Graduate Student ePARs

Note: This document is designed to be used online and has a number of embedded links to process and additional information. We discourage the printing of manual as they are updated frequently and consume paper resources when printed.For best results with "Mini-Manuals" consult the document "Getting the Most Out of Mini-Manuals" prior to using the document.

If there are questions about information in this mini-manual, or if, after reading the entire manual the information needed is not found email ePAR@uvm.edu.

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Background

This manual describes how to correctly complete graduate student ePARs and documents associated with the ePAR. Much more information regarding funding graduate students, including a hiring checklist, is available on the Graduate College webpage.

Required Payroll Forms

Correct and timely completion of the required forms is necessary to ensure accuracy of information, timely payroll processing and compliance with state and federal law. It is the responsibility of the department to ensure that the forms are completed correctly and completely and that all required deadlines are met.

Deadline

ePARs should be initiated and approved to Payroll Services before the deadline as determined by the payroll schedule. Deadlines are clearly noted on the payroll schedule.

Note: Some deadlines may be earlier than expected due to the timing of University closures. These deadlines are clearly marked in red on the payroll schedule.

Process

Completed paperwork should be attached to the ePAR for approval. Once the ePAR arrives in the Human Resources Approval Inbox some documents (e.g. I-9) may be removed to be saved elsewhere prior to approval to Payroll Services.

Note: Human Resource Services (HRS) will accept ePARs with everything except the I-9. Federal regulations require that section one of the I-9 be completed on the first day of employment and section two be completed no later than the third day of employment. Complete instructions for complete the I-9.

Forms to be completed by grad student:

- Federal W-4
- State W-4
- Employee Information Form

Forms to be completed by the department:

- ePAR

Forms to be completed by grad student & (HRS or department):

Note: I-9s for U.S. Citizens may be completed by the department or HRS. I-9s for non-U.S. citizens may only be completed by HRS.

- I-9

Completing the I-9 Form

Purpose: The I-9 is the form that the US Department of homeland Security requires for verification of an individual's eligibility to work in the United States. The University of Vermont is required to process the I-9 form within the guidelines established by the federal government. Failure to do so could result in civil fine or criminal penalties.

Consult the Processing I-9 Form Mini-Manual for detailed instructions on completing the I-9 form.

General Guidelines & Requirements for the I-9 Form

The I-9 contains three sections. New employees and departments are responsible for sections 1 and 2. Section 3 refers to updates and changes in the work authorization documents.

Below are general guidelines for completion of the I-9 form:

- Section 1 must be completed by the employee no later than the first day of work.
- To avoid the appearance of discrimination in employment, I-9 forms cannot be filled out prior to a formal job offer and acceptance of that offer.
- Section 2 must be completed by the department or HRS no later than 3 business days from the first day of employment.
- It is not acceptable to require specific documents. Any non-expired document contained in the "List of Acceptable Documents" must be accepted. Acceptable documents may be found on page 9 of the I-9 or by visiting the government I-9 website.

Creating an ePAR for a Grad Student

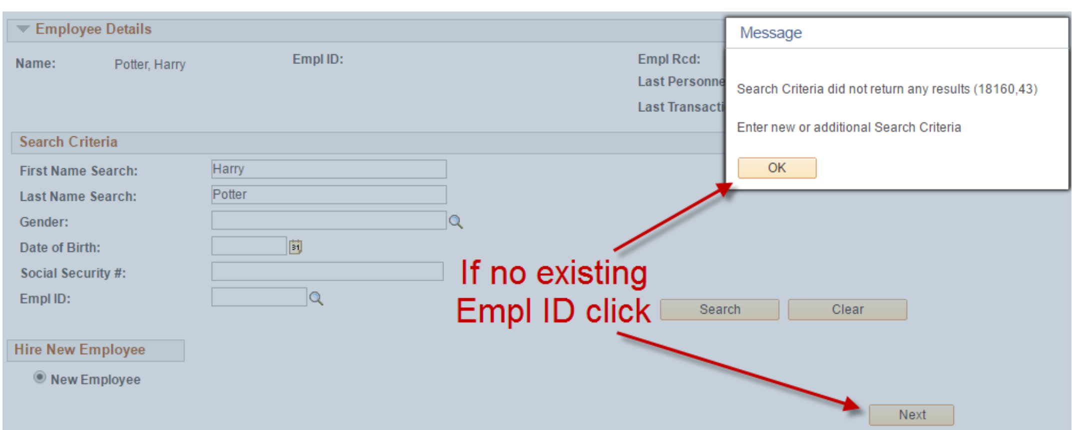
This section will describe ePAR pages with additional details on how to complete them for a graduate student. For additional details on the specific ePAR action that you are creating in ePAR see the full ePAR Mini-Manual associated with that specific action/collection.

Select ePAR Collection & Search for Employee

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

B. **Navigation:** UVM ePARs>ePAR Collection and select the desired ePAR Action. See Action/Reasons Definitions Mini-Manual for details on which action should be created. Select Add.

- If a **Hire/Hire,** search to ensure the individual is a new hire and does not presently exist in PeopleSoft. The preferred method of search is by Social Security Number. If that is not available, you may search by first and last name. Hit Search, if no data is found you may proceed to the next screen by clicking yes.
- If the individual already has an employee ID number, determine what action is most appropriate in ePAR such as **Rehire/Rehire** or **Hire/Additional Job**.

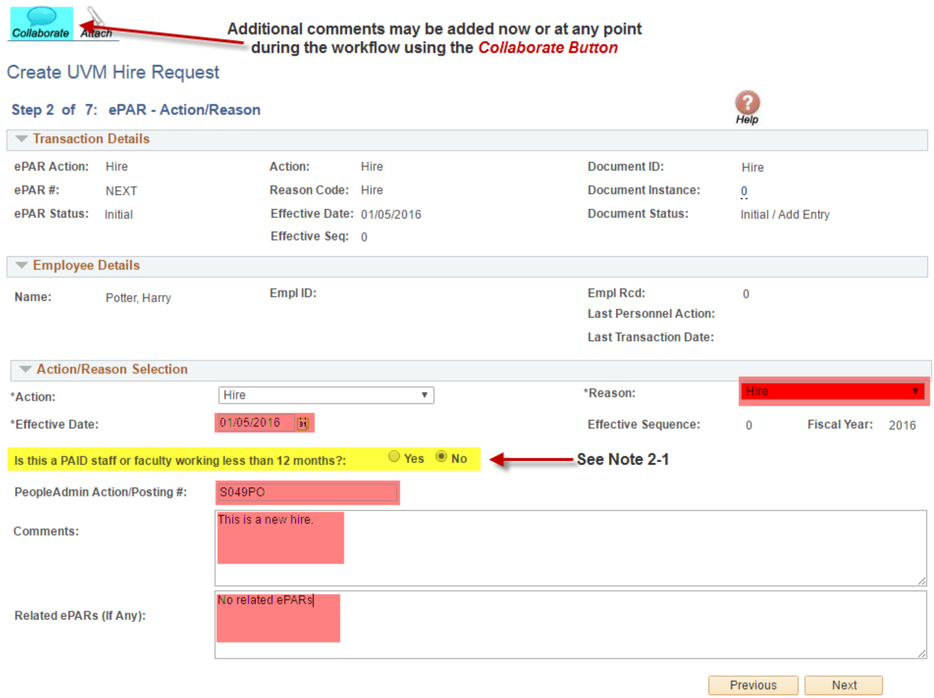


Complete ePAR Action/Reason Page.

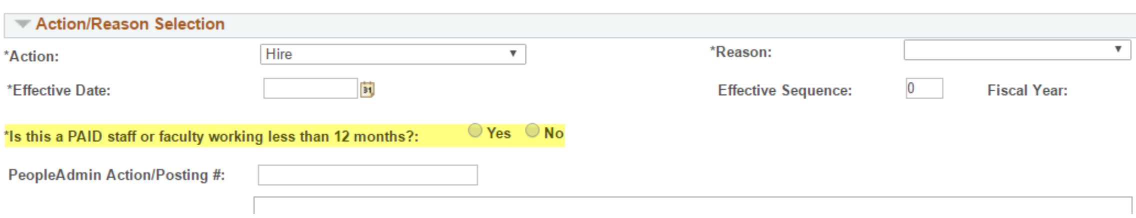
A. Complete the required fields (indicated by *). Include details in optional fields as they are available. Fields open for editing, required or otherwise, are highlighted. These fields may allow for the ePAR to be processed quicker with less follow-up from approvers.

- ***Note 2-1:*** This field is used to indicate Staff and Faculty who work a less than 12 month contract. **It is not used for grad students.** For grad students, or faculty and staff working 12 months (e.g. 9 month faculty) **indicate 'No'**.
  By selecting "yes" an additional contract pay page will be included on the ePAR.

B. Once fields are completed, click Next to proceed to the next screen..



Understanding "Is this a PAID staff or faculty working less than 12 months?"



- This field is used to indicate Staff and Faculty who work with a contract of less than 12 months. It is **not used for grad students**. Grad students are not paid on "contract pay." For grad students, or faculty and staff working full 12 months indicate "No". See the Employee Classification Mini-Manual for employee classes for which initiators would indicate "Yes."

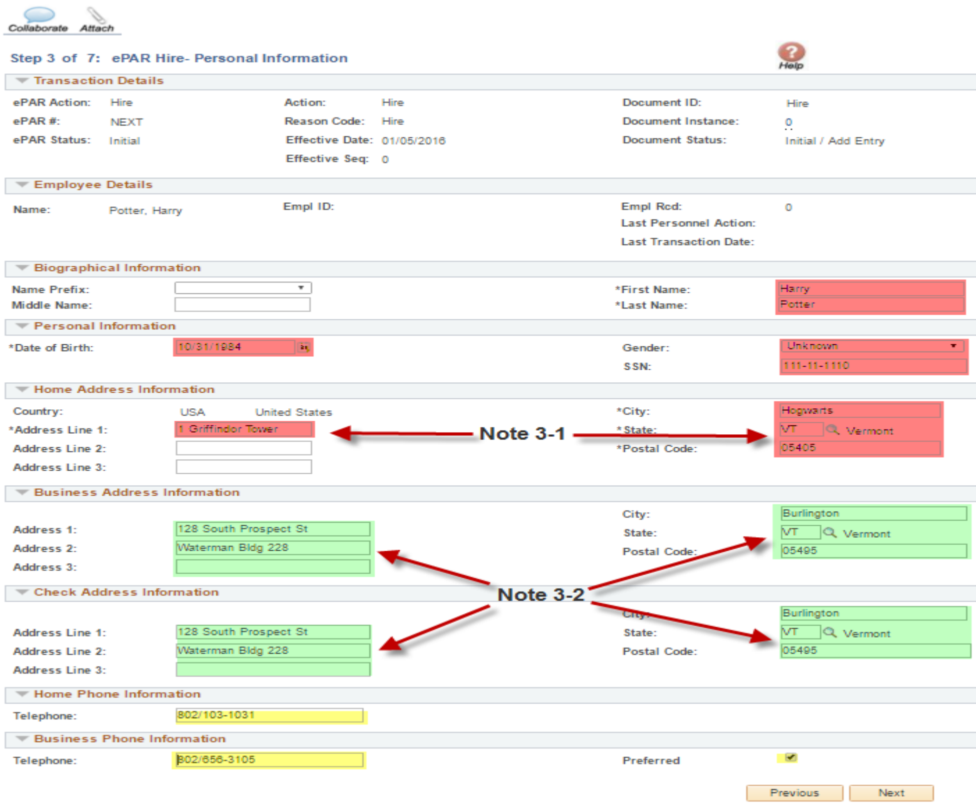
Personal Information Screen

A. Complete the required fields (indicated by *). Include details in optional fields as they are available. Fields open for editing, required or otherwise, are highlighted. These fields may allow for the ePAR to be processed quicker with less follow-up from approvers.

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

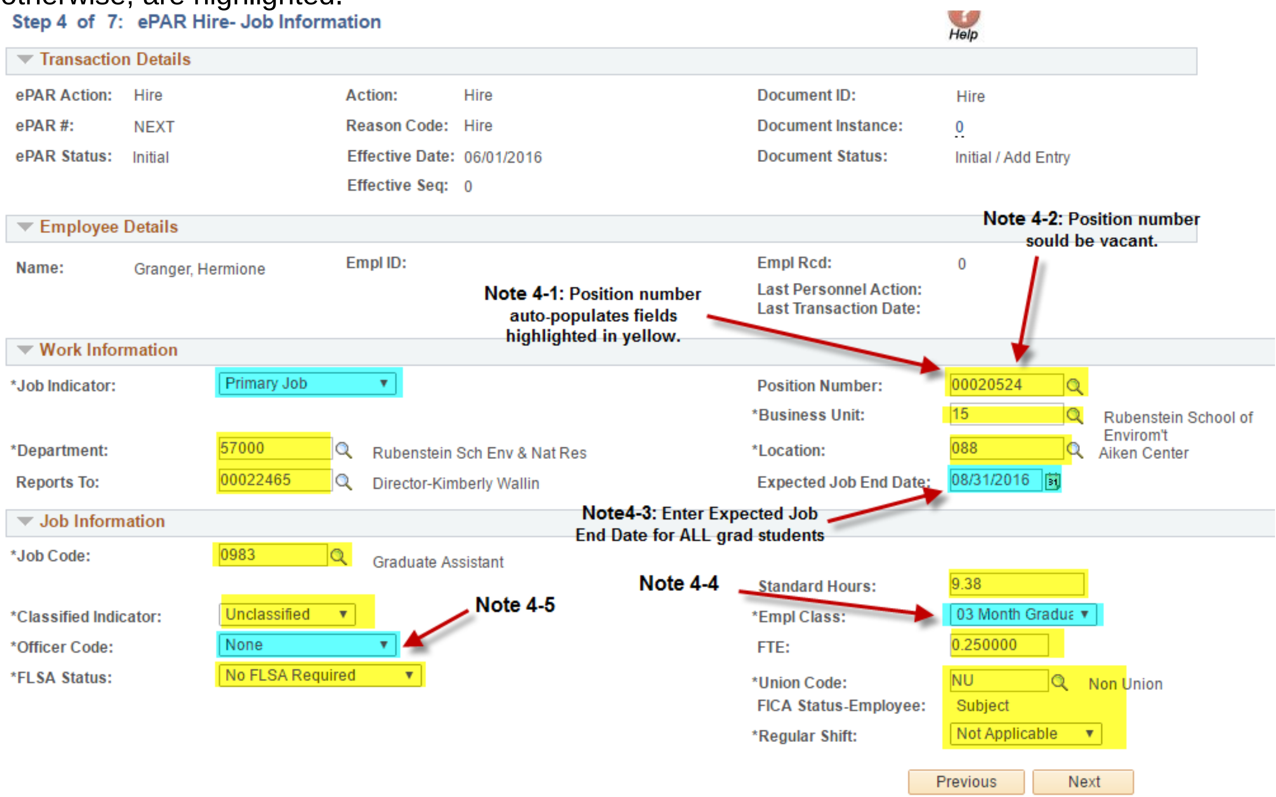
- **Note 3-1:** International addresses cannot be entered, if that is all available please indicate in the comments/collaborate section for Payroll Services that a local home address is pending.
- **Note 3-2:** Proper formatting of Business address is Department on the first line and Building and Room # on the second. For on campus addresses no City, State and Zip is needed. Check address will auto populate when Business Address is entered. For all on campus employees the check address should be: Payroll Service - 237 Waterman Building, Burlington VT 05405.

C. Once fields have been completed, click Next to proceed to the next screen.



Job Information Screen

A. Complete the required fields (indicated by *). Include details in optional fields as they are available. Fields open for editing, required or otherwise, are highlighted. These fields may allow for the ePAR to be processed quicker with less follow-up from approvers. Fields open for editing, required or otherwise, are highlighted.



- ***Note 4-1:*** If unknown, the position number can also be found in PeopleAdmin or you can select the magnifying glass associated with position number. Then search the associated department. All positions within this department will be displayed. Once the position number has been entered 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.
- ***Note 4-2:*** The position number used should be vacant. If there is an individual seated in the position, please include a comment in the Comment Box or under the Collaborate Tab with an explanation (e.g. position has two people for 1-month training transition), to avoid the ePAR being denied by HR or Payroll.
- ***Note 4-3:*** 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 PeopleSoft for them. If the Grad is 12 month it is best to indicate a future term date here. If left blank for a 12-month grad NO term date will be entered and a new ePAR will need to be created to process the grad in order to terminate their position. Click HERE to view the Employee Class Definitions Mini-Manual for approximate term dates for Grad Students.
- ***Note 4-4:*** Click HERE to see Employee Class Definitions Mini-Manual.
- ***Note 4-5:*** For Grad Students initiators should indicate “None.”

B. Once fields have been completed, click Next to proceed to the next screen.

Understanding FTE and standard hours calculation for grad students

Grad students FTE is calculated under the assumption that a 1.0 FTE has standard hours of 40 hours per week. Therefore, an example of the FTE for an employee working standard hours of 20 hours per week is 0.50. Typically, grad students are either .25 or .50 FTE.

Understanding the Expected End Date

This field is for **Graduate Students Only**. For a grad student working less than 12 months this field must be filled out as it indicates that a term row will be entered into PeopleSoft at the time the ePAR is processed. This allows for grad students to term without an additional ePAR action being created and processed and reduces the possibility of over payment to the employee after they have completed their work assignment.

If left blank for a 12-month grad, **NO term date will be entered** and an additional ePAR will need required in order to terminate that individual.

Click HERE to view the Employee Class Definitions Mini-Manual for approximate term dates for Grad Students.

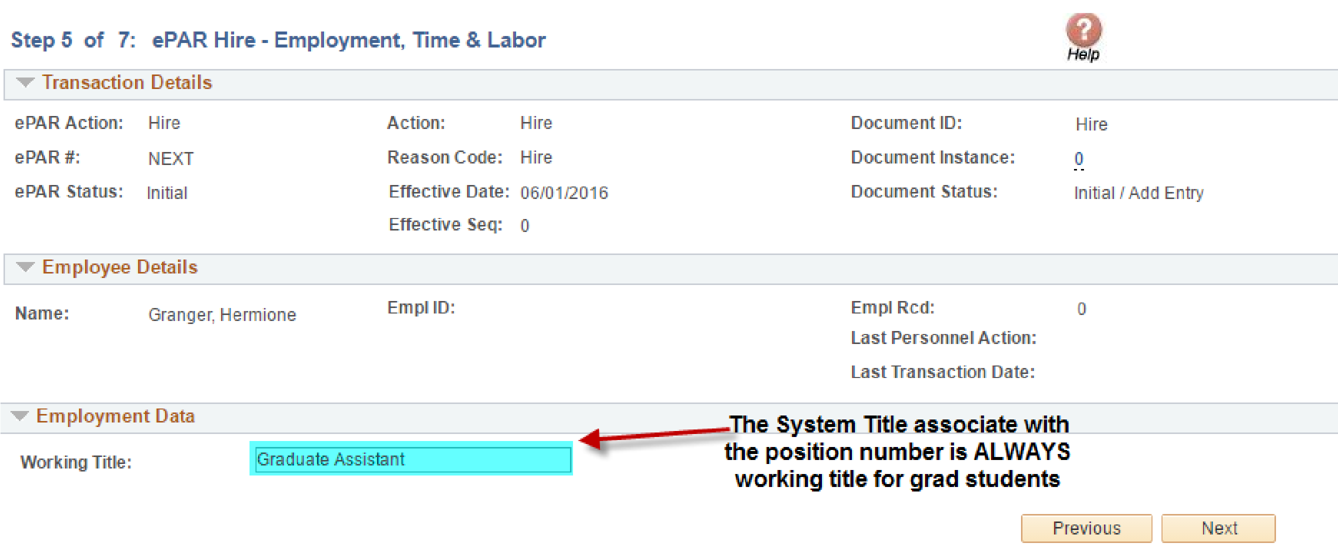
Employment, Time & Labor Screen

A. Enter approved Working Title, if applicable. Fields open for editing, required or otherwise, are highlighted.

B. Once fields have been completed, click Next to proceed to the next screen..

Grad students do not have working titles

Only the system titles should be indicated for grad students. On the hire, rehire etc. ePARs for there will be an option to enter a working title. There are no approved working titles for grad students. Their title showing should be the system title associated with the position number.

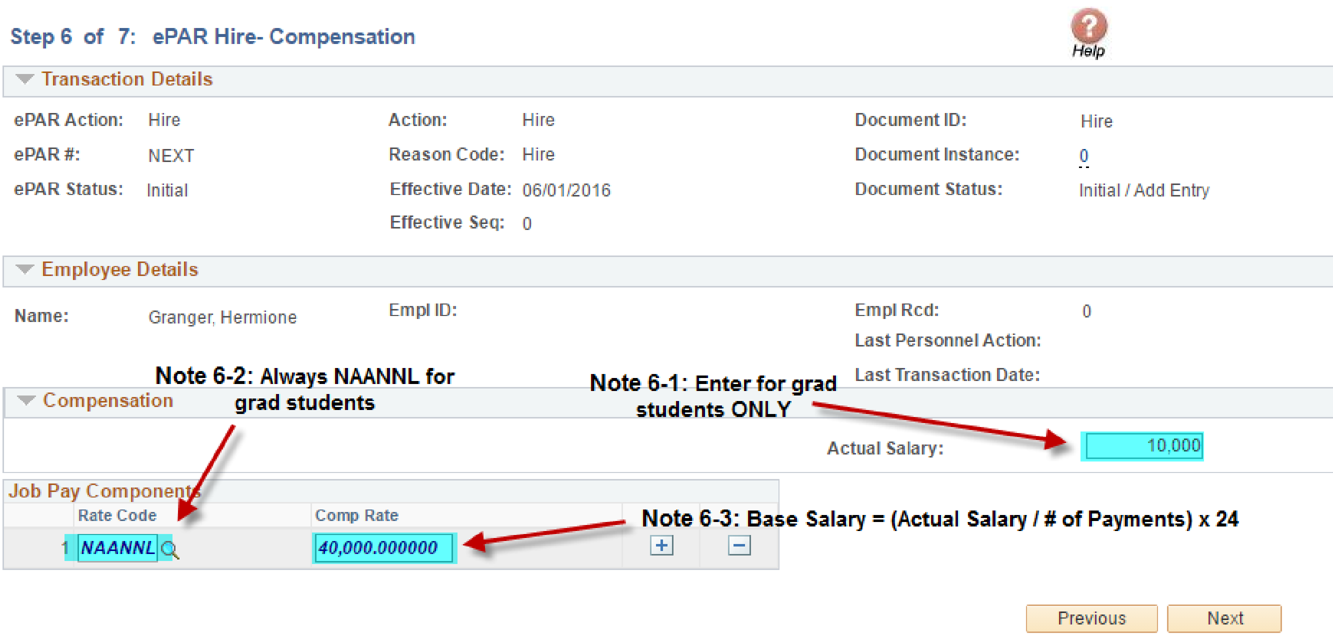


Compensation Screen

A. Enter pay rate/ salary information for the employee.

- ***Note 6-1:* For Grad Students Only:** This field is used for grad students only. Enter the actual salary the grad will received for the term in which they are working. If 12-month grad student actual salary will equal compensation rate/ base salary.
- ***Note 6-2:*** Grad students will always have NAANNL for their rate code. NAANNL is for salaried employees and NAHRLY is used for hourly - Kronos employees. Leave this field blank if hiring a non-paid employee.
- ***Note 6-3:*** Enter annual base compensation for salaried grad student. Base salary = (Actual Salary / # of payments) x 24

B. Once fields have been completed, click Next to proceed to the next screen.



Calculating the Grad Student Wages

This section details how to calculate the base salary. Base salary represents the total salary that would be paid out if the grad student were working 12 months. A mathematical formula is used to calculate the base salary. **Note:** For 12-month grad students, the actual and base salaries will be the same.

Formula to Calculate Base Salary:

= **actual salary** divided by number of payments received multiplied by 24.

Ex: A student with a 3-month assignment with an actual salary of $10,000

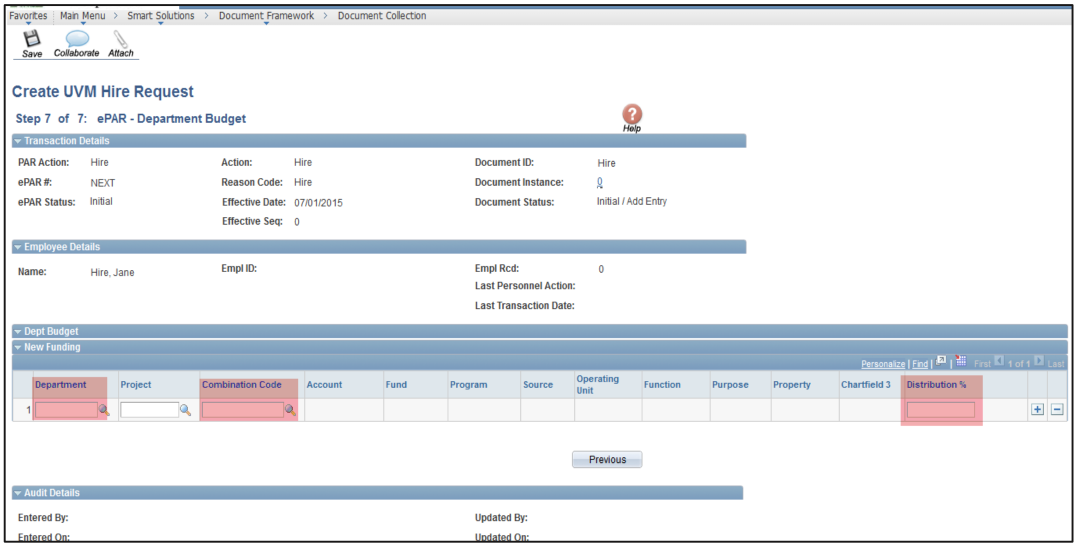
10,000	/	6	X 24 =	40,000
Actual Salary **(Comp Rate)**	/	Number of Payments	X 24 =	**Base Salary**

Position Length	Number of Payments Received
3 Months	6
4 Months	8
5 Months	10
9 Months	18

Department Budget & Distribution

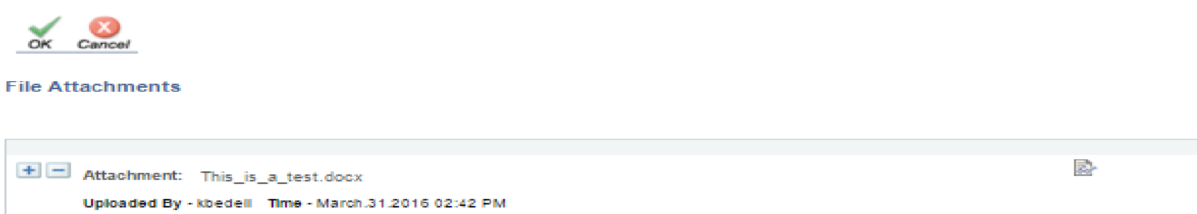
A. Search by either Department or Project to retrieve the correct combo code. For Kronos employees, enter Department 00001 and Combo Code **Kronos_fscm1**. You may enter any number of combo codes and appropriate distribution %'s, however they can only be for the effective date of the hire. Subsequent distribution changes should be submitted electronically to retro after the employee has been hired into PeopleSoft.

B. Once fields have been completed, click Next to proceed to the next screen.



ePAR Hire- Attachments

A. Click the Attach Button.
B. Click the paperclicp button.
C. Click "Choose File." Find Document.
D. Click Upload.
E. Click "Okay" once "Uploaded By" appears.

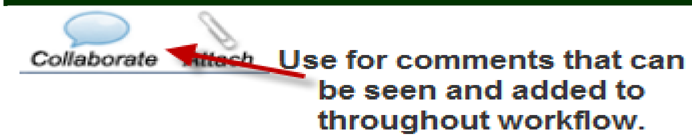


F. Once an attachment has been uploaded there will be a piece of paper in the paperclip.

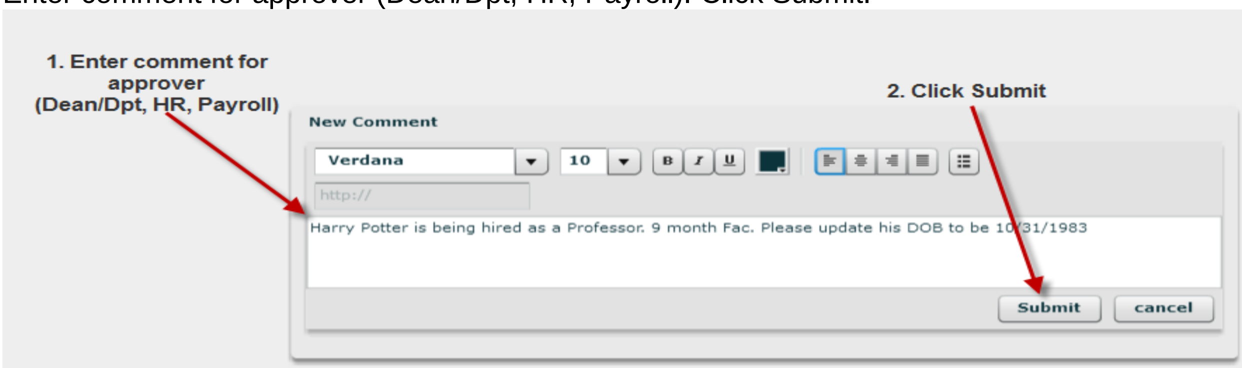
New Hire Documents Required as Attachments:

- Offer Letter/Appointment Letter
- Employee Information Form
- Federal W-4
- State W-4
- I-9

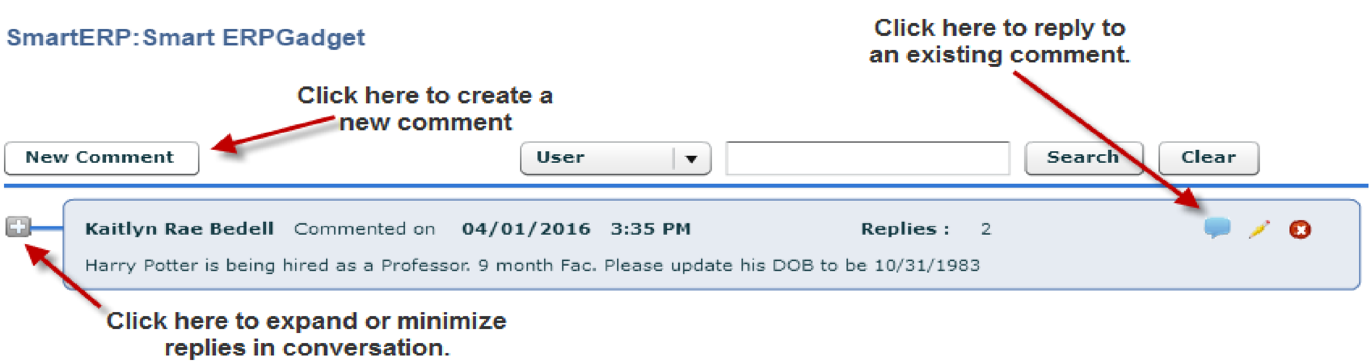
ePAR Hire- Collaborate Button



A. The Collaborate button is used to make comments. Initiators can make comments to the ePAR anytime. Users/Approvers with access to the ePAR can make comments anytime during the workflow after the ePAR has been submitted.
B. Click the Collaborate Icon
C. Enter comment for approver (Dean/Dpt, HR, Payroll). Click Submit.

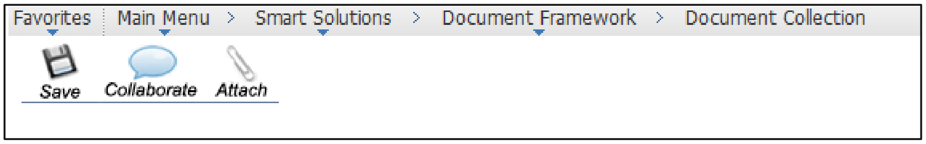


D. Once updated Click Okay.
E. Others can add additional comments or reply to current comments. The Number of replies are indicated. And conversations can be expanded or minimized.

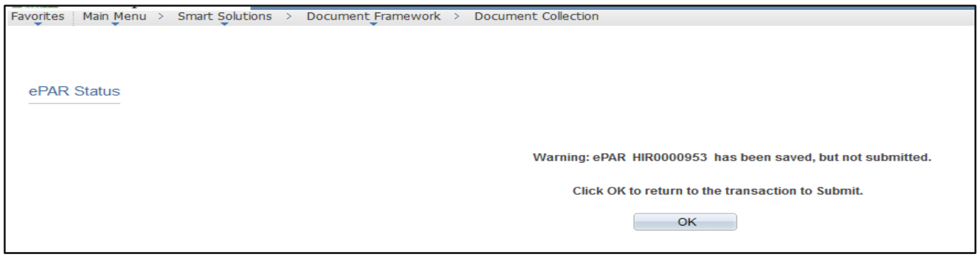


ePAR Hire- Save and Submit for Approval

A. At this time your ePAR is ready for processing. Once all information has been entered Click the “Save” icon.

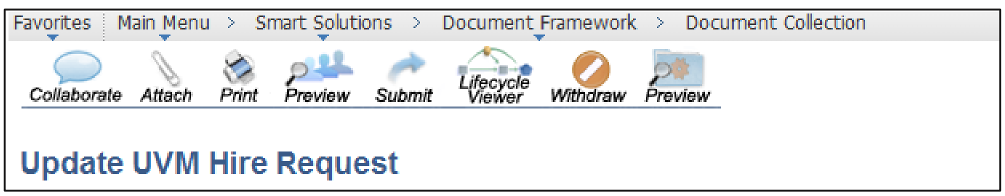


B. You will then receive a message that the ePAR has been saved but not submitted.



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

D. The “Lifecycle Viewer” icon will be where the status of the ePAR within the Work Flow can be viewed.



Resources

- Human Resources
  - Telephone: 656-3150
  - Email: hrsinfo@uvm.edu
- Payroll Services
  - Telephone: 656-6600
  - Email: payroll@uvm.edu

Helpful Links

- PeopleSoft Login
- ePAR Mini-Manuals
- Graduate Student Paperwork Mini Manual
- Action Definitions Mini Manual
- Employee Class Definitions
- ePAR Navigation Manual

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

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