



Instructions for Approving an ePAR Transaction through Core Integrator

1. Log into [Core Integrator](#)
2. Your login and password will be your UWG Credentials
3. Transactions that are awaiting approval will be found in the **Workflows & Archives** section under the Personnel Action Request link. Click on the radio button *Assigned to You*.
4. A list of all transactions will be available. You will be able to view the Effective Date of Action, Employee Type, Type and Reason for Action, the Employee's Name and other pertinent information about the employee. You will see the status of the transaction and how long the transaction has been active.
5. Click on the **Process** button.
6. The ePAR transaction will open and the approver will be able to review all of the details related to the transaction.
7. The approver will have the ability to **Approve** or **Reject** the transaction by clicking on the appropriate button. The approver will also be able to add **Comments** and see the **History** of the transaction. Under **Related Docs**, the approver can view and print a PDF version of the ePAR if needed.
8. Click the **Logout** link when finished.