Separation Request

**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.

Termination with Benefits

Step-by-Step Instructions

This ePAR is used to inactivate an employee record(s), ends the job assignment and if primary assignment, includes pay out of any unused vacation. Generally if the employee had health and/or dental AND has vacation to be paid out, the Action will be Termination with Benefits.

- **Required:** Letter of resignation or termination.
- **Also required:** separate ePAR to inactivate each additional assignment. Chronic Absenteeism or Tardiness, Elimination of Position, End of Fixed-Term Contract, Gross Misconduct, Inability to Perform Essential, Job Dissatisfaction, Misconduct, Mutual Consent, Personal Reasons, Relocation, Resignation, Unsatisfactory Performance

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

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

3. You will begin by searching for the individual by employee ID, first and last name or Social Security Number.
4. Once the employee is found select the box next to their name and select Next to continue.
5. ePAR Termination with Benefits: Action/Reason-

**Note 2-1:** Please choose the appropriate reason.
Note 2-2: The effective date is the first day the employee is no longer employed with the University. (Last Day Worked + 1) For faculty employees, last day worked should be based on the contract end date.

Note 2-3: Vacation hours must be filled in, if they are not owed any time please enter 0. It is preferred that Comp Time be paid via the time sheet and time reporting code CTP. If this is not possible please enter here and Payroll will pay out in their final check.

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

Termination without Benefits

This ePAR is used to inactivate an employee record(s) and ends the job assignment and if primary assignment, may or may not include pay out of any unused vacation. Generally if the employee did not have health and/or dental benefits or is retiring you would use the Action Termination without Benefits.

- **Required**: Letter of resignation or termination.
- **Also required**: separate ePAR to inactivate each additional assignment. Retirement: Action inactivates employee record(s), ends primary job assignment and creates new record and assignment in Retired (RET) Corporation. Includes pay out of unused vacation. Chronic Absenteeism or Tardiness, Death, Elimination of Position, End of Fixed-Term Contract, Grad Assignment Complete, Gross Misconduct, Inability to Perform Essential, Job Dissatisfaction, Misconduct, Mutual Consent, Personal Reasons, Relocation, Resignation, Retirement, Return to School

Step-by-Step Instructions

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

3. You will begin by searching for the individual by employee ID, first and last name or Social Security Number. Once the employee is found select the box next to their name and select Next to continue.
4. ePAR Termination without Benefits: Action/Reason-

Note 2-1
Note 2-2
Note 2-3
Note 2-1
Note 2-2
Note 2-1: Please choose the appropriate reason:

Note 2-2: The effective date is the first day the employee is no longer employed with the University. (Last Day Worked + 1)

Note 2-3: Vacation hours must be filled in, if they are not owed any time please enter 0. It is preferred that Comp Time be paid via the time sheet and time reporting code CTP. If this is not possible please enter here and Payroll will pay out in their final check.

5. 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.
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8. By clicking on the Lifecycle Viewer you will be able to see where in the Work Flow your ePAR is located 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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