Job Change 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.

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Background

This guide is to give you an overview of the creation and initiation of ePAR’s in UVM PeopleSoft. 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 specific to the type of employee that the action is for, such as a graduate student, faculty or staff.

Job Change-Data Change

This ePAR is used to make changes to employee’s records. These include changes to location, reports to, union code and working title changes.

Step 1: Log in and Search

a) Log in to PeopleSoft using the Human Resources Login  www.uvm.edu/~erp/portal

b) Navigation: UVM ePARs>ePAR Collection and select the Job Change ePAR action.

c) You will begin by searching for the employee by Social Security Number or First and Last Name. Check the box next to the Name and press Next.
Step 2: ePAR Change - Action/Reason

When complete press Next.
Step 3: ePAR Change- Personal Information

You will be presented with the Current Value for both Business and Check Address for use with the Data Change/Location Change. When complete press Next.

**Note:** These addresses should represent the employee’s primary paid assignment. Proper formatting of Business and Check 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.
- Unless the employee works off campus the Check Address should be an on campus location and will most often match the Business Address.
Step 4: ePAR Change- Job Information

This page is used to make changes to Data Change/Location Change ePARs, Data Change/Reports To Change ePARS and Data Change/Union Code Change ePARs. When complete select Next.

![Create UVM Change Request](image)

**Current Value**
- **Job Code:** 3031, Administrative Professional
- **Standard Hours:** 37.60
- **Classified Indicator:** Classified
- **FTE:** 1.000000
- **FLSA Status:** No FLSA Required
- **Union Code:** NU, Non Union
- **Pay Group:** GM1, Semi-Monthly Payroll
- **Regular Shift:** Not Applicable

**New Value**
- **Job Code:** 3031, Administrative Professional
- **Standard Hours:** 37.60
- **Classified Indicator:** Classified
- **FTE:** 1.000000
- **FLSA Status:** No FLSA Required
- **Union Code:** NU, Non Union
- **Pay Group:** GM1, Semi-Monthly Payroll
- **Regular Shift:** Not Applicable
Step 5: ePAR Change Employment, Time & Labor

You will use this page for Data Change/Working Title Change ePARs. When complete select Next.

At this time your ePAR is ready for processing. You may use the Collaborate button or attach documents to the ePAR at this time if you wish, once complete you may hit save.
You will then receive a message that the ePAR has been saved but not submitted.

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

You will then receive the following Lifecycle Viewer so that you can review where in the Work Flow the ePAR is at.

**Position Change-Job Re-Classification**

This ePAR is used to make changes to a classified staff employee to a different title and job code with no change in pay or position number. (If there is a change in pay, initiate a 'Pay Rate Change/Job Reclassification' action). Required: Appointment letter.

**Step 1: Log in and Search**

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

- **Navigation**: Smart Solutions>Document Framework>Document Collection and select the Job Change ePAR action.
c) You will begin by searching for the employee by Social Security Number or First and Last Name. Check the box next to the Name and press Next.
Step 2: ePAR Change - Action/Reason

When complete press Next.
Step 3: ePAR Change - Job Information

Update the Job Code to the new re-classified #. Other fields are open since this ePAR is used for other Action/Reasons. When complete press Next.
Step 4: ePAR Change Employment, Time & Labor

You will use this page for Data Change/Working Title Change ePARs. When complete select Next.
Step 5: ePAR Compensation Change

At this time your ePAR is ready for processing. You may use the Collaborate button or attach documents to the ePAR at this time if you wish, once complete you may hit save.
You will then receive a message that the ePAR has been saved but not submitted.

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

You will then receive the following Lifecycle Viewer so that you can review where in the Work Flow the ePAR is at.

**Job Change: Promotion/Promotion**

This ePAR is used only for faculty. Action moves employee to a different title and job code with no change in compensation and no change in position number. Required: Appointment letter.

**Step 1: Log in and Search**

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

b) **Navigation**: Smart Solutions>Document Framework>Document Collection and select the Job Change ePAR action.
d) You will begin by searching for the employee by Social Security Number or First and Last Name. Check the box next to the Name and press Next.
Step 2: ePAR Change - Action/Reason

When complete press Next.
Step 3: ePAR Change - Job Information

Update the Job Code to the Job Code associated with the Promotion.
When complete select Next.
Step 4: ePAR Change Employment, Time & Labor

Update the Working Title if necessary. When complete select Next.
Step 5: ePAR Change - Compensation

At this time your ePAR is ready for processing. You may use the Collaborate button or attach documents to the ePAR at this time if you wish, once complete you may hit save.
You will then receive a message that the ePAR has been saved but not submitted.

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

You will then receive the following Lifecycle Viewer so that you can review where in the Work Flow the ePAR is at.
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 Sign on Screens
- Graduate Student Paperwork Mini Manual
- Employee Class Definitions
- ePAR Navigation Manual

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

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