Pay Rate Change 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 hrsinfo@uvm.edu.

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Background

Pay Rate Change ePARs are required to increase or decrease an employee’s current pay (faculty, staff, grad students). (Changes in temporary employee hourly wages are not performed via ePAR.) Remember you’ll need to initiate and receive approval for most staff and many faculty pay changes in PeopleAdmin prior to initiating the ePAR.

Navigation

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

2. Navigation: UVM ePARs>ePAR Collection and select the Pay Rate action. Select Add.
Pay Rate Change/ Change in FTE

Remember you’ll need to notify the employee regarding a change in FTE. A memo signed by staff member, appointment letter/contract for faculty is required to be attached to the ePAR.

1. Pay Rate Change - Add

2. Enter **Search Criteria** fields and click **Search**

   *Note: Last Name or Empl ID is recommended.*
3. Review **Search Results** and check the box for the Applicable record and click **NEXT**.

3. Choose **Pay Rate Change** in **Action** field. Choose **Change in FTE** in **Reason** field. Enter all fields and click **Next**.
4. Enter all fields and click **Next**
5. Click Attach to attach required documents (letter to employee).

6. Click paper clip to attach document. Click + or – to add or remove additional rows.
7. Click Choose File, select the applicable document and click Upload.

8. On final page (Step 5 of 5), choose Save.
   **Note:** the ePAR has not been submitted yet.
9. Click ok to return to transaction to submit.

10. Click Submit to route in workflow.
11. Approval Map is displayed. Click ok to submit ePAR.
12. Document Status field reflects where ePAR is in workflow.

Pay Rate Change/Correction

1. Pay Rate Change - Add
2. Enter **Search Criteria** fields and click **Search**

*Note:* Last Name or Empl ID is recommended.

3. Review **Search Results** and check the box for the Applicable record and click **NEXT**.
4. Choose Pay Rate Change in Action field. Choose Correction in Reason field.

5. Enter all fields and click Next
6. Click Attach to attach required documents (notification or appointment letter to employee).
7. Click paper clip to attach document. Click + or – to add or remove additional rows.

8. Click Choose File, select the applicable document and click Upload.
13. On final page (Step 5 of 5), choose Save.  
   **Note:** the ePAR has not been submitted yet.

14. Click ok to return to transaction to submit.
15. Click Submit to route in workflow.

16. Approval Map is displayed. Click ok to submit ePAR.

17. Document Status field reflects where ePAR is in workflow.
Pay Rate Change/Reclassification

Remember you’ll need to initiate and receive approval for a Reclassification action for staff positions in PeopleAdmin prior to initiating the ePAR.

1. Pay Rate Change - Add
2. Enter **Search Criteria** fields and click **Search**  
   **Note:** Last Name or Empl ID is recommended.

3. Review **Search Results** and check the box for the Applicable record and click **NEXT**.

5. Enter all fields and click Next
6. Click Attach to attach required documents (notification or appointment letter to employee).

7. Click paper clip to attach document. Click + or – to add or remove additional rows.
8. Click Choose File, select the applicable document and click Upload.

9. On final page (Step 5 of 5), choose Save.
   Note: the ePAR has not been submitted yet.
10. Click ok to return to transaction to submit.

11. Click Submit to route in workflow.
12. Approval Map is displayed. Click ok to submit ePAR.

13. Document Status field reflects where ePAR is in workflow.
Pay Rate Change/Off Cycle Increase

Remember you’ll need to initiate and receive approval for an Off Cycle Increase action for staff positions in PeopleAdmin prior to initiating the ePAR.

1. Pay Rate Change - Add

2. Enter **Search Criteria** fields and click **Search**
   
   **Note:** Last Name or Empl ID is recommended.
3. Review **Search Results** and check the box for the Applicable record and click **NEXT**.

18. Choose **Pay Rate Change** in **Action** field. Choose **Off Cycle Increase** in **Reason** field.
19. Enter all fields and click **Next**
20. Click Attach to attach required documents (notification or appointment letter to employee).

21. Click paper clip to attach document. Click + or – to add or remove additional rows.
22. Click Choose File, select the applicable document and click Upload.

23. On final page (Step 5 of 5), choose Save. 
   Note: the ePAR has not been submitted yet.
24. Click ok to return to transaction to submit.

25. Click Submit to route in workflow.
26. Approval Map is displayed. Click ok to submit ePAR.

27. Document Status field reflects where ePAR is in workflow.
Pay Rate Change/Other

Remember you’ll need to …

1. Pay Rate Change - Add

2. Enter **Search Criteria** fields and click **Search**
   
   **Note:** Last Name or Empl ID is recommended.
3. Review **Search Results** and check the box for the Applicable record and click **NEXT**.

4. Choose Pay Rate Change in Action field. Choose Other in Reason field.
5. Enter all fields and click **Next**
6. Click Attach to attach required documents (notification or appointment letter to employee).

7. Click paper clip to attach document. Click + or – to add or remove additional rows.
8. Click Choose File, select the applicable document and click Upload.

9. On final page (Step 5 of 5), choose Save.
Note: the ePAR has not been submitted yet.
10. Click ok to return to transaction to submit.

11. Click Submit to route in workflow.
12. Approval Map is displayed. Click ok to submit ePAR.

13. Document Status field reflects where ePAR is in workflow.
Pay Rate Change/Probation Increase

Remember you’ll need to …

1. Pay Rate Change - Add

2. Enter **Search Criteria** fields and click **Search**

   **Note:** Last Name or Empl ID is recommended.
3. Review **Search Results** and check the box for the Applicable record and click **NEXT**.

4. Choose **Pay Rate Change** in Action field. Choose **Probation Increase** in Reason field.
5. Enter all fields and click **Next**
6. Click Attach to attach required documents (notification or appointment letter to employee).

7. Click paper clip to attach document. Click + or – to add or remove additional rows.
8. Click Choose File, select the applicable document and click Upload.

28. On final page (Step 5 of 5), choose Save.  
Note: the ePAR has not been submitted yet.
29. Click ok to return to transaction to submit.

30. Click Submit to route in workflow.
31. Approval Map is displayed. Click ok to submit ePAR.

32. Document Status field reflects where ePAR is in workflow.
Pay Rate Change/Promotion

Remember you’ll need to initiate and receive approval for a …..

1. Pay Rate Change - Add

2. Enter **Search Criteria** fields and click **Search**

   **Note:** Last Name or Empl ID is recommended.
3. Review **Search Results** and check the box for the Applicable record and click **NEXT**.

4. Choose **Pay Rate Change** in Action field. Choose **Promotion** in Reason field.
5. Enter all fields and click **Next**
6. Click Attach to attach required documents (notification or appointment letter to employee).

7. Click paper clip to attach document. Click + or – to add or remove additional rows.
8. Click Choose File, select the applicable document and click Upload.

9. On final page (Step 5 of 5), choose Save.
   
   **Note:** the ePAR has not been submitted yet.
10. Click ok to return to transaction to submit.

11. Click Submit to route in workflow.
33. Approval Map is displayed. Click ok to submit ePAR.

34. Document Status field reflects where ePAR is in workflow.
Pay Rate Change/Shift Differential

1. Pay Rate Change - Add

2. Enter **Search Criteria** fields and click **Search**

   **Note:** Last Name or Empl ID is recommended.
3. Review **Search Results** and check the box for the Applicable record and click **NEXT**.

4. Choose **Pay Rate Change** in Action field. Choose **Shift Differential** in Reason field.
5. Enter all fields and click **Next**
6. Click Attach to attach required documents (notification or appointment letter to employee).

![Image of attachment interface]

7. Click paper clip to attach document. Click + or – to add or remove additional rows.

![Additional rows interface]
8. Click Choose File, select the applicable document and click Upload.

9. On final page (Step 5 of 5), choose Save.  
   **Note:** the ePAR has not been submitted yet.
10. Click ok to return to transaction to submit.

11. Click Submit to route in workflow.
12. Approval Map is displayed. Click ok to submit ePAR.

Submit

13. Document Status field reflects where ePAR is in workflow.
Data Change/ Contract

Action is initiated for semester to semester (or academic year to academic year) faculty hires with no break in service. Required: Appointment Letter

1. Pay Rate Change - Add

2. Enter **Search Criteria** fields and click **Search**

   **Note:** Last Name or Empl ID is recommended.
3. Review **Search Results** and check the box for the Applicable record and click **NEXT**.

4. Choose **Data Change** in **Action** field. Choose **Contact** field. Enter all fields and click **Next**.
5. Enter all fields and click **Next**

![Create UVM Pay Change Request](image)

### Transaction Details
- **ePAR Action:** Pay Change
- **ePAR #:** NEXT
- **ePAR Status:** Initial
- **Action:** Date Change
- **Reason Code:** Contract
- **Effective Date:** 05/01/2015
- **Effective Seq:** 1
- **Document #:** 0
- **Document Instance:** Q
- **Document Status:** Initial / Add Entry
- **Pay Rate Change:**

### Employee Details
- **Name:** [Redacted]
- **Empl ID:** [Redacted]
- **Empl Rcd:** [Redacted]
- **Last Personnel Action:**
- **Last Transaction Date:**

### Work Information
- **Job Indicator:** Primary Job
- **Position Number:** 65
- **Business Unit:** 52250
- **Department:** Music & Dance
- **Location Code:** 145
- **Reports To:** Chairperson-O. Toner Jr.

### Job Information
- **Job Code:** 0869
- **Standard Hours:** 37.50
- **Classified Indicator:** Unclassified
- **Empl Class:** 65MPTHFac
- ** Officer Code:** None
- **FTE:**
- **FLSA Status:** No FLSA Required
- **Union Code:** NU
- **FICA Status:** Subject
- **Regular Shift:** Not Applicable

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**Prev** **Next**
Create UVM Pay Change Request

Step 4 of 8: ePAR Change - Faculty Services

<table>
<thead>
<tr>
<th>Transaction Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>ePAR Action:</td>
</tr>
<tr>
<td>Action:</td>
</tr>
<tr>
<td>Document ID:</td>
</tr>
<tr>
<td>Document Instance:</td>
</tr>
<tr>
<td>Document Status:</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Employee Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name: Historical</td>
</tr>
<tr>
<td>Empl Rod: 0</td>
</tr>
</tbody>
</table>

Additional Faculty Information

<table>
<thead>
<tr>
<th>Tenure Status:</th>
<th>Tenure Status Change:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Two Most Recent Non-Tenure Track Appointment Information

[Complete this section if the faculty member previously held an NTT faculty appointment in the department.]

<table>
<thead>
<tr>
<th>1st Most Recent Position</th>
</tr>
</thead>
<tbody>
<tr>
<td>Most Recent</td>
</tr>
<tr>
<td>Appointment/Position:</td>
</tr>
<tr>
<td>Prior Credit Hour Rate:</td>
</tr>
<tr>
<td>Number of Courses (Optional):</td>
</tr>
<tr>
<td>Number of Course Equivalents (Optional):</td>
</tr>
<tr>
<td>Prior Hourly Rate/Salary:</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>2nd Most Recent Position</th>
</tr>
</thead>
<tbody>
<tr>
<td>Most Recent</td>
</tr>
<tr>
<td>Appointment/Position:</td>
</tr>
<tr>
<td>Prior Credit Hour Rate:</td>
</tr>
<tr>
<td>Number of Courses (Optional):</td>
</tr>
<tr>
<td>Number of Course Equivalents (Optional):</td>
</tr>
<tr>
<td>Prior Hourly Rate/Salary:</td>
</tr>
</tbody>
</table>

Create UVM Pay Change Request

Step 5 of 8: ePAR Change - Employment, Time & Labor

<table>
<thead>
<tr>
<th>Transaction Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>ePAR Action:</td>
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<tr>
<td>Action:</td>
</tr>
<tr>
<td>Document ID:</td>
</tr>
<tr>
<td>Document Instance:</td>
</tr>
<tr>
<td>Document Status:</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Employee Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name: Historical</td>
</tr>
<tr>
<td>Empl Rod: 0</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Employment Data</th>
</tr>
</thead>
<tbody>
<tr>
<td>Working Title:</td>
</tr>
<tr>
<td>Current Value:</td>
</tr>
<tr>
<td>New Value:</td>
</tr>
<tr>
<td>Active/Teacher:</td>
</tr>
</tbody>
</table>

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Create UVM Pay Change Request

Step 6 of 8: ePAR Change - Compensation

**Transaction Details**
- ePAR Action: Pay Change
- Action: Data Change
- Document ID: Pay Rate Change
- Document Instance: 0
- Document Status: Initial / Add Entry
- ePAR #: NEXT
- Reason Code: Contract
- Effective Date: 09/01/2015
- Effective Seq: 1

**Employee Details**
- Name: [Redacted]
- Empl ID: [Redacted]
- Empl Red.: 0
- Last Personnel Action:
- Last Transaction Date:

**Job Pay Components**
**Current Pay Components**
<table>
<thead>
<tr>
<th>Rate Code</th>
<th>Comp Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>NAANIL</td>
<td>2027.00</td>
</tr>
</tbody>
</table>

**New Pay Components**
<table>
<thead>
<tr>
<th>Rate Code</th>
<th>Comp Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>NAANIL</td>
<td>2027.00</td>
</tr>
</tbody>
</table>

Create UVM Pay Change Request

Step 7 of 8: ePAR Hire - Create Contract Pay

**Transaction Details**
- ePAR Action: Pay Change
- Action: Data Change
- Document ID: Pay Rate Change
- Document Instance: 0
- Document Status: Initial / Add Entry
- ePAR #: NEXT
- Reason Code: Contract
- Effective Date: 09/01/2015
- Effective Seq: 1

**Employee Details**
- Empl ID: [Redacted]
- Name: [Redacted]
- Contract ID: [Redacted]

**Contract Information**
- *Contract Begin Date: 09/01/2015*
- *Contract End Date: 05/31/2016*

[Previous | Next]
6. Click Attach to attach required documents (appointment letter).
7. Click paper clip to attach document. Click + or – to add or remove additional rows.

8. Click Choose File, select the applicable document and click Upload.
9. On final page, choose Save.  
   **Note:** the ePAR has not been submitted yet.

10. Click ok to return to transaction to submit.

11. Click Submit to route in workflow.
12. Approval Map is displayed. Click ok to submit ePAR.
13. Document Status field reflects where ePAR is in workflow.

Frequently Asked Questions

If I have questions about completing any of the fields in the ePAR, who do I contact?

Initiators should contact their Dean’s Offices for specific unit instruction. Approvers (Dean’s Offices) should contact Human Resource Services.

Resources

Helpful Links

- Open Lab Schedule
- PeopleSoft Sign on Screens
- Grad Mini Manual
- Employee Class Definitions
- ePAR Navigation Manual
Relevant UVM Departments

- Human Resource Services
- Payroll Services
- Faculty Services

Suggestions? Updates? Please send an e-mail to ePar@uvm.edu

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