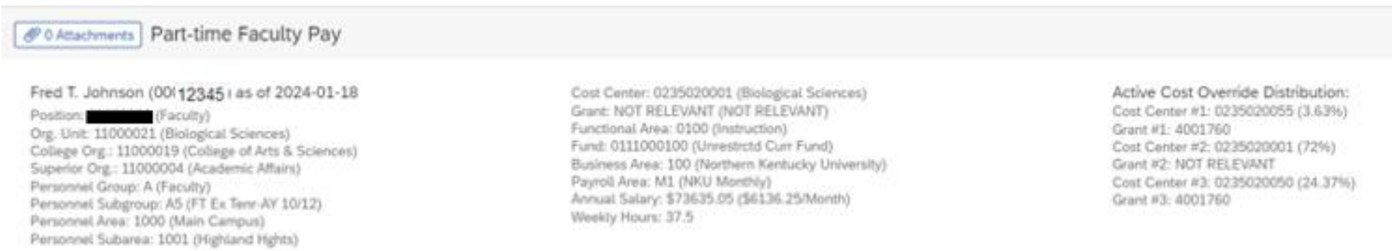
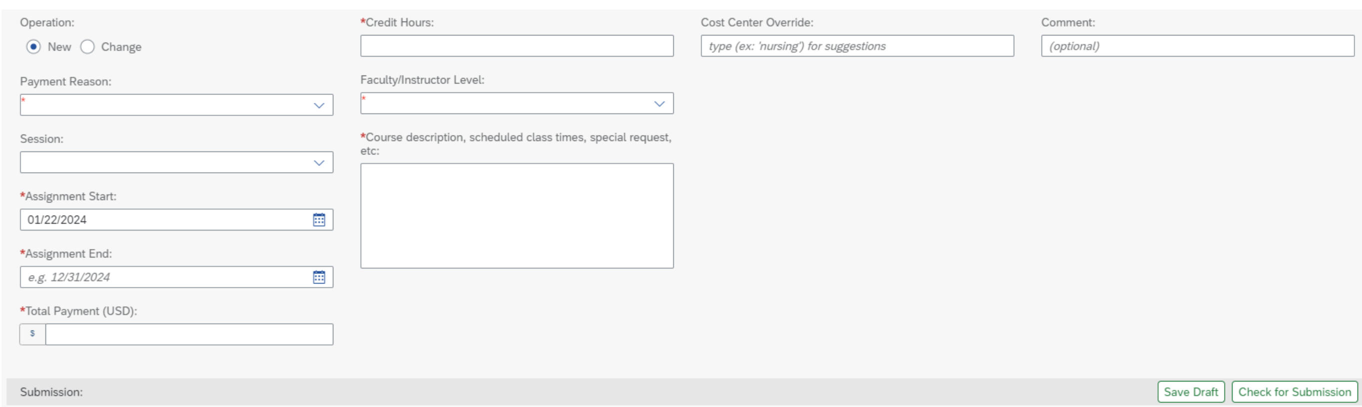
Working with Drafts

Purpose: PAR documents can be saved as a draft and will appear in **My Inbox** for completion. The draft can also be edited from the PAR home page in which you are initiating and approving.

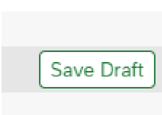
For example, input information to start the Part-time Faculty Pay process for an employee.
Information regarding the employee is listed at the top of the page.



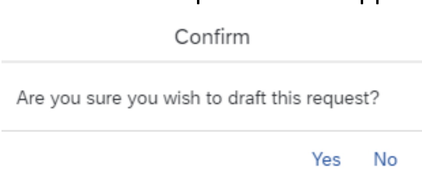
Complete the bottom portion of the page. Note: all required fields (*) must be completed.



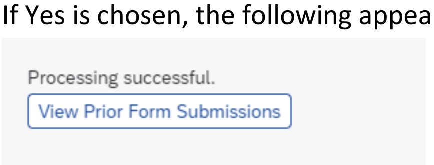
To save as Draft, click the icon below on bottom right-hand corner of the screen:



A confirmation question will appear. Click **Yes** to proceed with saving as a draft, or **No** to cancel saving as a draft.

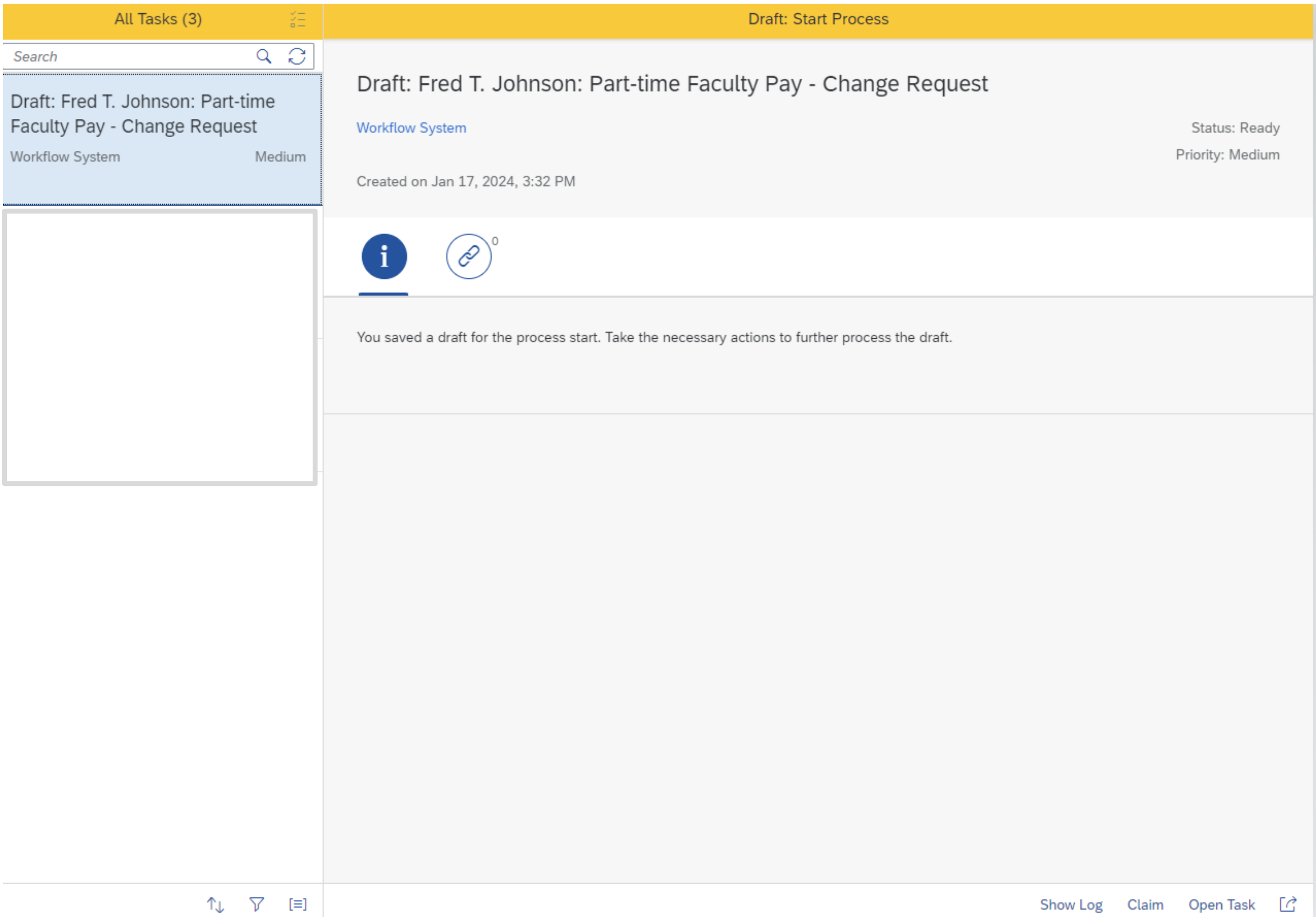


If Yes is chosen, the following appears:



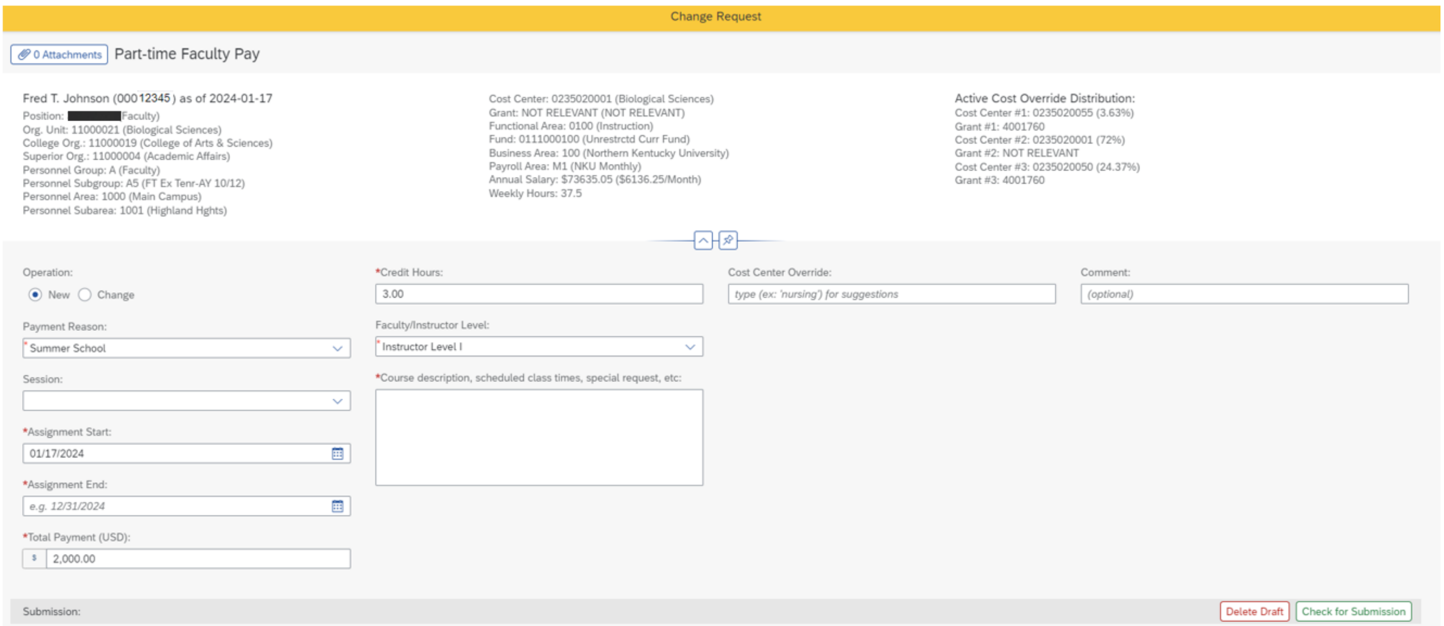
If No is chosen, the information will remain on the page, and a draft will not be saved.

Proceed to **My Inbox** to complete the details of the PAR.

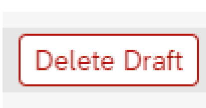


To complete the details of the PAR, click on the **Open Task** icon, located on the bottom-right hand corner of the screen.

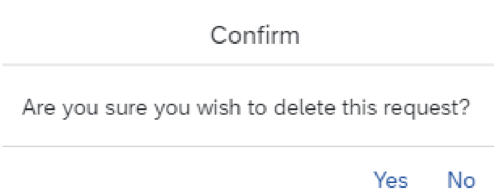
Once the task is open, the information previously input appears.



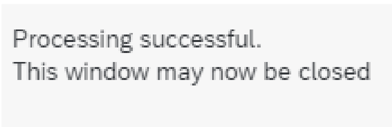
To delete the draft, click on the **Delete Draft** Icon, located at the bottom right-hand corner of the screen.



A confirmation question will appear. Click **Yes** to proceed with saving as a draft, or **No** to cancel saving as a draft.



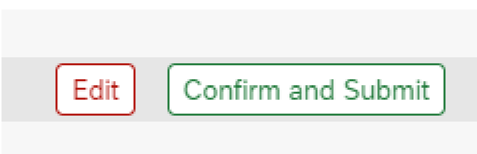
If Yes is chosen, the following appears:



If No is chosen, the information will remain on the page.

Proceed to add or change information on the screen. Note: all required fields (*) must be completed. For the information to workflow for approval, click on the **Check for Submission** icon, located at the bottom right-hand corner of the screen.

Once all information is added/changed, the 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. The following message appears: