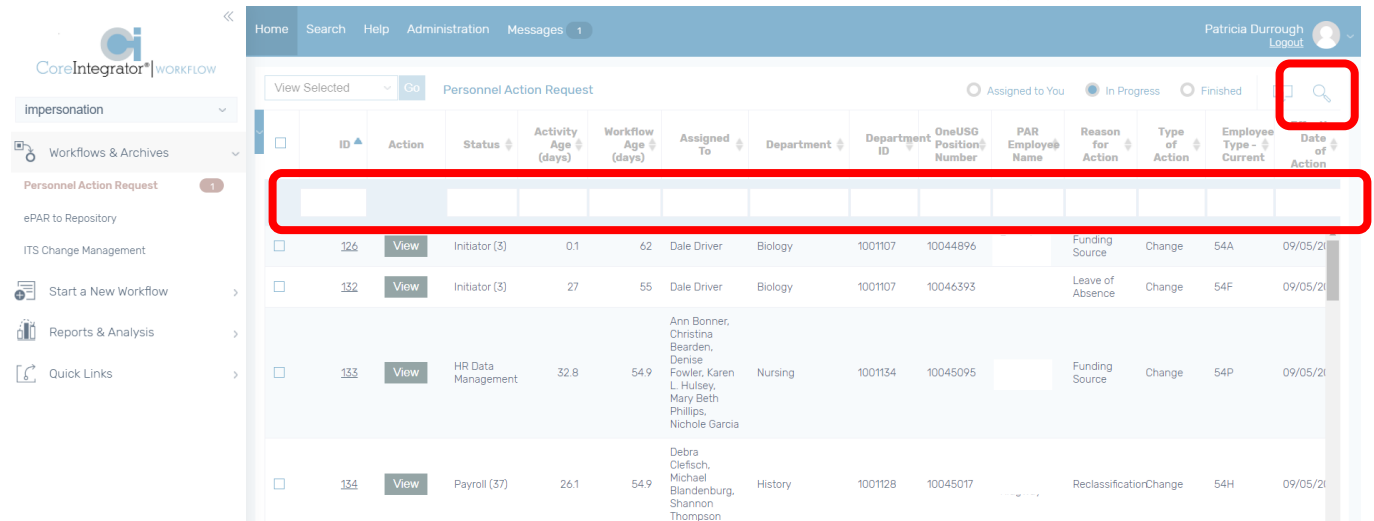
The **Start a New Workflow** link is where a user will start a new ePAR form. This was previously the “My Forms” link.



The **Reports & Analysis** link will allow the user to view all of the pre-defined reports. This was previously the “My Reports” link.



The new **Search** feature will allow users to search on one or multiple fields.



The **Download** button will allow the user to download the search results to Excel. Once in the Excel spreadsheet, the user can click on the Execution ID (ePAR #) to actually view the document.



Users can now customize their transaction list by adding or removing columns. Click the Dropdown Arrow to de-select or select column headings. Users can also rearrange the column order by clicking and dragging the column to the desired location. Column widths can also be resized as needed.



ePAR's can now be printed. The PDF version will automatically be created and can be found in the **Related Documents** section of the actual ePAR form. Click on the Document ID to open the PDF version.

The screenshot displays a web-based form for a PAR (Purpose of Action Request). The interface includes a navigation bar at the top with 'Home' and 'Options' menus, and a user profile area on the right showing 'Execution ID: 126' and 'Details'. The main content area is divided into two sections: 'PAR Form' and 'PAR Summary'.

**PAR Form Section:**

- Initiator:** ddriver
- Initiator contact phone number:** [Empty]
- On Behalf Of:** ddriver
- OneUSG Position Number:** 10044896
- Effective Date of Action:** 09/05/2019
- Type of Action:** Change
- Reason for Action:** Funding Source
- Division:** Academic Affairs
- Department:** Biology
- Employee Type - Current:** 54A

**PAR Summary Section:**

- Enter Summary Statement for the Purpose of this PAR:** [Empty text area]
- Employee's 917 Number:** 917123456
- Time Approver:** Dale Driver
- Time Approver Employee Number:** 0108451
- Is this employee a Reports To supervisor?:** No
- Is this employee a time approver?:** No

**Attached Documents Section (highlighted in red):**

Document	Description	Type
3a5029bb-51f2-33d3-b96c-2177c7e03c0f.pdf	ePAR PDF File	ePAR PDF