



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, thereby ensuring the PAR is assigned to the Member and not to the department.

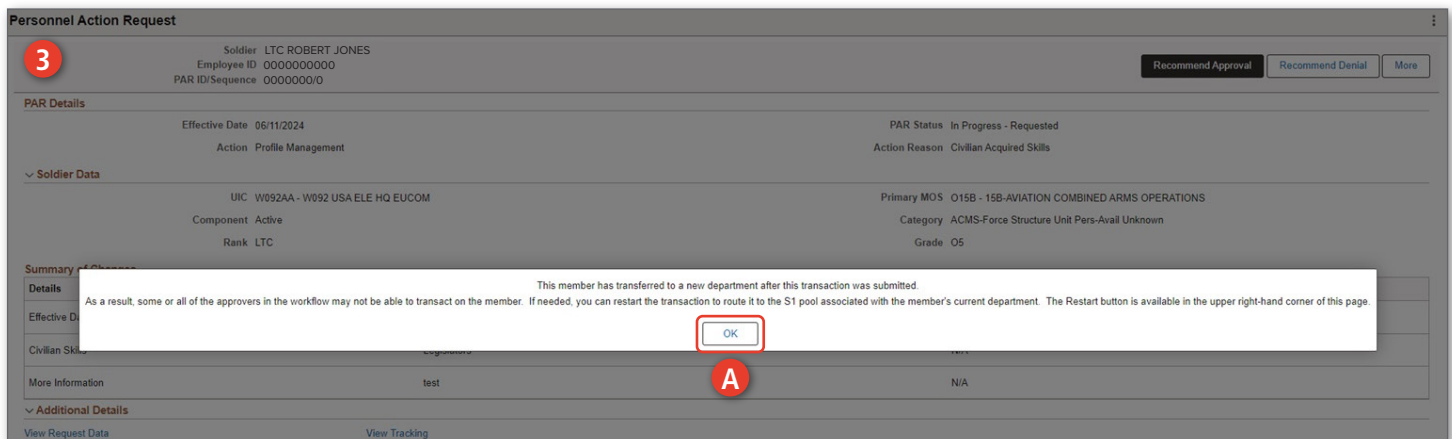
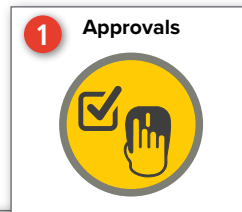
Restart is used when Intermediate Approvers, Approvers, or the S1 Pool for the losing unit, lose access to Members PARs. Restart routes the PAR to the Member's current department S1 Pool or HR Professional/S1 Pool via Upper Echelon Pool selection (if applicable).

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

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

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**.



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PAR Restart Button Instructions – HR Professional CONTINUED

- 3B. Select **More**.
- 3C. Select **Restart**.
- 3D. Submit for Approval Confirmation box displays.
- 3E. Members new department **S1 Pool** auto populates or Select **Upper Echelon Pool** look-up tool. Select an HR Professional or S1 Pool.
- 3F. Select **Continue**. PAR routes to Members new department S1 Pool.

Personnel Action Request
Soldier: LTC ROBERT JONES
Employee ID: 000000000
PAR ID/Sequence: 0000000/0

Buttons: Recommend Approval, Recommend Denial, **More** (B)

PAR Details: Effective Date: 06/11/2024, PAR Status: In Progress - Requested, Action: Profile Management, Action Reason: Civilian Acquired Skills

Soldier Data: UIC: W092AA - W092 USA ELE HQ EUCOM, Component: Active, Rank: LTC, Primary MOS: O15B - 15B-AVIATION COMBINED ARMS OPERATIONS, Category: ACMS-Force Structure Unit Pers-Avail Unknown, Grade: O5

Buttons: **Restart** (C)

Personnel Action Request
Soldier: SFC ISABELLA MILLER
Employee ID: 000000000
PAR ID/Sequence: 0000000/0

Buttons: Recommend Approval, Recommend Denial, More

PAR Details: Effective Date: 06/11/2024, PAR Status: In Progress - Requested, Action: Admin Records Corrections, Action Reason: Deletion/Deferment

Soldier Data: UIC: W0C5AA - W0C5 USAREC RRC, Component: Active, Rank: SFC

Dialog Box: **Submit for Approval Confirmation**
Buttons: Cancel, **Continue** (F)
Home: W0C5AA - W0C5 USAREC RRC
Host: NIA
Search: ***S1 Pool** 01163499 (E)
Pool Members: PFC WILLIAM JONES, PV2 JOHN BROWN, SPC JENNIFER GOMEZ

Personnel Action Request
Soldier: LTC ROBERT JONES
Employee ID: 000000000
PAR ID/Sequence: 0000000/0

Buttons: Recommend Approval, Recommend Denial, More

PAR Details: Effective Date: 06/11/2024, PAR Status: In Progress - Requested, Action: Profile Management, Action Reason: Civilian Acquired Skills

Soldier Data: UIC: W092AA - W092 USA ELE HQ EUCOM, Component: Active, Rank: LTC, Primary MOS: O15B - 15B-AVIATION COMBINED ARMS OPERATIONS, Category: ACMS-Force Structure Unit Pers-Avail Unknown, Grade: O5

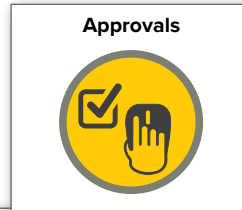
Dialog Box: **Submit for Approval Confirmation**
Buttons: Cancel, **Continue** (F)
Home: W092AA - W092 USA ELE HQ EUCOM
Host: NIA
Search: ***Upper Echelon Pool** EUCOM J1 UE (E)
Pool Members: 2LT JENNIFER JONES, SGT BETH GARCIA, SFC RICHARD BROWN

NOTE: If the Upper Echelon Pool field displays, a selection must be made to continue.

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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**.



Pending Approvals 2

View By: Type

Item	Description	Status	Submitted By	Effective Date
Award Recommendation Achievement AAM USAACHIEVMNT MDL	Award Recommendation for CPT SARAH DAVIS	Submitted for Approval	JOHNSON, ABIGAIL	05/28/2024
Award Recommendation Achievement AAM USAACHIEVMNT MDL	Award Recommendation for LTC GREGORY DAVIDSON	Submitted for Approval	WILLIAMS, CHRIS	05/28/2024
Admin Records Correction Other - Religious Accommodation	Admin Records Corrections: Other - Religious Accommodation for PFC TRAVIS MARTINEZ	Submitted for Approval	MARTINEZ, TRAVIS	06/08/2024
Personnel Action Request Admin Records Corrections Deletion/Deferment	Admin Records Corrections: Deletion/Deferment for LTC ROBERT JONES	Submitted for Approval	JONES, ROBERT	06/11/2024

Personnel Action Request 3

Soldier: LTC ROBERT JONES
Employee ID: 000000000
PAR ID/Sequence: 0000000/0

Approve Deny More

PAR Details

Effective Date: 06/11/2024
Action: Admin Records Corrections
PAR Status: Submitted for Approval
Action Reason: Deletion/Deferment

Soldier Data

UIC: W092AA - W092 USA ELE HQ EUCOM
Component: Active
Rank: LTC
Primary MOS: O15B - 15B-AVIATION COMBINED ARMS OPERATIONS
Category: ACMS-Force Structure Unit Pers-Avail Unknown
Grade: O5

Summary

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.

OK

A



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PAR Restart Button Instructions – Approver CONTINUED

- 3B. Select **More**.
- 3C. Select **Restart**.
- 3D. Submit for Approval Confirmation box displays.
- 3E. Members new department **S1 Pool** auto populates or Select **Upper Echelon Pool** look-up tool. Select an HR Professional or S1 Pool.
- 3F. Select **Continue**. PAR routes to Members new department S1 Pool.

Personnel Action Request

Soldier: LTC ROBERT JONES
Employee ID: 000000000
PAR ID/Sequence: 0000000/0

PAR Details: Effective Date: 06/11/2024, Action: Admin Records Corrections, PAR Status: Submitted for Approval, Action Reason: Deletion/Deferment

Soldier Data: UIC: W092AA - W092 USA ELE HQ EUCOM, Component: Active, Rank: LTC, Primary MOS: 015B - 15B-AVIATION COMBINED ARMS OPERATIONS, Category: ACMS-Force Structure Unit Pers-Avail Unknown, Grade: O5

Qualifications & Skills

Soldier: SFC ISABELLA MILLER
Employee ID: 000000000
PAR ID/Sequence: 0000000/0

PAR Details: Effective Date: 06/11/2024, Action: Qualifications and Skills, PAR Status: Submitted for Approval

Soldier Data: UIC: W0C5AA - W0C5 USAREC RRC, Component: Active, Rank: SFC

Summary of Changes: Details table with Effective Date (06/11/2024) and Reason for Change (Completion of Formal Training).

Pool Members: PFC WILLIAM JONES, PV2 JOHN BROWN, SFC JENNIFER GOMEZ

Personnel Action Request

Soldier: LTC ROBERT JONES
Employee ID: 000000000
PAR ID/Sequence: 0000000/0

PAR Details: Effective Date: 06/11/2024, Action: Admin Records Corrections, PAR Status: Submitted for Approval

Soldier Data: UIC: W092AA - W092 USA ELE HQ EUCOM, Component: Active, Rank: LTC, Primary MOS: 015B - 15B-AVIATION COMBINED ARMS OPERATIONS, Category: ACMS-Force Structure Unit Pers-Avail Unknown, Grade: O5

Summary of Changes: Details table with Effective Date (06/11/2024) and Reason for Change (Completion of Formal Training).

Pool Members: 2LT JENNIFER JONES, SGT BETH GARCIA, SFC RICHARD BROWN

NOTE: If the Upper Echelon Pool field displays, a selection must be made to continue.