ePAR Leaves

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 psguides@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.

Unpaid Leave of Absence

This ePAR Action indicates approved absence from work, pay does not continue.

- Staff members on personal leave without pay do not receive benefits.
- Staff members on FMLA, Vermont Parental Family Leave or UVM sick leave do receive benefits.
- Faculty on leave without pay may receive benefits at the discretion of the Provost.

Required: Leave of Absence Form. Education Leave w/o Benefits, Education with Benefits, Family and Med Leave Act w/Ben, GAP – Leave for PT-UA btwn jobs, Medical, Military Service, Personal/Qualified Leave w Ben, Personal/Unqualified Leave

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 Leave ePAR action.

c) You will begin by searching for the employee by entering their Social Security Number or their first and last name. Once you locate the employee select the box next to their name and press Next to continue.
Step 2 ePAR Paid Leave of Absence: Action/Reason

When complete press Next to continue.

Select the reason that is appropriate for the leave.
Step 3: Create Leave-Job Information

For Review Only, no update required. If something is incorrect on this page a different ePAR will be required. Press Next to Continue.
Step 4: Create Leave-Compensation

Compensation rarely changes, please speak to your Management Consult if you believe compensation should change before you submit this ePAR. Press Next to Continue.

![Image of Create UVM Leave Request](image)

It is extremely rare for pay to change with an LOA.
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.
Leave Request

Step 1: Log in and Search

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

b) **Navigation:** Smart Solutions>Document Framework>Document Collection and select the Leave ePAR action.

c) You will begin by searching for the employee by entering their Social Security Number or their first and last name. Once you locate the employee select the box next to their name and press Next to continue.
Step 2: ePAR Unpaid Leave of Absence: Action/Reason

When complete press Next to continue.

Select the reason that is appropriate for the leave.
Step 3: Create Leave-Job Information

For Review Only, no update required.

If something is incorrect on this page a different ePAR will be required. Press Next to Continue.
Step 4: Create Leave-Compensation

Do not remove the compensation. Unpaid leaves are driven by the Action not the removal of compensation. Press Next to Continue.
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.
Return from Leave

This ePAR Action reactivates employee record(s) and ends absence from work. If applicable, pay and benefits are restarted. Required: Salary Distribution information and if appropriate, return to work certification from the employee’s doctor. May require benefit enrollment forms.

Step 1: Log in and Search

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


c) You will begin by searching for the employee by entering their Social Security Number, their first and last name or Employee ID. Once you locate the employee select the box next to their name and press Next to continue.

**Note 2-1:** Begin Benefits should be used if the employee’s benefits were terminated, if you are unsure which to select please contact Human Resources at 656-3150.
Step 3 Leave-Job Information

This page is read only, if any information is not correct an additional ePAR will need to be submitted. Select Next when you are ready to continue.
Step 4: Create Leave-Compensation

Compensation rarely changes, please speak to your Management Consultant if you believe compensation should change before you submit this ePAR.

Press Next to Continue.
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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