

# Access to PAR (Personnel Activity Reporting)

## **\*\*Important notice\*\***

When receiving your PAR email, if you click on the “Click Here” to complete your PAR, you may not be able to access your PAR if you are not connected to the Districts VPN. If this occurs we ask staff to use the ROConnect blue box in the PAR email. When using ROConnect, go to Business and Professional section and select PeopleSoft External if you are not logged onto VPN. If you are logged onto VPN, then use PeopleSoft Internal instead.

### PAR Auto-Generated Email:

## **PERSONNEL ACTIVITY REPORTING (PAR)**

All PARs must be completed by employee within 10 school days

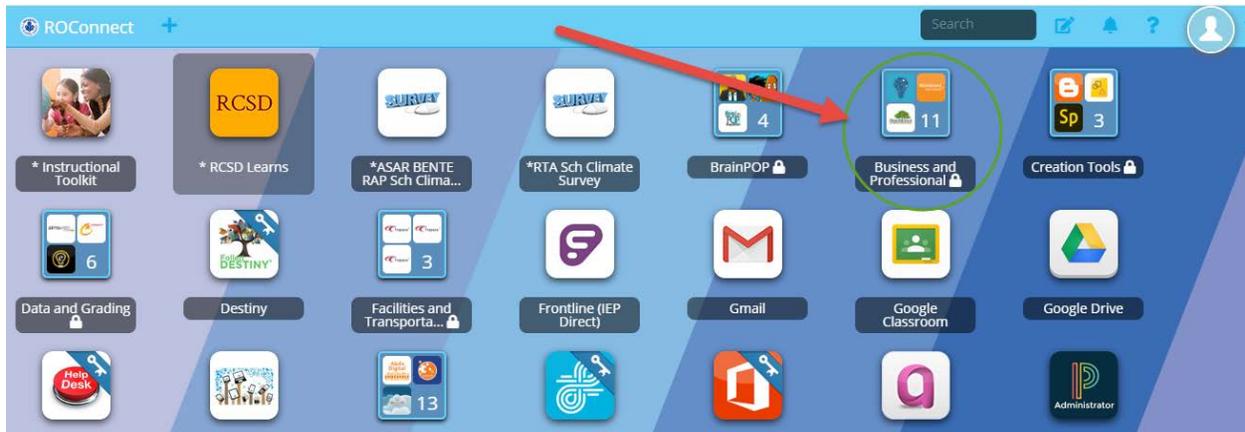
**You are receiving this notice because all or part of your pay is funded by a grant or program requiring PAR reporting**

A requirement of the grantor is that you review, verify the workload distribution (%) and electronically sign an on-line PAR each month. Failure to comply with these requirements could jeopardize future grant funded opportunities. If you do not agree with the PAR information, you must provide a reason.

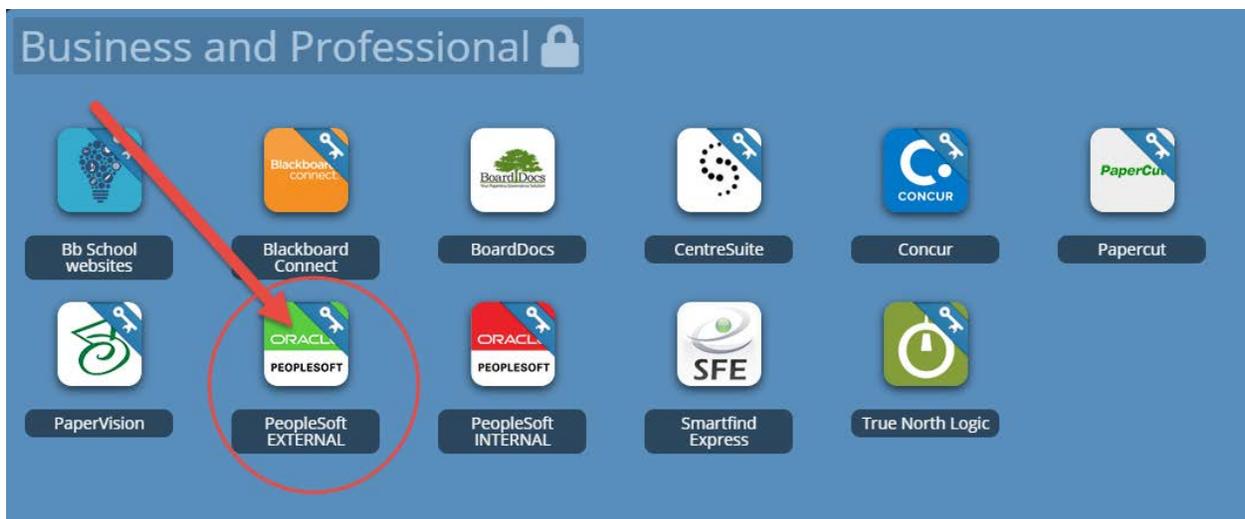
**Click Here to complete your PAR**



Log into ROConnect and then click on Business and Professional:



In Business & Professional select the PeopleSoft EXTERNAL icon if you are not logged on the District's VPN. If the External one does not work then try the Internal PeopleSoft icon instead:



Log into PeopleSoft then select Employee Self-Serve as you are entering Time & labor:

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### Employee Self Service

Employee Self Service transactions include Time Reporting, Personal Information, Payroll and Compensation, Benefits, Stock Activity, Training and Development, and employee Recruiting Activities.

- [RCSD PAR Review](#)  
Personnel Activity Report (PAR) Review
- [Employee Home](#)  
Navigate to all the employee home pages from this main page.