ePAR GLOSSARY

If you have questions about information in this glossary, 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.

Term	Description
Action/Reason	An Action/Reason is the term used to represent the type of personnel change that is occurring. The combination of the action and reason drives functionality in the system (editable/viewable fields). A complete list of action/ reason combinations and their definitions is posted on the ePAR website. **Refer to Personnel Action/Reason Definitions.**
Ad-hoc Approver	An approver who is inserted into approval routing when needed by another approver. This requires approval action for transaction to continue
Ad-hoc Reviewer	A reviewer who is inserted into approval routing when needed. This requires no action for transaction to continue.
Actual Rate / Base Rate	The base rate is the annualized pay rate, the salary. The Actual Rate is the amount the employee, for example, a grad student, will be paid in the period of time that they are actually working. PeopleSoft uses the Base rate for calculating the amount of pay.
Approver	A person who approves the ePAR, and is part of the automated approval routing as part of the business process rules that support each type of ePAR transaction.
Classified Employee	
Collaborate (Button)	A comments area that can track threaded conversations between multiple participants within the context of a specific ePAR transaction.
Console	Search pages that allow filtering by various criteria to locate an ePAR transaction to view, modify, approve, etc.

Contract Pay	Contract pay is used for PAID staff or faculty working LESS than 12 months. You must enter Contract Begin Date and Contract End Date. **Refer to Employee Class Definitions for allowable contract terms.**
Emplid	Employee ID number.
Employee Class	Code assigned to employee groups signifying assignment term and type of employee (faculty, staff, grad, etc). Drives benefit eligibility and benefit administration.
Employee Record Number	If a person has more than one job, the employee record number is the ID of each particular job.
ePAR	Electronic Personnel Action Request: add-on system for PeopleSoft HCM that supports on-line creation and automated approval routing for common HR transactions to replace paper forms and manual approvals
ePAR #	Unique identifier assigned to each transaction (also called **Request ID** on ePAR step pages)
ePAR Category	Organizational feature of ePAR that separates transactions by type of Action/Reason. Examples include: Hire, Separation, Person of Interest, Leave, and so on.
ePAR Gadget	Functions available for each ePAR based on the ePar State/sub-State, and the role assigned to the User; represented as icons that display in a toolbar in the upper left of each ePAR screen.
ePAR Lifecycle	The process of completing an ePAR transaction from creation through data updates in PeopleSoft HCM tables.
ePAR State	Represent the four stages of the ePAR Lifecycle: Initiate, Workflow, System Update, and Audit.
ePAR Sub-state	Break-down points within an ePAR State that provide greater detail about the transaction in its progress toward completion.

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Mini-Manual

Initiator	ePAR User who can create and save transactions using the Add option for each ePAR Category.
Not on Trk	A position that will not lead to a grant of tenure. Also referred to as 'NTT'.
Officer (of Administration)	
POI (Person of Interest)	Person of Interest: someone who is not an Employee but being tracked in PeopleSoft HCM with an ID #. At UVM this is also known as an "Affiliated Org Employee."
Proxy Approver	ePAR User authorized to act on behalf of an ePAR Approver.
Request ID	ePAR #. Unique number assigned to each transaction.
Requester	ePAR User who is able to submit transactions for approval after ePARs are created. At UVM, most Initiators are also Requesters because they can enter and submit ePARs.
Transfer release	Part of transfer processing that occurs when the current Manager releases the Employee for transfer to a position in a new Department
Union Code	Indicates which union the employee is in.
Workflow	Automated approval routing that forwards an ePAR transaction based on business processing rules previously set up for the ePAR Action/Reason combination.