Group Change

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.

Group Changes

This ePAR is used to make Group Changes to Location and Reports to and to also make Group Terminations for Non Paid employees.

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 Group ePAR Actions Tab.
d) You will begin by one of the criteria listed and place a check mark next to all the employees you wish to make a change for. Select Add Employees and they will appear in the queue below, Select All if appropriate and when you are done select Next to continue.
Step 2: ePAR Group-Action/Reason

a) Select Action Data Change and either the reason Location Change or Reports to Change.

b) Add the effective date

c) When complete select Next to continue

Step 3: ePAR Group: Employee List

a) Make either a Location Code change or Reports to change by clicking in the magnifying glass for the correct code or reports to position number.
b) Review the employees in list and ensure they are the ones you need to make the change for.

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

![Image of ePAR Status]

Warning: ePAR HR0000053 has been saved, but not submitted.
Click OK to return to the transaction to Submit.

OK

![Image of Lifecycle Viewer]

Update UVM Hire Request

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

f) By clicking on the Lifecycle Viewer you will be able to see where in the Work Flow your ePAR is located at.

g) The process is similar to initiate a Group Termination. Search and select the employees. Select Action/Reason and an effective date and ensure the correct employees are selected. Save and Submit.
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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