Transfer 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 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.

The Transfer ePAR (which includes the transfer release) is initiated by the hiring department (the department TO which the employee is transferring).

The department FROM which the employee is transferring receives the transfer release request and approves it. (The transfer release request is routed directly to the department and not the Dean’s Office. Once the releasing department approves the request, the hiring department modifies the transfer ePAR and then it is routed to the Dean’s Office.)

Transfer/Lateral

This ePAR is used to move an employee (resulting from recruitment or waiver) to a different job/position number with no change in compensation. Required: Job offer letter for staff and appointment letter/contract for faculty, Officers of Administration and coaches. Salary Distribution Information required only when department or funding (source or percentages) 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 >Transfer>Add
c) You will begin by searching for the employee by Social Security Number or First and Last Name. Enter the search fields and click Search. Check the box for the applicable employee in the first column and press Next.
Step 2: ePar Action/Reason

This portion of the form initiates the action to move the employee from their current department to the new department. The effective date should be the first working day the employee will be in the new department.

**NOTE:** If the employee is PAID Staff or Faculty working less than 12 months please refer to [Create Contract Pay](#).

![Image of ePar form with highlighted fields for Action, Reason, Effective Date, and Department information.](image-url)
Step 3: ePAR Transfer Request initiation

This portion requests the release of this employee to your department.

a) Add any comments and check the field ‘I confirm the information entered is accurate’ and then click “Confirm”.

b) Save the ePAR and click ‘Ok’ to return to the transaction. The department where release is being requested from will receive an email to approve the release.
Step 4: Modify Transfer ePAR

You will receive an email when the department has approved the release of the employee.

To complete the transfer ePAR initiation:

a) **Navigation:** UVM ePARs>ePAR Collection>Transfer>Modify

b) Click Search and click on the applicable Request ID

---

**Step 5: ePAR Transfer/Lateral - Personal Information**

Fields open for editing, required or otherwise, are highlighted.

**Note 3-1:** 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.

**Note 3-2:** Phone Information is for Business on the ePAR. Entry of cell and home phone #’s can be done via Self Service.
c) When you are finished press Next to proceed to Step 6.

Note 3-1

Note 3-2
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Step 6: ePAR Transfer/Lateral - Job Information

NOTE: Fields open for editing, required or otherwise, are highlighted.

If this employee is Faculty please refer to the Faculty Services Page for more information.

**Note 4-1:** Either enter the position number if known or select the magnifying glass associated with position. Once open, enter the department number associated with this job. All positions within this department will be displayed. Select the appropriate one and all fields EXCEPT Job Indicator, Expected Job End Date, Officer Code and Empl Class will auto populate. Make any necessary corrections to the auto populated fields. IF you are hiring a non-paid without a position number, you will need to populate required fields manually.

**Note 4-2:** This field is for Graduate Students Only. For a less than 12 month grad this field must be filled out since a term row will be entered into People Soft for them. If the Grad is 12 month please indicate a future term date by indicating it here. If left blank for a 12 month grad NO term date will be entered. A new ePAR will need to be entered when the grad needs to be terminated. Link to Graduate Student Mini Manual on page 40.

**Note 4-3:** A link to Employee Class Definitions is on page 40. If this is a Faculty hire, information regarding the special Faculty Services page can be found on page 37.

**Note 4-4:** Officer Code is detailed on the Offer/Appointment Letter.

d) When you are finished press Next to proceed to Step 7.
### Create UVM Transfer Request

**Step 4 of 7: ePAR Transfer - Job Information**

<table>
<thead>
<tr>
<th>Field</th>
<th>Current Value</th>
<th>New Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Job Indicator</td>
<td>Primary Job</td>
<td>Primary Job</td>
</tr>
<tr>
<td>Position Number</td>
<td>018426 Administrative Professional</td>
<td>00020512 Student Services Professional</td>
</tr>
<tr>
<td>Business Unit</td>
<td>10 Finance &amp; Admin</td>
<td>01 Geen, Institutional</td>
</tr>
<tr>
<td>Department</td>
<td>11280 Payroll Svcs</td>
<td>30410 Student &amp; Community Relations</td>
</tr>
<tr>
<td>Location Code</td>
<td>100 Waterman Blvd</td>
<td>042 Booth House</td>
</tr>
<tr>
<td>Reports To</td>
<td>00022702 Administrative Svcs Manager</td>
<td>020142 Student/Acad Svcs Mgr</td>
</tr>
<tr>
<td>Expected Job End Date</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Note 4-1**

**Note 4-2**

<table>
<thead>
<tr>
<th>Field</th>
<th>Current Value</th>
<th>New Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Job Code</td>
<td>3051 Administrative Professional</td>
<td>3471 Student Services Professional</td>
</tr>
<tr>
<td>Standard Hours</td>
<td>37.50</td>
<td>57.50</td>
</tr>
<tr>
<td>Classified Indicator</td>
<td>Classified</td>
<td>Classified</td>
</tr>
<tr>
<td>Empl Class</td>
<td>12MTh/Staff</td>
<td>None</td>
</tr>
<tr>
<td>Officer Code</td>
<td>None</td>
<td>None</td>
</tr>
<tr>
<td>FTE</td>
<td>1.000000</td>
<td>1.000000</td>
</tr>
<tr>
<td>FLBA Status</td>
<td>No FLBA Required</td>
<td>No FLBA Required</td>
</tr>
<tr>
<td>Union Code</td>
<td>NU Non Union</td>
<td>NU Non Union</td>
</tr>
<tr>
<td>Regular Shift</td>
<td>Not Applicable</td>
<td>Not Applicable</td>
</tr>
</tbody>
</table>

**Note 4-3**

**Note 4-4**

### Audit Details

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**Updated 9/23/2015**

**Ctrl+Home** to Table of Contents
Step 7: ePAR Transfer/Lateral-Employment, Time & Labor

NOTE: Fields open for editing, required or otherwise, are highlighted. When you are finished press Next to proceed to Step 8.

### Create UVM Transfer Request

**Step 5 of 7: ePAR Transfer - Employment, Time & Labor**

<table>
<thead>
<tr>
<th>Field</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>PAR Action</td>
<td>Transfer</td>
</tr>
<tr>
<td>ePAR #</td>
<td>NEXT</td>
</tr>
<tr>
<td>ePAR Status</td>
<td>Initial</td>
</tr>
<tr>
<td>Action</td>
<td>Transfer</td>
</tr>
<tr>
<td>Reason Code</td>
<td>Lateral</td>
</tr>
<tr>
<td>Effective Date</td>
<td>07/01/2015</td>
</tr>
<tr>
<td>Effective Seq</td>
<td>0</td>
</tr>
<tr>
<td>Document ID</td>
<td>Transfer</td>
</tr>
<tr>
<td>Document Instance</td>
<td>0</td>
</tr>
<tr>
<td>Document Status</td>
<td>Initial / Add Entry</td>
</tr>
<tr>
<td>Name</td>
<td>Fielder, Katherine M</td>
</tr>
<tr>
<td>Empl ID</td>
<td>0051359</td>
</tr>
<tr>
<td>Empl Rd</td>
<td>3</td>
</tr>
<tr>
<td>Last Personnel Action</td>
<td></td>
</tr>
<tr>
<td>Last Transaction Date</td>
<td></td>
</tr>
<tr>
<td>Working Title</td>
<td>Assistant Payroll Manager</td>
</tr>
<tr>
<td>Current Value</td>
<td></td>
</tr>
<tr>
<td>New Value</td>
<td>Student Nurse Professional</td>
</tr>
</tbody>
</table>

*If there is an approved working title enter here*
Step 8: ePAR Transfer/Lateral-Compensation

Fields open for editing, required or otherwise, are highlighted.

**Note 6-1:** Since this ePAR is used for Transfers that include compensation changes, the data on this page is open for editing. Please enter the current Rate code, either hourly or annual, and the current compensation.

When you are finished press Next to proceed to Step 9.
Step 9: ePAR Transfer/Lateral-Department Budget

NOTE: Fields open for editing, required or otherwise, are highlighted.

a) Search by either Department or Project to retrieve the correct combo code. Kronos employees should enter Department 00001 and Combo Code Kronos_fscm1.

b) You may enter any number of combo codes and appropriate distribution %'s, however they can only be for the effective date of the hire. Subsequent distribution changes should be submitted electronically to retro after the employee has been hired into People Soft.
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.

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.
Transfer/Reorganization

This ePAR is used to move an employee to a different department with no change in position number, title or compensation due to reorganization. Required: Salary Distribution information required only when department or funding (source or percentages) changes.

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 Transfer 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.

![Image of Create UVM Transfer Request form]

**Search for the employee by Social Security Number or First and Last Name.**
Step 2: ePar Action/Reason

a) This portion of the form initiates the action to move the employee from their current department to the new department. The effective date should be the first working day the employee will be in the new department.

b) If the employee is PAID Staff or Faculty working less than 12 months please refer to [Create Contract Pay](#) for more information.
Step 3: ePAR Transfer Request initiation

This portion requests the release of this employee to your department.

a) Add any comments and check the field ‘I confirm the information entered is accurate’ and then click “Confirm”.

b) Save the ePAR and click ‘Ok’ to return to the transaction. The department where release is being requested from will receive an email to approve the release.

Step 4: Modify Transfer ePAR

You will receive an email when the department has approved the release of the employee.

To complete the transfer ePAR initiation:

b) **Navigation:** UVM ePARs>ePAR Collection>Transfer>Modify

c) **Navigation:** UVM ePARs>ePAR Collection>Transfer>Modify

d) Click Search and click on the applicable Request ID
**Step 5: ePAR Transfer/Reorganization- Personal Information**

Fields open for editing, required or otherwise, are highlighted. When you are finished press Next to proceed to Step 6.

**Note 3-1**: 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.

**Note 3-2**: Phone Information is for Business on the ePAR. Entry of cell and home phone #’s can be done via Self Service.
### ePAR Transfer: Personal Information

#### Transaction Details
- **PAR Action**: Transfer
- **ePAR**: NEXT
- **Status**: Initial
- **Effective Date**: 07/01/2015
- **Effective Seq**: 0
- **Document ID**: Transfer
- **Document Instance**: 0
- **Document Status**: Initial / Add Entry

#### Employee Details
- **Name**: [Redacted]
- **Emp ID**: [Redacted]
- **Emp Resd**: 3
- **Last Personnel Action**: [Redacted]
- **Last Transaction Date**: [Redacted]

#### Business Address Information
- **Address Line 1**: Payroll Services
- **Address Line 2**: Waterman Bldg Rm 237
- **City**: [Redacted]
- **State**: [Redacted]
- **Postal Code**: [Redacted]

#### Check Address Information
- **Current Value**: Payroll Services
- **New Value**: Waterman Bldg Rm 237

#### Business Phone Information
- **Current Value**: 802/555-
- **New Value**: [Redacted]

---

**Note 3-1**

**Note 3-2**
Step 6: ePAR Transfer/Reorganization- Job Information

Fields open for editing, required or otherwise, are highlighted. When you are finished press Next to proceed to Step 7.

NOTE: If this employee is Faculty please refer to the Faculty Services Page for more information.

**Note 4-1:** Either enter the position number if known or select the magnifying glass associated with position. Once open, enter the department number associated with this job. All positions within this department will be displayed. Select the appropriate one and all fields EXCEPT Job Indicator, Expected Job End Date, Officer Code and Empl Class will auto populate. Make any necessary corrections to the auto populated fields. IF you are hiring a non-paid without a position number, you will need to populate required fields manually.

**Note 4-2:** This field is for Graduate Students Only. For a less than 12 month grad this field must be filled out since a term row will be entered into People Soft for them. If the Grad is 12 month please indicate a future term date by indicating it here. If left blank for a 12 month grad NO term date will be entered. A new ePAR will need to be entered when the grad needs to be terminated. Link to Graduate Student Mini Manual on page 40.

**Note 4-3:** A link to Employee Class Definitions is on page 40. If this is a Faculty hire, information regarding the special Faculty Services page can be found on page 37.

**Note 4-4:** Officer Code is detailed on the Offer/Appointment Letter.
Create UVM Transfer Request

Step 4 of 7: ePAR Transfer: Job Information

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**Note 4-1**

- **Job Indicator:** Primary Job
- **Position Number:** 018425
- **Business Unit:** 10
  - **Department:** Payroll Svcs
  - **Location Code:** 180
  - **Reports To:** 00022702

**New Value**
- **Job Code:** 3031
- **Standard Hours:** 37.60
- **Empl Class:** 12HrStaff
- **FTE:** 1.000000
- **FLSA Status:** No FLSA Required
- **Union Code:** NU
- **Regular Shift:** Not Applicable

---

**Note 4-2**

- **Name:** Gail Jones
- **Empl ID:** 00202012

**New Value**
- **Empl Resid:** 3

**Note 4-3**

- **Position Number:** 018425
- **Business Unit:** 10
  - **Department:** Payroll Svcs
  - **Location Code:** 180
  - **Reports To:** 00022702

**New Value**
- **Job Code:** 3471
- **Empl Class:** None
- **FTE:** 1.000000
- **FLSA Status:** No FLSA Required
- **Union Code:** NU

**Note 4-4**

- **Name:** Gail Jones
- **Empl ID:** 00202012

**New Value**
- **Name:** Gail Jones
- **Empl ID:** 00202012

---

**Audit Details**
Step 7: ePAR Transfer/Reorganization-Employment, Time & Labor

Fields open for editing, required or otherwise, are highlighted. When you are finished press Next to proceed to Step 8.

![Create UVM Transfer Request](image-url)

*If there is approved working title enter here*
Step 8: ePAR Transfer/Reorganization-Compensation

Fields open for editing, required or otherwise, are highlighted. When you are finished press Next to proceed to Step 9.

**Note 6-1:** Since this ePAR is used for Transfers that include compensation changes, the data on this page is open for editing. Please enter the current Rate code, either hourly or annual and the current compensation.
Step 9: ePAR Transfer/Reorganization-Department Budget

Fields open for editing, required or otherwise, are highlighted.

a) Search by either Department or Project to retrieve the correct combo code. Kronos employees should enter Department 00001 and Combo Code Kronos_fscm1.

b) You may enter any number of combo codes and appropriate distribution %’s, however they can only be for the effective date of the hire. Subsequent distribution changes should be submitted electronically to retro after the employee has been hired into People Soft.
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.

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.
Transfer/Transfer

This ePAR is used to move an employee to a different department with no change in position number, title or compensation.

**Note:** An action/reason of Transfer/Pay Rate Change and Transfer/Promotion will be added in the future. In the interim use Transfer/Transfer to move an employee from one job/position number to another job/position number (resulting from recruitment or waiver) with a change in compensation.

**Required:** Salary Distribution Form required only when department or funding (source or percentages) changes. If no Salary Distribution Form required, a comment on PA Form is required.

**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 Transfer 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 Action/Reason

This portion of the form initiates the action to move the employee from their current department to the new department. The effective date should be the first working day the employee will be in the new department.

If the employee is PAID Staff or Faculty working less than 12 months please refer to Create Contract Pay for more information.
**Action**: Transfer  
**Reason**: Lateral  
**Old Effective Date**: 01/01/2015  
**Effective Date**: 07/01/2015  
**Is this a staff or faculty working less than 12 months?**: No  
**Requester’s Dept ID**: 11280  
**Current Empl Department**: 11280  
**Payroll Sys**:  
**PeopleAdmin Action/Posting #**:  
**Employee’s New Dept**: 11300  
**Comments**:  
**Related ePARs (If Any)**:  

### Audit Details
- **Entered By**:  
- **Entered On**:  
- **Updated By**:  
- **Updated On**: 
Step 3: ePAR Transfer Request initiation

This portion requests the release of this employee to your department.

a) Add any comments and check the field ‘I confirm the information entered is accurate’ and then click “Confirm”.
b) Save the ePAR and click ‘Ok’ to return to the transaction.
c) The department where release is being requested from will receive an email to approve the release.

Step 4: Modify Transfer ePAR

You will receive an email when the department has approved the release of the employee.

To complete the transfer ePAR initiation:

a) **Navigation:** UVM ePARs>ePAR Collection>Transfer>Modify
b) Click Search and click on the applicable Request ID

Step 5: ePAR Transfer/Transfer- Personal Information

Fields open for editing, required or otherwise, are highlighted. When you are finished press Next to proceed to Step 6.

Note 3-1: 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.

Note 3-2: Phone Information is for Business on the ePAR. Entry of cell and home phone #’s can be done via Self Service.
Step 6: ePAR Transfer/Transfer- Job Information

Fields open for editing, required or otherwise, are highlighted. When you are finished press Next to proceed to Step 7.

If this employee is Faculty please refer to Faculty Services Page for more information.

**Note 4-1:** Either enter the position number if known or select the magnifying glass associated with position. Once open, enter the department number associated with this job. All positions within this department will be displayed. Select the appropriate one and all fields EXCEPT Job Indicator, Expected Job End Date, Officer Code and Empl Class will auto populate. Make any necessary corrections to the auto populated fields. IF you are hiring a non-paid without a position number, you will need to populate required fields manually.

**Note 4-2:** This field is for Graduate Students Only. For a less than 12 month grad this field must be filled out since a term row will be entered into People Soft for them. If the Grad is 12 month please indicate a future term date by indicating it here. If left blank for a 12 month grad NO term date will be entered. A new ePAR will need to be entered when the grad needs to be terminated. Link to Graduate Student Mini Manual on page 40.

**Note 4-3:** A link to Employee Class Definitions is on page 40. If this is a Faculty hire, information regarding the special Faculty Services page can be found on page 37.

**Note 4-4:** Officer Code is detailed on the Offer/Appointment Letter.
Step 7 ePAR Transfer/Transfer-Employment, Time & Labor

Fields open for editing, required or otherwise, are highlighted.

Create UVM Transfer Request

If there is an approved working title update here
Step 8: ePAR Transfer/Transfer-Compensation

Fields open for editing, required or otherwise, are highlighted. When you are finished press Next to proceed to Step 9.

Note 6-1: Since this ePAR is used for Transfers that include compensation changes, the data on this page is open for editing. Please enter the current Rate code, either hourly or annual and the current compensation.
Step 9: ePAR Transfer/Transfer-Department Budget

Fields open for editing, required or otherwise, are highlighted.

a) Search by either Department or Project to retrieve the correct combo code. Kronos employees should enter Department 00001 and Combo Code Kronos_fscm1.

b) You may enter any number of combo codes and appropriate distribution %’s, however they can only be for the effective date of the hire. Subsequent distribution changes should be submitted electronically to retro after the employee has been hired into People Soft.
a) 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.

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

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

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

Update UVM Hire Request
Faculty Services Page

This page is only displayed for faculty positions (empl class xMthFac).

For new hires the tenure data is all that needs to be updated. You will be directed to this screen after the Job Information screen.
Create Contract Pay

This page is only displayed if the answer is 'yes' to the question 'Is this a PAID staff or faculty working less than 12 months?'

Use the following screen to enter valid contract terms.

**SPECIAL NOTE:** You may not make contract term changes during the academic year. Please contact Human Resources or Payroll Services if you have questions.
Release Employee

The department where the employee currently works will receive an email requesting release.

a) **Navigation:** UVM ePARs>ePAR Collection>Transfer>Release

b) Click ‘Search’ and then click on the Applicable Request ID

Document Console

- ePAR #
- ePAR Action
- ePAR Status
- Empl ID
- First Name
- Last Name

![Document Console](image)

a) Review each page and click ‘Next’.

b) On final page, check ‘I confirm releasing the Employee’, enter a comment (required) and click ‘Release Confirm’
c) Save the ePAR and click ‘Ok’ to return to the transaction.
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

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.