**VERMONT RESIDENTS**

Procedures for Processing Appointment Letter and ePAR

1. Chair’s office initiates letter of recommendation and appointment letters. One letter of recommendation is sufficient as long as all of the Resident names are included in the letter.
2. Chair’s office initiates the ePAR, prints and saves it (DO NOT SUBMIT). The Resident job code is 7302R. If the birth date is unknown, enter 1/1/1901.
3. Chair’s office sends the original appointment letter, letter of recommendation, completed Resident Data Sheet and a printed copy of the ePAR to Kelsey Sadewicz in the Dean’s Office via UVM File Transfer Service (<https://filetransfer.uvm.edu/>)
4. After the Dean has signed the appointment letter, it will be sent back to the Chair’s Office via email.
5. The Chair’s Office will facilitate getting the appointment letters signed.
6. When the department receives the signed appointment letters back, scan the letter with Resident Data Sheet into a single PDF file (one for each Resident) and attach to the ePAR and submit to the Dean’s Office (see notes below for common errors). (To find the ePAR in the system: UVM ePARs > ePAR Transaction Inquiry. Enter ePAR # and click ‘Search’).

Common errors in ePARs

* Be sure Standard Hours are 37.50
* Be sure FTE is 0.00
* Enter correct date of birth in comments field
* Be sure start date on the Resident Data Sheet matches start date in appointment letter and the ePAR

11/5/2024