

Back to Author



Purpose: An approver can send a PAR back to the initiator for correction. The initiator can then correct and re-submit a PAR.

Before the approver selects, **Back to Author**, the approver should enter the reason for the return in the comment field on the screen.

The screenshot shows a form with a text input field labeled "Add Comment:" containing the placeholder text "(optional)". Below the input field are three buttons: "Approve" (green), "Reject" (red), and "Back to Author" (blue). The "Back to Author" button is highlighted with a red box.

A dialog box will appear to confirm the request to send back to the initiator.

The dialog box has a title "Confirm" and a question "Are you sure you wish to return this request?". At the bottom, there are two buttons: "Yes" and "No".

Once the approver clicks, **Yes**, the following message appears.

Processing successful.
Reference number: 000000074051
This window may now be closed

If the approver clicks, **No**, the screen will remain.

Once the initiator returns to **MyInbox**, the task to **Edit** the PAR will appear. See example below. Click on **Open Task** to correct the document.

All Tasks (7) ☰

Back to Manager

Search 🔍 🔄

Edit Part-time Faculty Pay 00000074051 for Fred T....

Workflow System Medium

Edit Part-time Faculty Pay 00000074051 for Fred T. Johnson

Workflow System Status: Ready

Priority: Medium

Created on Jan 22, 2024, 2:24 PM

📘 📅⁰ 📎⁰ 🔗⁰

Form Type: Part-time Faculty Pay
Priority: NORMAL
Employee Name: Fred T. Johnson
Start Date: 05/12/2025
End Date: 06/03/2025
Process started on: 01/22/2024
Process started by: EPHRTEST6
Total payment amount: 6,000.00
Please Edit this form.

Show Log Claim **Open Task** 🔗

The initiator can view the comments by the approver and also add an additional comment.

Comment History:

Test HR PARS, Effort & TimeAdmin EPHRTEST4 01/22/2024
14:24:50
Please attach a document.

Add Comment:

The initiator can choose to withdraw the PAR or process the change.

To withdraw the PAR, click on the icon below, located on the bottom right-hand corner of the screen.



Once the withdraw icon is selected, a dialog box will appear.

Confirm

Are you sure you wish to withdraw this request?

Yes No

Click **Yes** to withdraw and the following message will appear:

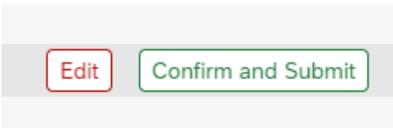
Processing successful.
Reference number: 000000074051
This window may now be closed

Click **No** and the screen will remain.

To process the change and workflow back to the approver, click on the icon below, located on the bottom right-hand corner of the screen.



These options will appear at the bottom right-hand corner of the screen.



Click **Edit** to further edit the document. The previous screen will re-appear to edit the document.
Click **Confirm and Submit** for the document to workflow for approval.