Hire ePAR

**Note:** This document is designed to be used online and has a number of embedded links to processes and additional information. We discourage the printing of manuals as they are updated frequently and consume paper resources when printed.

If you have questions about information in this mini-manual, or, if after reading the entire manual, you cannot find the information you need, please e-mail [ePar@uvm.edu](mailto:ePar@uvm.edu).

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Background

This guide is to give you an overview of the creation and initiation of ePAR’s in UVM People Soft HCM. The fields, some required, are reviewed in this manual as they pertain to the Document Collection. There are specific details included in each Document that provide direction that may be pertinent to the type of employee that the action is for, such as a graduate student, faculty or staff.

Hire/Hire

This ePAR is used to hire a new employee or non-paid who does not have a UVM employee ID number.

**NOTE:** All required fields are noted with an * asterisk within the ePAR.

Step 1: Log in, Go to ePAR Collection & Search

A. Log in to PeopleSoft using the Human Resources Login [www.uvm.edu/~erp/portal](http://www.uvm.edu/~erp/portal)

B. **Navigation:** UVM ePARs>ePAR Collection and select the Hire ePAR action. Select Add.

C. You will begin by searching to ensure the individual does not presently exist in People Soft. The preferred method of search is by Social Security Number. If that is not available, you may search by first and last name. Hit Search, if no data is found you may proceed to Step 2 by clicking yes.

D. If the individual already has an employee ID number, determine what action is most appropriate in ePAR such as Rehire/Rehire or Hire/Additional Job.
Step 2: Complete ePAR Action/Reason Page.

A. Complete the required fields (indicated by *). Include details in optional fields as they are available. Fields open for editing, required or otherwise, are highlighted. These fields may allow for the ePAR to be processed quicker with less follow-up from approvers.

- **Note 2-1:** This field is used to indicate Staff and Faculty who work a less than 12 month contract. It is **not used for grad students.** For grad students, or faculty and staff working 12 months (e.g. 9 month faculty) indicate ‘No’. By selecting “yes” an additional contract pay page will be included on the ePAR. See Faculty Services and Additional Contract Pay Page further direction, you will also be directed to this page after the Compensation page.

B. Once fields are completed, click Next to proceed to Step 3.
Step 3: ePAR Hire-Personal Information

A. Complete the required fields (indicated by *). Include details in optional fields as they are available. Fields open for editing, required or otherwise, are highlighted. These fields may allow for the ePAR to be processed quicker with less follow-up from approvers.

B. Fields open for editing, required or otherwise, are highlighted.
   - **Note 3-1:** International addresses cannot be entered, if that is all available please indicate in the comments section for Payroll Services that a local home address is pending.
   - **Note 3-2:** Proper formatting of Business address is Department on the first line and Building and Room # on the second. For on campus addresses no City, State and Zip is needed. Check address will auto populate when Business Address is entered. For all on campus employees the check address should be: Payroll Service - 237 Waterman Building, Burlington VT 05405.

C. Once fields have been completed, click Next to proceed to Step 4.
Step 4: ePAR Hire - Job Information

A. Complete the required fields (indicated by *). Include details in optional fields as they are available. Fields open for editing, required or otherwise, are highlighted. These fields may allow for the ePAR to be processed quicker with less follow-up from approvers. Fields open for editing, required or otherwise, are highlighted.

- **Note 4-1:** If unknown, the position number can also be found in PeopleAdmin or you can select the magnifying glass associated with position number. Then search the associated department. All positions within this department will be displayed. Once the position number has been entered all fields EXCEPT Job Indicator, Expected Job End Date, Officer Code and Empl Class will auto populate. Make any necessary corrections to the auto populated fields. IF you are hiring a non-paid employee without a position number, you will need to enter the required fields manually.

- **Note 4-2:** The position number used should be vacant. If there is an individual seated in the position, please include a comment in the Comment Box or under the Collaborate Tab with an explanation (e.g. position has two people for 1 month training transition), to avoid the ePAR being denied by HR or Payroll.

- **Note 4-3:** This field is for Graduate Students Only. For a less than 12 month grad this field must be filled out since a term row will be entered into PeopleSoft for them. If the Grad is 12 month it is best to indicate a future term date here. If left blank for a 12 month grad NO term date will be entered and a new ePAR will need to be created to process the grad in order to terminate their position. Click HERE for to see the Grad Student Mini-Manual.
- **Note 4-4:** Click [HERE](#) to see Employee Class Definitions Mini-Manual. If this is a Faculty hire, information regarding the special Faculty Services page can be found on page 14.
- **Note 4-5:** Officer Code is detailed on the Offer/Appointment Letter.

B. Once fields have been completed, click Next to proceed to Step 5.

**Step 5: ePAR Hire - Faculty Services Page – Complete for Faculty ONLY**

A. This page only appears if you have indicated that the employee is a paid faculty or staff member working less than 12 months.

B. Complete the “Additional Faculty Information” section for all full-time faculty hire ePARs.
C. Complete the “Current Action” section for all part-time faculty members.
   - The salary should equal the “per credit hour rate” multiplied by the “total number of credit hours.”
   - For hourly employees enter the hourly rate.
D. Complete the “Previous position/last position held” for all part-time faculty members that have held a previous position at UVM.
E. Once fields have been completed, click Next to proceed to Step 6.
Step 6: ePAR Hire-Employment, Time & Labor

A. Enter approved Working Title, if applicable. Fields open for editing, required or otherwise, are highlighted. Please note: graduate students working titles should be the same as their system title.

B. Once fields have been completed, click Next to proceed to Step 7.
Step 7: ePAR Hire-Compensation

A. Enter pay rate/salary information for the employee.
   - **Note 6-1: For Grad Students Only**: This field is used for Grad student paperwork only. Enter the actual salary the grad will receive for the term in which they are working.
   - **Note 6-2**: NAANNL is for salaried employees and NAHRLY is used for hourly - Kronos employees. Leave this field blank if hiring a non-paid employee.
   - **Note 6-3**: Enter annual compensation for salaried employee. If working less than 12 months this should be the compensation for the appointment. If working hourly it will be their hourly rate. If a non-paid faculty then leave it blank.

B. Once fields have been completed, click Next to proceed to Step 8.
Step 8: ePAR-Hire Create Contract Pay – Less than 12 month paid Faculty or Staff ONLY

A. This page only appears if you have indicated that the employee is a paid faculty or staff member working less than 12 months.

B. Use the Employee Class Definitions Mini Manual for allowable contract terms for staff or faculty working less than 12 months.

C. Once fields have been completed, click Next to proceed to Step 9.
Step 9: ePAR Hire-Department Budget

A. Search by either Department or Project to retrieve the correct combo code. For Kronos employees, enter Department 00001 and Combo Code Kronos_fscm1. You may enter any number of combo codes and appropriate distribution %’s, however they can only be for the effective date of the hire. Subsequent distribution changes should be submitted electronically to retro after the employee has been hired into PeopleSoft.

B. Once fields have been completed, click Next to proceed to Step 10.
Step 10: ePAR Hire - Attachments

A. Click the Attach Button.
B. Click the paperclip button.
C. Click “Choose File.” Find Document.
D. Click Upload.
E. Click “Okay” once “Uploaded By” appears.

F. Once an attachment has been uploaded there will be a piece of paper in the paperclip.

New Hire Documents Required as Attachments:
- Offer Letter/Appointment Letter
- Employee Information Form

Step 10: ePAR Hire - Collaborate Button

A. The Collaborate button is used to make comments. Initiators can make comments to the ePAR anytime. Users/Approvers with access to the ePAR can make comments anytime during the workflow after the ePAR has been submitted.
B. Click the Collaborate Icon
C. Enter comment for approver (Dean/Dpt, HR, Payroll). Click Submit.

D. Once updated Click Okay.
E. Others can add additional comments or reply to current comments. The Number of replies are indicated. And conversations can be expanded or minimized.
Step 10: ePAR Hire- Save and Submit for Approval

A. At this time your ePAR is ready for processing. Once all information has been entered Click the “Save” icon.

B. You will then receive a message that the ePAR has been saved but not submitted.

C. Select OK to submit the ePAR to the Work Flow. It is also at this time that the ePAR has been assigned a number.

D. The “Lifecycle Viewer” icon will be where the status of the ePAR within the Work Flow can be viewed.
Resources

Relevant UVM Departments

- Human Resources
  - Telephone: 656-3150
  - Email: hrsinfo@uvm.edu
- Payroll Services
  - Telephone: 656-6600
  - Email: payroll@uvm.edu

Helpful Links

- PeopleSoft Login
- ePAR Best Practices
- Graduate Student Mini Manual
- Action/Reason Definitions Mini Manual
- Employee Class Definitions
- ePAR Navigation Manual
- ePAR Mini Manual Page

Suggestions? Updates? Please send an e-mail to ePar@uvm.edu

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