

PAR RESTART BUTTON JOB AID

This Job Aid assists HR Professionals with the Personnel Action Request (PAR) Restart button functionality.

The PAR Restart button is intended to maintain the integrity and processing of a previously submitted PAR after the Member departed from an organization, thereby ensuring the PAR is assigned to the Member and not to the department.

Restart is used when Intermediate Approvers, Approvers, or the S1 Pool for the losing unit, lose access to Members PARs. Restart routes the PAR to the Member's current department S1 Pool or HR Professional/S1 Pool via Upper Echelon Pool selection (if applicable).

 **NOTE:** See *IPPS-A User Manual* > Chapter 6

 **NAVIGATION:** *HR Professional Homepage* > Approvals tile

PAR Restart Button Instructions – HR Professional

1. Navigate to the **Approvals** tile.
2. Screen displays **Pending Approvals** landing page; Select applicable PAR.
3. Screen displays PAR:
 - 3A. Notification displays; Select **OK**.

The screenshot illustrates the workflow for restarting a PAR. It shows the 'HR Professional' dashboard with the 'Approvals' tile selected (marked with a red '1'). Below, the 'Pending Approvals' list shows a 'Personnel Action Request' for Profile Management (marked with a red '2'). The details page for this request shows the 'Award Recommendation' section with an 'OK' button highlighted (marked with a red '3'). A red 'A' in a circle is placed below the 'OK' button. A text box at the bottom of the details page explains the restart functionality: 'This member has transferred to a new department after this transaction was submitted. As a result, some or all of the approvers in the workflow may not be able to transact on the member. If needed, you can restart the transaction to route it to the S1 pool associated with the member's current department. The Restart button is available in the upper right-hand corner of this page.'

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PAR Restart Button Instructions – HR Professional CONTINUED


3B. Select **More**.

3C. Select **Restart**.

3D. **Submit for Approval Confirmation** box displays;
Members new department S1 Pool auto populates.

3E. **Approver Comments** are required on **Restart**.

3F. Select **Continue**; PAR routes to Members new
Department S1 Pool.

 *NOTE: It is required for HR Professional(s) to select the Upper Echelon Pool look-up tool when Upper Echelon Pool populates.*

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PAR Restart Button Instructions – Approver

1. Navigate to the **Approvals** tile.
2. Screen displays **Pending Approvals** landing page; Select applicable PAR.
3. Screen displays PAR:
 - 3A. Notification displays; Select **OK**.

HR Professional 2 of 3

Case Management

0 Open 0 Unassigned

Release Notes

Pay-Absence-Incent-Ded (PAID)

HR Personnel Action Requests

Readiness & Manning Analytics

Awards Roster by Department

Duty Status Roster

Promotions Roster

View Orders

1 Approvals

2

Pending Approvals

View By: Type

All 2

Filter	Count
All	2
Pay-Absence-Incent-Ded (PAID)	1
Personnel Action Requests	1

Item	Description	Status	Actions
Pay-Absence-Incent-Ded (PAID)	ABSENCES for SPC MADDY MILLS is waiting for your approval.	Routed	12/04/2024 >
Award Recommendation	Award Recommendation for SSG DANIEL WELLS submitted by SMITH, REBECCA is awaiting your approval.	Routed	12/05/2024 >

Award Recommendation

3 Soldier SSG DANIEL WELLS
Employee ID 0000000000
PAR ID/Sequence 0000000/0

In Process

PAR Details

Effective Date	12/02/2024	PAR Status	Submitted for Approval
Action	Award Recommendation	Action Reason	Achievement
Award Type	Military Decorations	Recommended Award	ARCOM COMM MEDAL W/R DEV
Eligibility Status	Eligible		View Eligibility Details

This member has transferred to a new department after this transaction was submitted.

As a result, some or all of the approvers in the workflow may not be able to transact on the member. If needed, you can restart the transaction to route it to the S1 pool associated with the member's current department. The Restart button is available in the upper right-hand corner of this page.

A OK

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PAR Restart Button Instructions – Approver CONTINUED

- 3B. Select **More**.
- 3C. Select **Restart**.
- 3D. **Submit for Approval Confirmation** box displays; Members new department S1 Pool auto populates. **Upper Echelon Pool** populates; Select the Upper Echelon Pool look-up tool as required.
- 3E. Approver Comments are required on **Restart**.
- 3F. Select **Continue**; PAR routes to Members new Department S1 Pool.



Award Recommendation

Soldier: SSG DANIEL WELLS
Employee ID: 000000000
PAR ID/Sequence: 0000000/0

In Process

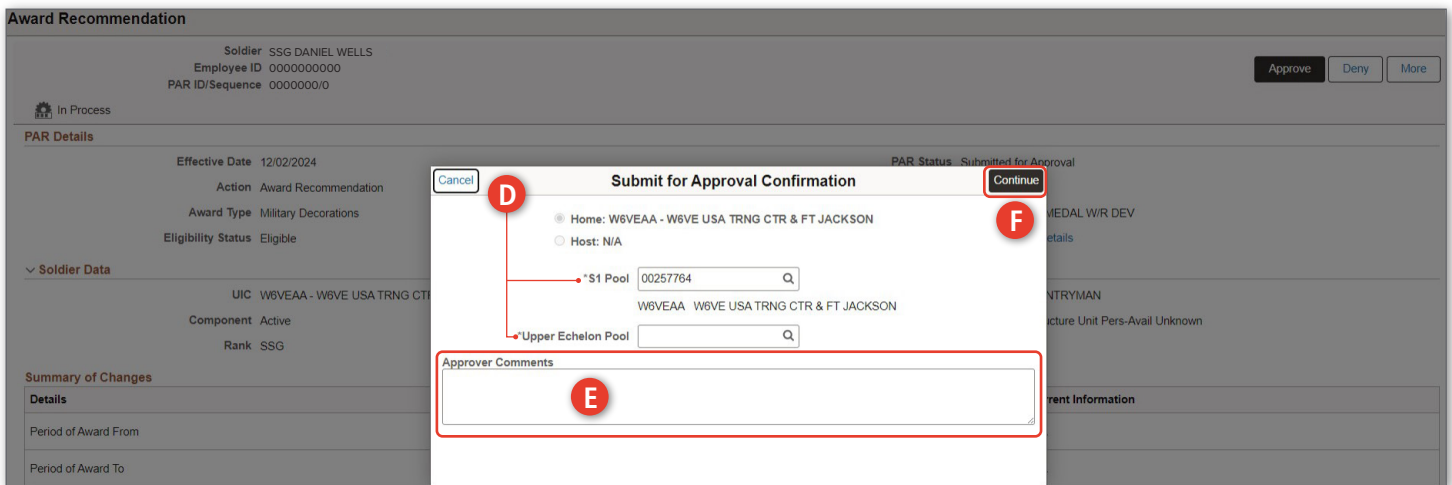
PAR Details

Effective Date: 12/02/2024
Action: Award Recommendation
Award Type: Military Decorations
Eligibility Status: Eligible

PAR Status: Submitted for Approval
Action Reason: Achievement
Recommended Award: ARCOM COMM MEDAL W/R DEV
View Eligibility Details

Buttons: Approve, Deny, **More** (B)

Dropdown Menu: Pushback, **Restart** (C)



Award Recommendation

Soldier: SSG DANIEL WELLS
Employee ID: 000000000
PAR ID/Sequence: 0000000/0

In Process

PAR Details

Effective Date: 12/02/2024
Action: Award Recommendation
Award Type: Military Decorations
Eligibility Status: Eligible

Soldier Data

UIC: W6VEAA - W6VE USA TRNG CTR & FT JACKSON
Component: Active
Rank: SSG

Summary of Changes

Details

Period of Award From: []
Period of Award To: []

Buttons: Approve, Deny, More

Submit for Approval Confirmation Dialog:

Cancel, **Continue** (F)

Home: W6VEAA - W6VE USA TRNG CTR & FT JACKSON
Host: N/A

*S1 Pool: [00257764] [Q]

W6VEAA - W6VE USA TRNG CTR & FT JACKSON

*Upper Echelon Pool: [] [Q]

Approver Comments: [] (E)