

# Steps to Generate an OnBase Electronic PARF:

1. Go to **INTERNET EXPLORER** (do not use Netscape Navigator).
2. In the address bar, type **WEBO**. Press the **ENTER** key.
3. This is the **Personnel Action Request Form Main Menu**.
4. First **CHOOSE CLASSIFICATION** option. Second, from the **CHOOSE FORM** drop down menu, select the **PARF FORM** (see table below). Click on the **SUBMIT** button.

TYPE OF PARF	CHOOSE PARF FORM	PARF PURPOSE
Personal leave ~ Certified only	Short Term Leave	Personal Leave (for L1 days) Personal Leave – deduct amount equal to sub pay (for L2 days)
Salary Credit ~ Certified only	Tuition Reimbursement–Salary Credit*	Salary Credit Approval
Tuition Reimbursement ~ Certified only	Tuition Reimbursement–Salary Credit*	Tuition Reimbursement Approval
Tuition reimbursement ~ Classified only	Tuition Reimbursement	Tuition Reimbursement Approval

\*For certified employees, use the **Tuition Reimbursement-Salary Credit PARF** if applying for tuition reimbursement only, salary credit only, or both.

**Remember, only certain classes qualify for both tuition reimbursement and salary credit.**

5. Complete the required fields on the PARF and type in any comments in the box located at the bottom of the form if needed. The comments field can be used to include any necessary appeals. When complete, click the **SUBMIT** button.

**Employee’s Social Security #:** Type in your social security number (no dashes). Hit TAB and your name will fill-in.

**Site/Department:** Use the drop down menu to select your site. Hit the alpha key that corresponds with the first letter of your site. Arrow or scroll down until your site name appears in the box.

**E-mail:** Type in the MPS e-mail address where notification should be sent (do not add @mpsaz.org). This must be an MPS e-mail address. The system will not recognize an external e-mail address.

**Start or Stop Date:** The system requires a specific date format (mm/dd/yyyy) and calendars are provided to assist you.

6. If any required fields (those marked with a red \*) have been omitted, a message will appear to complete said field and direct you back to that section of the PARF. Click the **SUBMIT** button when corrections are complete.
7. If after submitting a PARF you receive the message:  
**“The keywords on the E-form failed to save. Ensure that no valid keyword values were entered.”**  
 The PARF was not successfully submitted and you will have to start anew.
8. Upon successfully generating a PARF you will get the following message:  
**Do you want to close this window? Yes or No**

Choose **Yes** if you do not want to generate another PARF and it will close you out.

Choose **No** if you have more PARFs to do. Choosing **No** will take you to a blank screen. In the address bar, either pull down to **‘webo’** or retype **‘webo’**. That will return you to the Main Menu to start another PARF. **Do Not Use the Back Arrow**. If you do, you will see the PARF you just submitted and think, “It didn’t take.” But it did! Clicking submit again only duplicates the PARF.