



## Mini-Manual

### ePAR Action/Reason Definitions

An Action/Reason is required for each ePAR initiated in the system. The combination of the action and reason drives functionality in the system. The action/reasons that are available for use in the ePAR are included in this Mini Manual.

If you have questions about this information, or, if after reviewing the other material on the ePar website, you can't find the information you need, please e-mail [hrsinfo@uvm.edu](mailto:hrsinfo@uvm.edu)

Collection	Action/Reason	Description
Group Termination	Termination without Benefits/End of Fixed-Term Contract	This is used for terminating all non-paid records. Action inactivates employee record(s), ends the job assignment.  <b>Required:</b> - Letter of termination.
Hire	Hire/Additional Jobs	Action creates additional job assignment for an employee who already has an existing active job assignment. This creates an additional record.  <b>Required:</b> - Salary Distribution information in ePAR budget fields. - Offer letter or Appointment letter
Hire	Hire/Hire	Use this Action for a new employee or a non-paid faculty. This will create the employee's Empl ID.  <b>Required:</b> - Salary Distribution information in ePAR budget fields - Offer letter or Appointment letter - Employee Information Form (attachment)
Hire	Rehire/Rehire	Action activates a new job assignment for an individual who already has an established PeopleSoft empl ID based on their previous employment at UVM.  <b>Required:</b> - Salary Distribution information entered into ePAR fields - Offer letter or appointment letter - Employee Information Form (attachment)
Job Change	Data Change/Working Title Change	Action is initiated when employee's working title changes. The working title will be displayed in the UVM Directory.
Job Change	Position Change/Job Reclassification	Action moves <i>a classified staff employee</i> to a different title and job code with <b>no change in pay</b> or position number. (If there is a change in pay, initiate a 'Pay Rate Change/Job Reclassification' action).  <b>Required:</b> - Offer letter.



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<b>Job Change</b>	<b>Promotion/Promotion</b>	Used for <b>faculty only</b> . Action moves employee to a different title and job code with <b>no change in pay or position number</b> .  <b>Required:</b> - Appointment Letter.
<b>Job Change</b>	<b>Data Change/Shift Change</b>	This action moves a <b>staff employee</b> between shifts without a change in compensation.
<b>Job Change or Group Change</b>	<b>Data Change/ Location Change</b>  <i>Note: Under "Group ePAR Actions" tab, "Group Change" it is possible to update location for multiple employees with one ePAR.</i>	Action is initiated when employee's location changes.
<b>Job Change or Group Change</b>	<b>Data Change/ Reports to Change</b>  <i>Note: Under "Group ePAR Actions" tab, "Group Change" it is possible to update location for multiple employees with one ePAR.</i>	Action is initiated when employee's reporting line changes.
<b>Leave</b>	<b>Paid Leave of Absence</b>	<b>Reason Available:</b> Administrative Leave, Education, Family and Medical Leave, Intermittent FMLA, Intermittent Medical Leave, Medical Leave, Military Service, Sabbatical Leave  This action indicates approved absence from work, pay and benefits continue. Partial leaves involve reduced pay and continuation of benefits, or proration of designated benefits.  <b>Required:</b> - Leave of Absence Form (not required for sabbatical), Salary Distribution information. - For medical leave or FMLA, include certified doctor's note. - For Military Service, attach active duty orders.
<b>Leave</b>	<b>Return from Leave/Begin Benefits</b>	Action reactivates employee record(s) and ends absence from work and restarts benefits.  <b>Required:</b> - Salary Distribution information. - If appropriate, return to work certification from the employee's doctor. - Benefit enrollment forms.



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<b>Leave</b>	<b>Return from Leave/Return from Leave</b>	<p>Action reactivates employee record(s) and ends absence from work.</p> <p><b>Required:</b></p> <ul style="list-style-type: none"> <li>- Salary Distribution information.</li> <li>- If appropriate, return to work certification from the employee’s doctor.</li> </ul>
<b>Leave</b>	<b>Unpaid Leave of Absence</b>	<p><b>Reasons Available:</b> Education Leave w/o Benefits, Education with Benefits, Family and Med Leave Act w/Ben, GAP – Leave for PT-UA between jobs, Medical, Military Service, Personal/Qualified Leave w Ben, Personal/Unqualified Leave</p> <p>Action indicates approved absence from work, pay does not continue. Staff members on unqualified personal leave without pay do not receive benefits; staff members on qualified personal leave without pay receive benefits. Staff members on FMLA, Vermont Parental Family Leave or UVM sick leave do receive benefits. Faculty on leave without pay may receive benefits at the discretion of the Provost.</p> <p><b>Required:</b></p> <ul style="list-style-type: none"> <li>- Leave of Absence Form (not required for sabbatical), Salary Distribution information.</li> <li>- For medical leave or FMLA, include certified doctor’s note.</li> <li>- For Military Service, active duty attach orders.</li> </ul>
<b>Pay Rate Change</b>	<b>Data Change/Contract</b>	<p>Action is initiated for semester to semester (or academic year to academic year) faculty and staff hires with no break in service. This updates information related to contract pay.</p> <p><b>Required:</b> If the employee’s term is also changing an updated offer letter is required.</p>
<b>Pay Rate Change</b>	<b>Pay Rate Change/Change in FTE</b>	<p>Action increases or decreases an employee’s full time equivalency (FTE).</p> <p><b>Required:</b></p> <ul style="list-style-type: none"> <li>- Appointment letter (faculty only)</li> <li>- If UVM is initiating the FTE change (staff only) then a memo acknowledging the change signed by the employee is required.</li> </ul>
<b>Pay Rate Change</b>	<b>Pay Rate Change/Correction</b> <i>Note: For FY Budget ePARs use Pay Rate Change/Other.</i>	<p>Action changes or corrects a pay rate. This action should be used when the system was updated incorrectly.</p>



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<b>Pay Rate Change</b>	<b>Pay Rate Change/Job Reclassification</b>	Action most often used to move a <b>classified staff employee</b> to a different title with a pay change and no change in position number.  <b>Required:</b> Employee notification letter or appointment letter when system and/or working title changes.
<b>Pay Rate Change</b>	<b>Pay Rate Change/Off Cycle Increase</b>	Action results in change in salary for a <b>classified staff employee</b> with no change in title or position number.  <b>Required:</b> comments regarding reason for off cycle increase. Please note that attachment may be needed depending upon reason.
<b>Pay Rate Change</b>	<b>Pay Rate Change/Other</b>	This action should be used when there is anticipated change not covered by other actions. FY Budget ePAR changes for 7/1 should use this action.
<b>Pay Rate Change</b>	<b>Pay Rate Change/Probation Increase</b>	Action results in increase in salary for a <b>classified staff employee</b> due to successful completion of probationary period.
<b>Pay Rate Change</b>	<b>Pay Rate Change/Promotion</b>  <i>Note: Moving to a position within a different division (college, VP, school) use transfer/transfer action. For faculty also see job change-/promotion/promotion.</i>	This action moves a <b>classified staff</b> from one position number to another position number as a result of a recruitment or waiver, within the same division (college, school, VP) with an increase in compensation and change in title/job code.  <b>Required:</b> Signed employee notification letter or appointment letter.
<b>Pay Rate Change</b>	<b>Pay Rate Change/Shift Differential</b>	This action moves a <b>classified staff employee</b> between shifts.
<b>POI</b>	<b>Add Person of Interest/ Add POI Job</b>  <i>Note: Affiliate Org. hires are POIs and should be entered into the system using the POI collection.</i>	Add a new person of interest (POI) or add an existing Empl ID as a POI.  <b>Required:</b> <ul style="list-style-type: none"><li>- Employee Information Form (attachment)</li><li>- A description of why the individual needs POI status (Sodexo employee, temporary employee, etc) entered in 'Collaborate' comments.</li></ul>
<b>Separation</b>	<b>Termination with Benefits</b>  <i>Note: if the employee is terminating for any of the reasons listed above and they don't have</i>	<b>Reasons Available:</b> See Termination Action/Reason Guidelines for additional details. <b>Retirement:</b> All UVM benefited retirements should not use this action reason. Even if they have accrued vacation time to be paid out.



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	<i>vacation time that needs to be paid out, use Termination without Benefits.</i>	<b>Required:</b> <ul style="list-style-type: none"> <li>- Letter of resignation or termination.</li> <li>- Additional ePAR to inactivate each additional assignment.</li> </ul>
<b>Separation</b>	<b>Termination without Benefits</b>  <i>Note: if the employee is terminating for any of the reasons listed above (except retirement) and they have vacation time that needs to be paid out use Termination with Benefits.</i>	<b>Reasons Available:</b> See Termination Action/Reason Guidelines for additional details. <b>Retirement:</b> All UVM benefited retirements should use this action reason. Even if they have accrued vacation time to be paid out. <b>Required:</b> <ul style="list-style-type: none"> <li>- Letter of resignation.</li> <li>- ePAR to inactivate each assignment.</li> </ul>
<b>Transfer</b>	<b>Transfer/Lateral</b>	Action moves an employee (resulting from recruitment or waiver in PeopleAdmin) to a different position number with no change in compensation. This could also include moving into a different department.  <b>Required:</b> <ul style="list-style-type: none"> <li>- Salary Distribution information entered into ePAR fields</li> <li>- Offer letter or appointment letter</li> </ul>
<b>Transfer</b>	<b>Transfer/Reorganization</b>	Action moves an employee to a different department or business unit with no change in position number, title or compensation.  <b>Required:</b> <ul style="list-style-type: none"> <li>- Salary Distribution information entered into ePAR fields.</li> </ul>
<b>Transfer</b>	<b>Transfer/Transfer</b>	Action moves an employee from to a different position number and there is a change in compensation (resulting from recruitment or waiver). This could also include moving into a different department.  <b>Required:</b> <ul style="list-style-type: none"> <li>- Salary Distribution information entered into ePAR fields</li> <li>- Offer letter or appointment letter</li> </ul>