IPPS-A
INTEGRATED PERSONNEL AND PAY SYSTEM - ARMY

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).

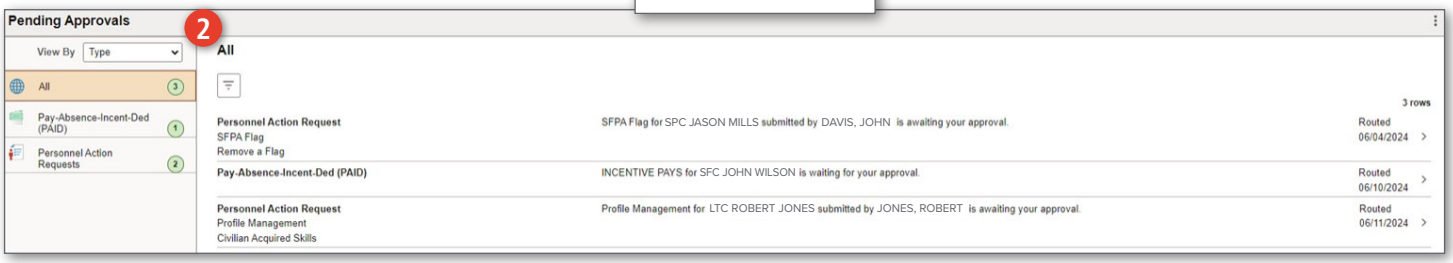
NAVIGATION: HR Professional Homepage > Approvals tile

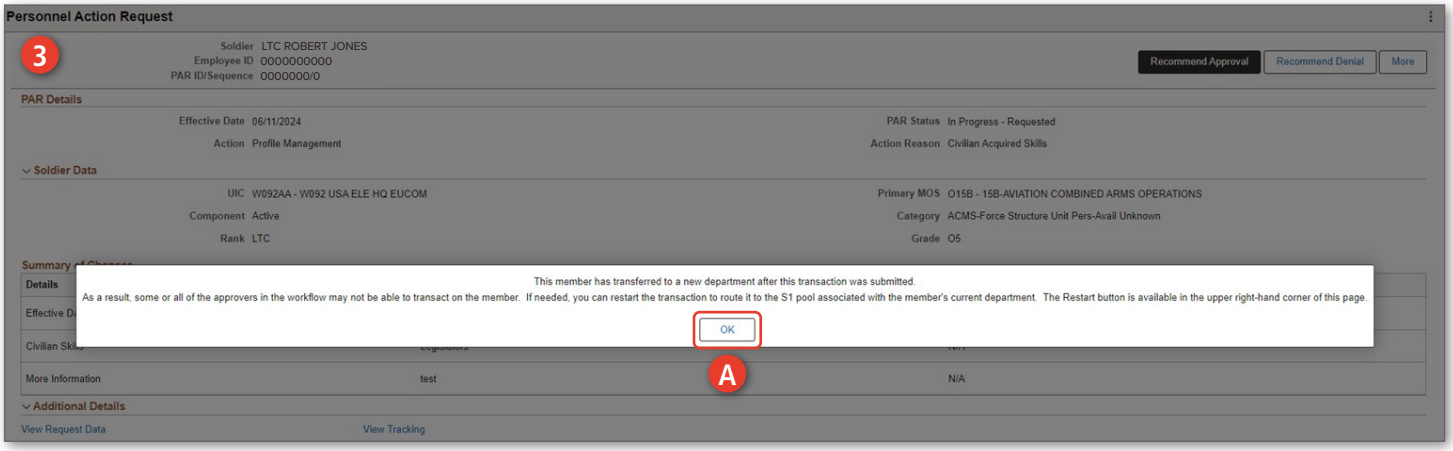
NOTE: See IPPS-A User Manual > Chapter 6

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 JOB AID

PAR Restart Button Instructions – HR Professional CONTINUED

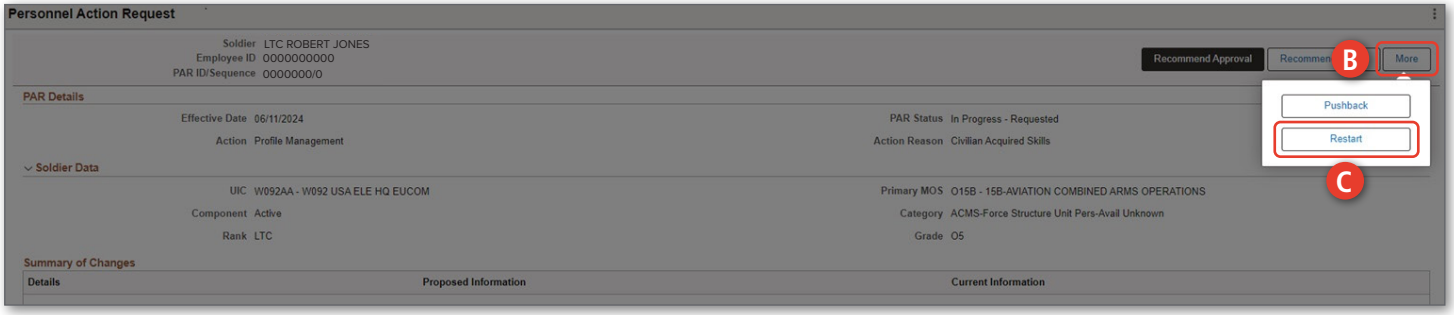
3B. Select **More**.

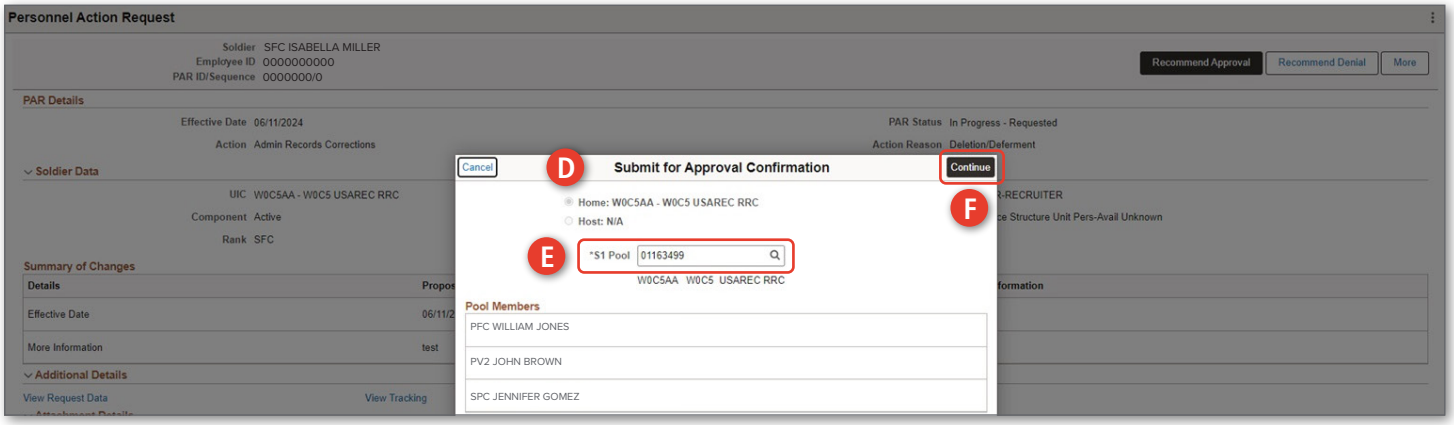
3C. Select **Restart**.

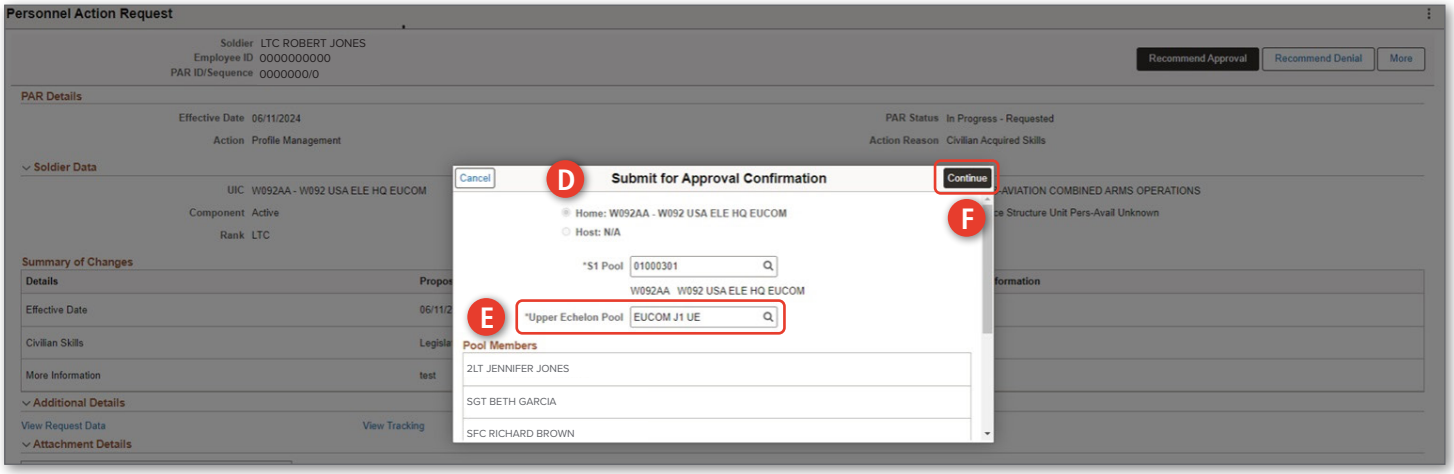
3D. Submit for Approval Confirmation box displays.

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.







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

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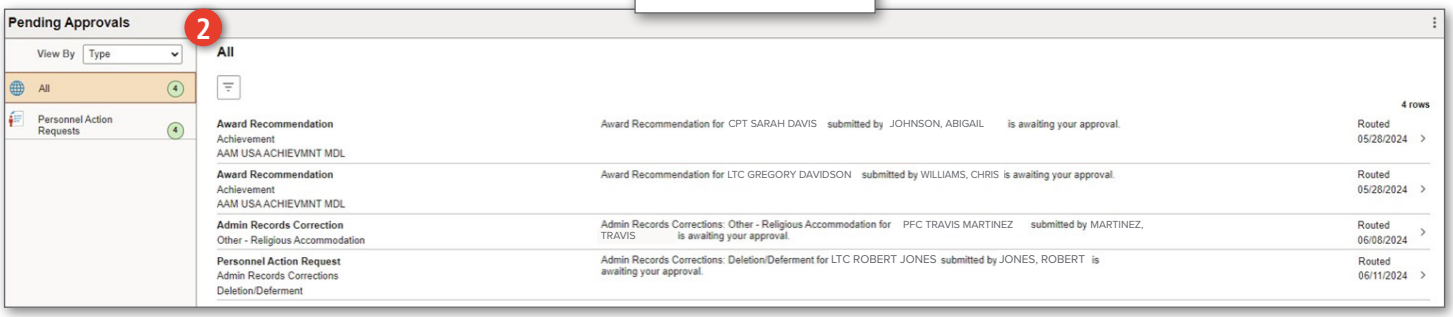
IPPS-A
INTEGRATED PERSONNEL AND PAY SYSTEM - ARMY

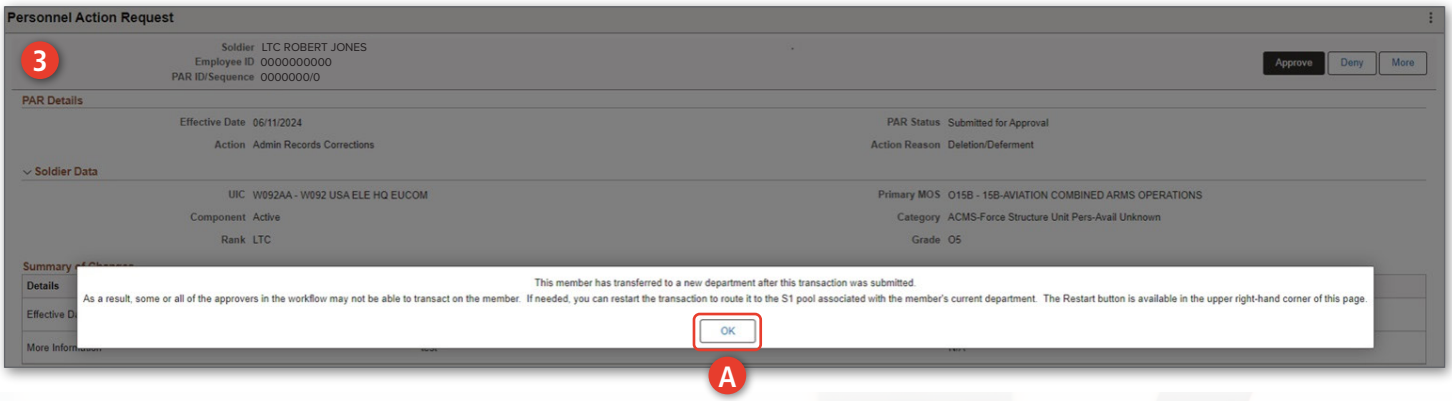
PAR RESTART BUTTON JOB AID

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**.





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PAR RESTART BUTTON JOB AID

PAR Restart Button Instructions – Approver CONTINUED

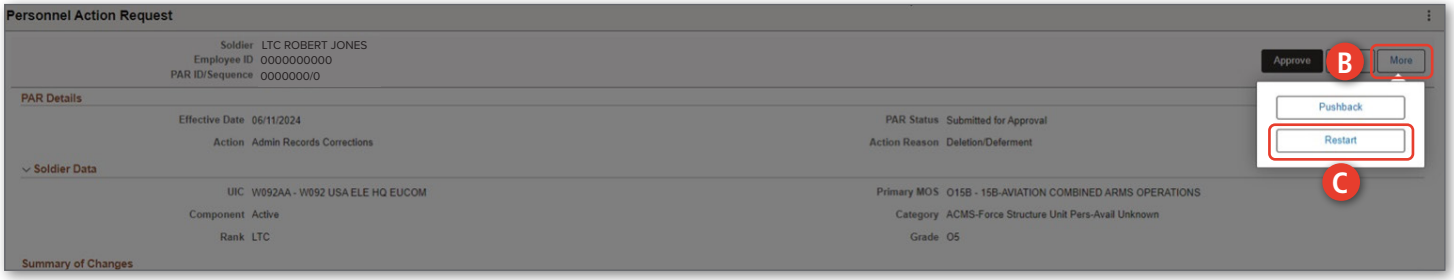
3B. Select **More**.

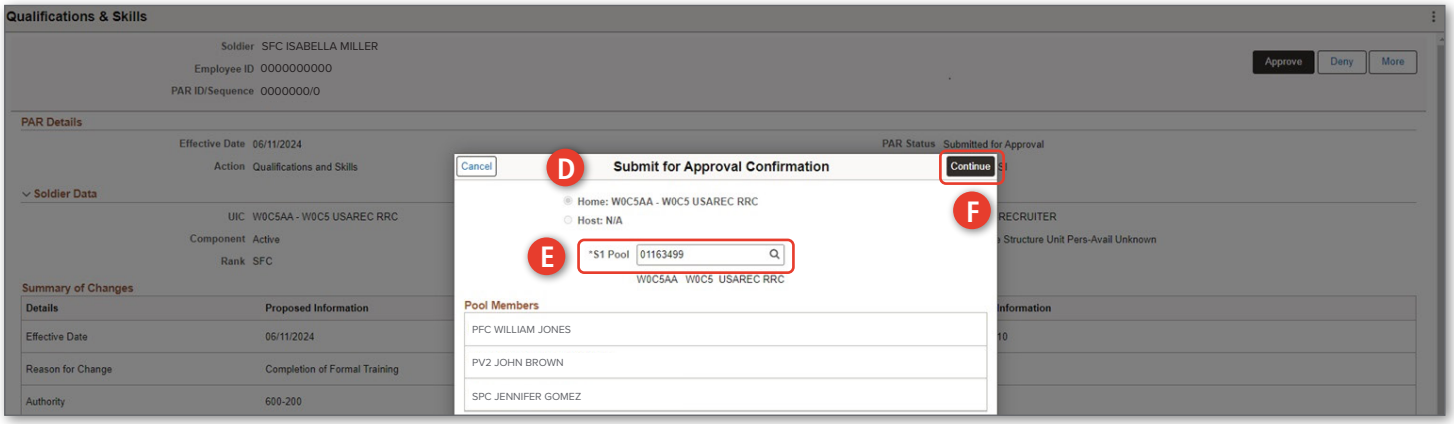
3C. Select **Restart**.

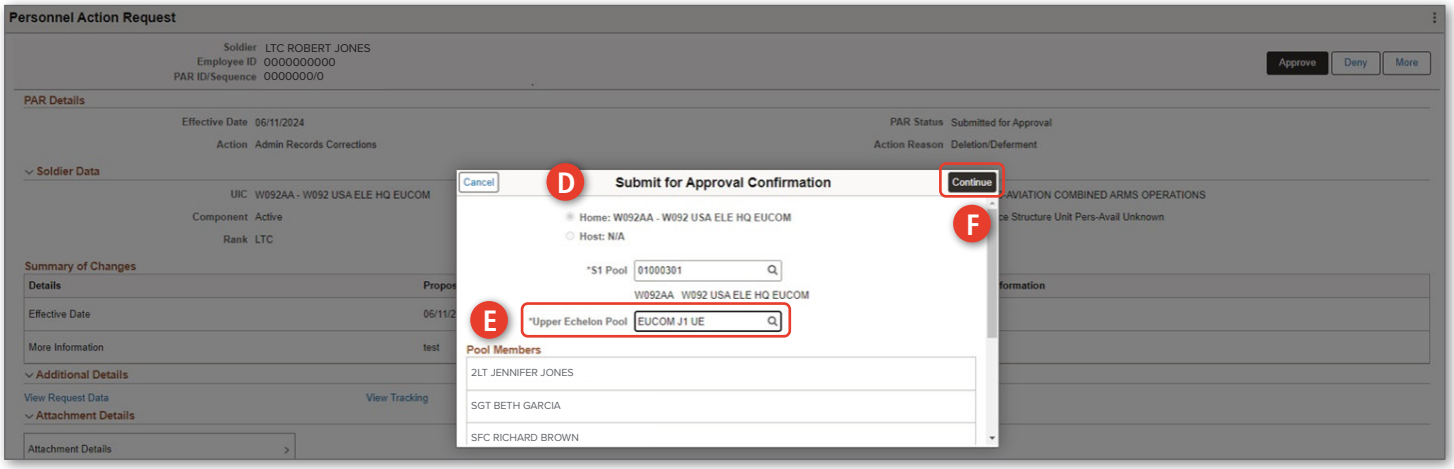
3D. Submit for Approval Confirmation box displays.

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.







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