

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 **My Tasks** section. Click on the *Personnel Action Request* link. The number in parentheses will indicate the number of transactions awaiting your action.

The screenshot shows the 'My Tasks' section of the Core Integrator interface. A red box highlights the 'Personnel Action Request (4)' link in the left-hand navigation menu. The main content area displays a table titled 'Items assigned to you in 'Personnel Action Request'' with the following data:

ID	Preview	Action	Effective Date of Action	Employee Type - Current	Type of Action	Reason for Action	PAR Employee Name	ADP Position Number	Department ID	Department	Status	Activity Age	Workflow Age
770		Process	04/27/2015	54W	Hire/Rehire	Rehire		54001716	5401045107	Central Warehouse	Awaiting Official Approver (9)	0.0 days	0.8 days
771		Process	04/27/2015	54T	Hire/Rehire	Initial Hire		54001616	5401045107	Central Warehouse	Awaiting Official Approver (9)	0.0 days	0.8 days
766		Process	04/27/2015	54W	Hire/Rehire	Rehire		54001716	5401045107	Central Warehouse	Awaiting Official Approver (9)	0.0 days	0.8 days
772		Process	04/27/2015	54W	Hire/Rehire	Rehire		54001716	5401045107	Central Warehouse	Awaiting Official Approver (9)	0.0 days	0.8 days

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 transactions has been active.
5. Click on the **Process** button.

This is a close-up of the 'Process' button for the first transaction in the list, which is highlighted with a red box.

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.

The screenshot shows the details of an ePAR transaction. A red box highlights the 'Official Approver (9)' button in the top left. Another red box highlights the 'Comments' section in the bottom right, which includes an 'Add Comment' button and a list of recent comments.

8. Click the **Logout** link when finished.