

How to Print EPARs

This process is used to print Job Data transactions that have checked off the box for EPAR Print. This procedure will process all transactions that have not been picked up since the last EPAR print process.

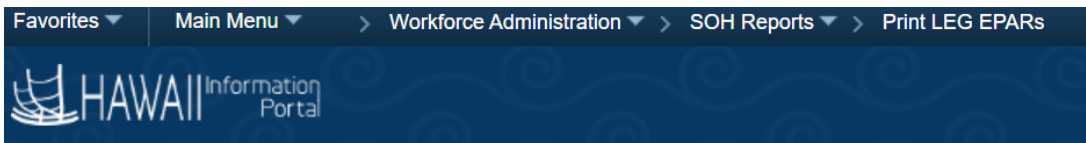
<p>Regulatory Region STATE</p> <p>Company LEG</p> <p>Business Unit LEG</p> <p>Department 10001</p> <p>Department Entry Date 10/20/2020</p> <p>Hawaii Org ID 00001</p> <p>Location LEG01</p> <p>Establishment ID</p>	<p>State of Hawaii</p> <p>Hawaii State Legislature</p> <p>Hawaii State Legislature</p> <p>House District 01</p> <p>00001</p> <p>Hawaii State Leg - Hawaii</p>	<p style="color: red;">254 characters remaining</p> <div style="border: 2px solid red; padding: 5px;"> <p>Job Comments</p> <div style="border: 1px solid gray; height: 60px; width: 100%;"></div> <p style="color: red;">254 characters remaining</p> </div> <p style="text-align: right;">Date Created 10/20/2020</p> <p style="text-align: right;"><input checked="" type="checkbox"/> EPAR Print</p>
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Partial Pay Info

Partial Type

HRS: MIN:

1. Navigate to *NavBar > Navigator > Workforce Administration > SOH Reports > Print (LEG/OHA) EPARs*
2. For the first time running reports, click on 'Add a New Value'.



RUN LEG EPARs

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value Add a New Value

▼ Search Criteria

Search by: Run Control ID begins with

Case Sensitive

 [Advanced Search](#)

[Find an Existing Value](#) | [Add a New Value](#)

3. You can use your initials for the run control ID, then click 'Add'.

RUN LEG EPARs

Run Control ID

[Find an Existing Value](#) | [Add a New Value](#)

- 4. Leave everything blank, then click **Run**.
- 5. Click OK.

Print LEG EPARs

Run Control ID Report Manager Process Monitor

Language ▾

Report Request Parameter(s)

As Of Date

[Favorites](#) > [Main Menu](#) > [Workforce Administration](#) > [SOH Reports](#) > [Print LEG EPARs](#)

[HAWAII Information Portal](#)

[Runctl Asofdate](#)

Print LEG EPARs

Run Control ID: Test
 Language: English

Report Request Parameter(s)
 As Of Date:

Process Scheduler Request

User ID: 00105950 Run Control ID: Test

Server Name: Run Date: 10/22/2020

Recurrence: Run Time: 10:42:48AM

Time Zone:

Process List

Select	Description	Process Name	Process Type	Type	Format	Distribution
<input checked="" type="checkbox"/>	LEG EPARs	PERHLEG	SQR Report	Web	PDF	Distribution

6. Click on **Process Monitor**.

[Favorites](#) > [Main Menu](#) > [Workforce Administration](#) > [SOH Reports](#) > [Print LEG EPARs](#)

[HAWAII Information Portal](#)

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Print LEG EPARs

Run Control ID: Test
 Language: English

Report Manager:

Process Instance: 289749

Report Request Parameter(s)
 As Of Date:

7. Click on **Refresh** until the **Run Status** says **Success** and **Distribution Status** says **Posted**.

8. Click on **Details**.

Process List | Server List

View Process Request For

User ID: Type: Last: 1 Days
 Server: Name: Instance From: Instance To: Report Manager
 Run Status: Distribution Status: Save On Refresh

Process List

Select	Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details
<input type="checkbox"/>	289749		SQR Report	PERHLEG	00105950	10/22/2020 10:42:48AM HST	Success	Posted	Details

9. Click on **View Log/Trace**.

Process Detail ×

Process

Instance: 289749	Type: SQR Report
Name: PERHLEG	Description: LEG EPARs
Run Status: Success	Distribution Status: Posted

<p>Run</p> <p>Run Control ID: Test</p> <p>Location: Server</p> <p>Server: PSNT</p> <p>Recurrence:</p>	<p>Update Process</p> <p><input type="radio"/> Hold Request</p> <p><input type="radio"/> Queue Request</p> <p><input type="radio"/> Cancel Request</p> <p><input type="radio"/> Delete Request</p> <p><input type="radio"/> Re-send Content</p> <p><input type="radio"/> Restart Request</p>
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<p>Date/Time</p> <p>Request Created On: 10/22/2020 10:43:43AM HST</p> <p>Run Anytime After: 10/22/2020 10:42:48AM HST</p> <p>Began Process At: 10/22/2020 10:44:10AM HST</p> <p>Ended Process At: 10/22/2020 10:44:22AM HST</p>	<p>Actions</p> <p>Parameters Transfer</p> <p>Message Log</p> <p>Batch Timings</p> <p>View Log/Trace</p>
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10. Click on the PDF file hyperlink.

View Log/Trace ×

Report

Report ID 272386	Process Instance 289749	Message Log
Name PERHLEG	Process Type SQR Report	
Run Status Success		

LEG EPARs

Distribution Details

Distribution Node http_rpt	Expiration Date 11/26/2021
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File List

Name	File Size (bytes)	Datetime Created
PERHLEG_289749.PDF	725,893	10/22/2020 10:44:22.530705AM HST
PERHLEG_289749.out	21,881	10/22/2020 10:44:22.530705AM HST
SQR_PERHLEG_289749.log	1,781	10/22/2020 10:44:22.530705AM HST

11. The PDF files should pop up in your browser and are available for you to print.

D:\psoft\HIHQ92\appserv\prcs\HIHQ92\log_output\SQR_PERHLEG_289749\PERHLEG_28... 218 / 387

HRD 1/2001 (Rev. 7/09)	State Of Hawaii EMPLOYEE PERSONNEL ACTION(S) REPORT	Date: 10/22/2020 Page: 218
Name: Person,Test	FICA/GRP Ret Cd: K0 N0	Sex: U
Emplid: 00181429	Empl. Class: Exempt	Status: N
SSN: xxx-xx-6789	State Empl. Date: 10/22/2020	PR/W Dist Codes: Y33 001
		SMD: HI ORG ID:
Dept/Org Cd Descr: SenDist01	/	/
UAC:	//	//
UAC:	//	//
UAC:	//	//

The most current information is provided for the fields listed above.

Empl Rcd	Eff Date	Eff Seq	Actn/Rsn	Actn Descr	Posn No	Job Code	Job Code Descr	Grade/Step
0	10/22/2020	0	HIR HIR	Hire	Y500002	5001	Office Manager Dist 01	

Comp Rate 5000.00	Comp Freq Monthly	Union Cd	Auth FTE 1.000	FTE Comprate 5000.00	Dept/Org Code SenDist01	Empl Class Exempt	Appt NTE Date	Leave NTE Date	Part Pay Info : /	Service Date
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Diff Cd Diff Amt

Comments:

Civil Service or Other Authrty: