The PAR Search page is a very powerful search tool that allows you to search on more criteria than the Personnel Action Request screen. The PAR Search provides all the criteria of the Personnel Action Request screen, plus more. With the PAR Search, you can now perform searches on any combination of the following fields:

- Submitter Name
- Originator Name (Site Admin or Dept. Head)
- PARs with contracts (certificated only)
- Last Name
- Position Number
- PAR Effective Date range

PAR Search by last name

1. Type in last name in Last Name field and/or type in Employee ID number.
2. Put in Effective date. If not sure exactly, use the Effective date starting and Effective date ending.
3. Click Search.
4. Depending on the criteria you type in, several employees with the same last name and effective date might be displayed.
5. Choose the correct employee by clicking on the Details link to view the detailed PAR information.

NOTE: If an effective date is used, additional criteria must be provided to produce a specific enough search. If inappropriate criteria is specified, you may get an error message.

You should always provide as much information as possible when performing searches.

This PAR Search page is a very powerful search tool when locating a specific PAR.