

Request Forms- Step by Step

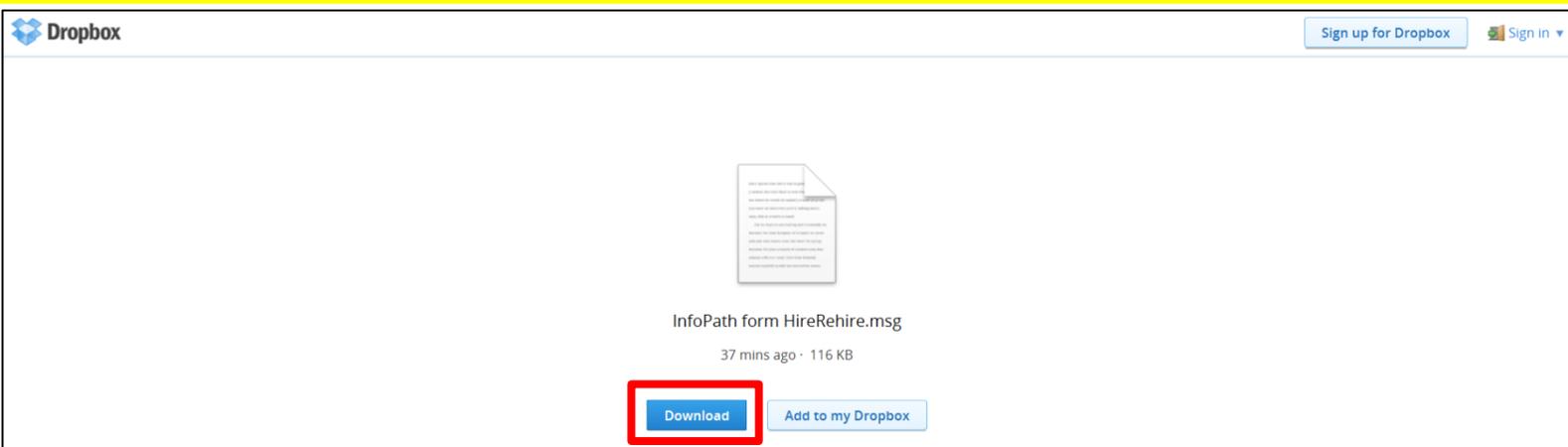
- 1.) Start by selecting the desired request form from the Forms and Documents library, located on the lower right side of the screen. Request forms can be found on the following HRIS web pages:
 - PAR Requestor
 - PAR Admin
 - PAR View
 - Personnel Action Request Forms



- 2.) After selecting the appropriate form the screen below will pop up. Select the **"Download"** button.

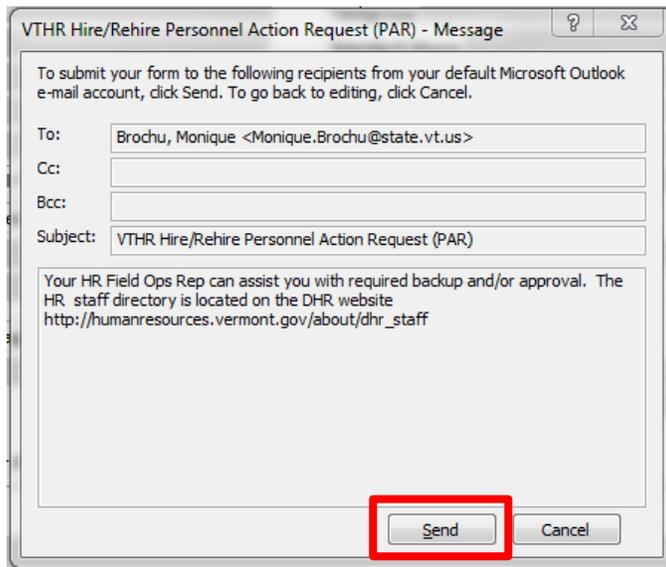
PLEASE NOTE: Your pop up blocker may prevent the form from opening automatically. If you receive a yellow highlighted toolbar like you see outlined below, click in the yellow highlighted toolbar, select **"Download File"** from the drop down menu, then click the **"Download"** button outlined in red.

To help protect your security Internet Explorer blocked this site from downloading files to your computer. Click here for options. X



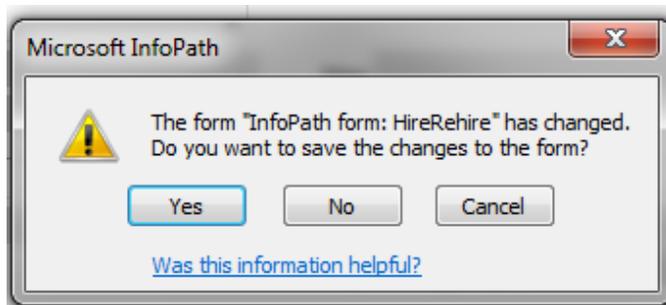
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- 3.) After clicking the “Download” button, your computer will ask you if you want to “Open”, “Save”, or “Cancel”. Select **“OPEN”**.
- 4.) The form will open. Enter the desired/required information in the fields. Be sure to populate each required field. (Required fields have a red * next to them).
- 5.) Once you have completed the form select **“Email Yourself”** at the bottom of the form.
(DO NOT click the “Submit” option on the upper left corner of the form).
- 6.) The screen below will pop up after selecting e mail yourself. Select **“SEND”**.



- 7.) Check your e mail inbox to verify that you have received the form.
- 8.) Select the  in the upper right hand corner of the form to close it out.
- 9.) You will receive the pop up below.

Select **“YES”** if you wish to save a copy of the form for your files.
Select **“NO”** if you do not want to save a copy and wish to continue to close the form.



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- 10.) **Forward** the e mail that includes the form to your HR Field Operations Representative with all required back up and approvals attached.
- 11.) After your HR Field Operations Representative receives the form and reviews it for accuracy, they will forward the form to the DHR-Actions inbox for processing.