ePAR Person of Interest (POI)

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 People Soft. 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.

Add New POI (Person of Interest)

This ePAR is used to hire a new Person of Interest (Affiliated Organization) who has never appeared in People Soft and does not have a UVM employee ID number. Required: Employee Information form (attachment); description of why the individual needs POI status (Sodexho employee, temporary employee, etc.) entered in ‘Collaborate’ comments.

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

2. **Navigation**: UVM ePARs>ePAR Collection and select the POI ePAR action.

3. Select Add POI and enter the Empl ID, Check the box next to the name and select Next.
4. Create POI-Personal Information
5. Create POI-Job Information

6. 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.
7. You will then receive a message that the ePAR has been saved but not submitted.

![ePAR Status](image)

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

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

![Update UVM Hire Request](image)
Add Existing Empl ID as POI

This ePAR is used to add a new Person of Interest (Affiliated Organization) to an existing Employee ID in People Soft. Required: Description of why the individual needs POI status (Sodexho employee, temporary employee, etc.) entered in ‘Collaborate’ comments.

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

2. **Navigation**: Smart Solutions>Document Framework>Document Collection and select the POI ePAR action.

3. Select Add Existing POI ID as POI, enter the Empl ID #, hit Search, place a check next to the ID and select Next.
4. Add Existing Empl ID as POI: Personal Information
5. Add Existing Empl ID as POI: Job Information

6. 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.
7. You will then receive a message that the ePAR has been saved but not submitted.

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

9. 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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