



Hire 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 ePar@uvm.edu.

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Background

This guide is to give you an overview of the creation and initiation of ePAR's in UVM People Soft HCM. The fields, some required, are reviewed in this manual as they pertain to the Document Collection. There are specific details included in each Document that provide direction that may be pertinent to the type of employee that the action is for, such as a graduate student, faculty or staff.

Hire/Hire

This ePAR is used to hire a **new employee or non-paid** who does not have a UVM employee ID number.

NOTE: All required fields are noted with an * asterisk within the ePAR.

Step 1: Log in, Go to ePAR Collection & Search

- A. Log in to PeopleSoft using the **Human Resources Login** www.uvm.edu/~erp/portal
- B. **Navigation:** UVM ePARs>ePAR Collection and select the Hire ePAR action. Select Add.
- C. You will begin by searching to ensure the individual does not presently exist in People Soft. 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 Step 2 by clicking yes.
- D. 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**.

The screenshot shows the PeopleSoft ePAR search interface. The 'Employee Details' section displays 'Name: Potter, Harry' and 'Empl ID:'. The 'Search Criteria' section includes fields for 'First Name Search: Harry', 'Last Name Search: Potter', 'Gender:', 'Date of Birth:', 'Social Security #:', and 'Empl ID:'. A 'Message' dialog box is open, displaying the text 'Search Criteria did not return any results (18160,43)' and 'Enter new or additional Search Criteria'. A red arrow points from the 'Next' button to the dialog box, and another red arrow points from the 'Next' button to the 'Next' button. A red text overlay says 'If no existing Empl ID click'.

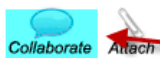


Step 2: Complete ePAR Action/Reason Page.

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. See [Faculty Services](#) and [Additional Contract Pay](#) Page further direction, you will also be directed to this page after the Compensation page.

B. Once fields are completed, click Next to proceed to Step 3.



Additional comments may be added now or at any point during the workflow using the **Collaborate Button**

Create UVM Hire Request

Step 2 of 7: ePAR - Action/Reason



Transaction Details

ePAR Action:	Hire	Action:	Hire	Document ID:	Hire
ePAR #:	NEXT	Reason Code:	Hire	Document Instance:	0
ePAR Status:	Initial	Effective Date:	01/05/2016	Document Status:	Initial / Add Entry
		Effective Seq:	0		

Employee Details

Name:	Potter, Harry	Empl ID:		Empl Rcd:	0
				Last Personnel Action:	
				Last Transaction Date:	

Action/Reason Selection

*Action:	Hire	*Reason:	Hire
*Effective Date:	01/05/2016	Effective Sequence:	0
		Fiscal Year:	2016

Is this a PAID staff or faculty working less than 12 months?: Yes No **See Note 2-1**

PeopleAdmin Action/Posting #: S049PO

Comments: This is a new hire.

Related ePARs (If Any): No related ePARs

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Step 3: ePAR Hire-Personal Information

- 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 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 Step 4.

Collaborate Attach

Step 3 of 7: ePAR Hire- Personal Information ? Help

Transaction Details

ePAR Action:	Hire	Action:	Hire	Document ID:	Hire
ePAR #:	NEXT	Reason Code:	Hire	Document Instance:	0
ePAR Status:	Initial	Effective Date:	01/05/2016	Document Status:	Initial / Add Entry
		Effective Seq:	0		

Employee Details

Name:	Potter, Harry	Empl ID:		Empl Rcd:	0
				Last Personnel Action:	
				Last Transaction Date:	

Biographical Information

Name Prefix:	<input type="text"/>	*First Name:	Harry
Middle Name:	<input type="text"/>	*Last Name:	Potter

Personal Information

*Date of Birth:	10/31/1984	Gender:	Unknown
		SSN:	111-11-1110

Home Address Information

Country:	USA United States	*City:	Hogwarts
*Address Line 1:	1 Griffindor Tower	*State:	VT Vermont
Address Line 2:	<input type="text"/>	*Postal Code:	05405
Address Line 3:	<input type="text"/>		

Business Address Information

Address 1:	128 South Prospect St	City:	Burlington
Address 2:	Waterman Bldg 228	State:	VT Vermont
Address 3:	<input type="text"/>	Postal Code:	05495

Check Address Information

Address Line 1:	128 South Prospect St	City:	Burlington
Address Line 2:	Waterman Bldg 228	State:	VT Vermont
Address Line 3:	<input type="text"/>	Postal Code:	05495

Home Phone Information

Telephone:	802/103-1031
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Business Phone Information

Telephone:	802/656-3105	Preferred:	<input checked="" type="checkbox"/>
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Step 4: ePAR Hire-Job Information

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.



Create UVM Hire Request

Step 4 of 7: ePAR Hire- Job Information



Transaction Details			
ePAR Action:	Hire	Action:	Hire
ePAR #:	NEXT	Reason Code:	Hire
ePAR Status:	Initial	Effective Date:	01/05/2018
		Effective Seq:	0
Document ID:	Hire	Document Instance:	0
		Document Status:	Initial / Add Entry

Employee Details			
Name:	Potter, Harry	Empl ID:	
Empl Rcd:		Empl Rcd:	0
Last Personnel Action:		Last Transaction Date:	

Work Information			
*Job Indicator:	Primary Job	Note 4-3: enter this date for Grad Students ONLY	
*Department:	11330	HR Svcs & Affirmative Action	Position Number:
Reports To:	009200	Classified Executive-Jes Kraus	*Business Unit:
			*Location:
			Expected Job End Date:

Job Information			
*Job Code:	3051	Admin Analyst/Planner	Standard Hours:
*Classified Indicator:	Classified		*Empl Class:
*Officer Code:	None		FTE:
*FLSA Status:	No FLSA Required		*Union Code:
			FICA Status-Employee:
			*Regular Shift:

Audit Details	
Entered By:	Updated By:

- **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. IF you are hiring a non-paid employee without a position number, you will need to enter the required fields manually.
- **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](#) for to see the Grad Student Mini-Manual.



- **Note 4-4:** Click [HERE](#) to see Employee Class Definitions Mini-Manual. If this is a Faculty hire, information regarding the special Faculty Services page can be found on page 14.
- **Note 4-5:** Officer Code is detailed on the Offer/Appointment Letter.

B. Once fields have been completed, click Next to proceed to Step 5.

Step 5: ePAR Hire- Faculty Services Page – Complete for Faculty ONLY

A. This page only appears if you have indicated that the employee is a paid faculty or staff member working less than 12 months.

*Is this a PAID staff or faculty working less than 12 months?: Yes No

If you have selected "Yes" for paid staff or faculty working LESS than 12 months...

- B. Complete the "Additional Faculty Information" section for all full-time faculty hire ePARs.
- C. Complete the "Current Action" section for all part-time faculty members.
 - The salary should equal the "per credit hour rate" multiplied by the "total number of credit hours."
 - For hourly employees enter the hourly rate.
- D. Complete the "Previous position/last position held" for all part-time faculty members that have held a previous position at UVM.
- E. Once fields have been completed, click Next to proceed to Step 6.



ePAR #: NEXT	Reason Code: Hire	Document Instance: 0
ePAR Status: Initial	Effective Date: 01/01/2016	Document Status: Initial / Add Entry
	Effective Seq: 0	

Employee Details

Name: Potter, Harry	Empl ID:	Empl Rcd: 0
		Last Personnel Action:
		Last Transaction Date:

Additional Faculty Information

Tenure Status: Not on Trk	Tenure Status Change?: Yes
Base Salary: 	

Current Action

Position Title: <input type="text"/>	Hourly Rate/Salary (for salaried faculty only): <input type="text"/>
Per Credit Hour Rate: <input type="text"/>	
Total Number of Credit Hours: <input type="text"/>	
Total Number of Course Equivalents (Optional): <input type="text"/>	

Previous Position/Last Position Held

Position Title: <input type="text"/>	Hourly Rate/Salary (for salaried faculty only): <input type="text"/>
Per Credit Hour Rate: <input type="text"/>	
Total Number of Credit Hours: <input type="text"/>	
Total Number of Course Equivalents (Optional): <input type="text"/>	

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Step 6: ePAR Hire-Employment, Time & Labor

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

Please note: graduate students working titles should be the same as their system title.

B. Once fields have been completed, click Next to proceed to Step 7.

Create UVM Hire Request
Step 5 of 7: ePAR Hire - Employment, Time & Labor

Transaction Details

PAR Action:	Hire	Action:	Hire	Document ID:	Hire
ePAR #:	NEXT	Reason Code:	Hire	Document Instance:	0
ePAR Status:	Initial	Effective Date:	07/01/2015	Document Status:	Initial / Add Entry
		Effective Seq:	0		

Employee Details

Name:	Hire, Jane	Empl ID:		Empl Rcd:	0
				Last Personnel Action:	
				Last Transaction Date:	

Employment Data

Working Title:

If there is an approved Working Title, please enter here

Previous Next

Audit Details

Entered By:		Updated By:	
Entered On:		Updated On:	



Step 7: ePAR Hire-Compensation

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

- **Note 6-1: For Grad Students Only:** This field is used for Grad student paperwork only. Enter the actual salary the grad will received for the term in which they are working.
- **Note 6-2:** 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 compensation for salaried employee. If working less than 12 months this should be the compensation for the appointment. If working hourly it will be their hourly rate. If a non-paid faculty then leave it blank.

B. Once fields have been completed, click Next to proceed to Step 8.



Create UVM Hire Request

Step 6 of 7: ePAR Hire- Compensation



Transaction Details

ePAR Action:	Hire	Action:	Hire	Document ID:	Hire
ePAR #:	NEXT	Reason Code:	Hire	Document Instance:	0
ePAR Status:	Initial	Effective Date:	01/05/2016	Document Status:	Initial / Add Entry
		Effective Seq:	0		

Employee Details

Name:	Potter, Harry	Empl ID:		Empl Rcd:	Grad Student ONLY
				Last Personnel Action:	
				Last Transaction Date:	

Note 6-3: Annual Salary,
Compensation for Appointment (if
employee working less than 12months)
or Hourly Rate

Compensation

Actual Salary: 0.000000

Job Pay Components	
Rate Code	Comp Rate
1 NAANNL	50500

Note 6-2: Salary= NAANNL,
Hourly=NAHRLY

Previous Next

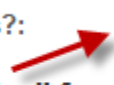
Audit Details



Step 8: ePAR-Hire Create Contract Pay – Less than 12 month paid Faculty or Staff ONLY

A. This page only appears if you have indicated that the employee is a paid faculty or staff member working less than 12 months.

*Is this a PAID staff or faculty working less than 12 months?: Yes No



If you have selected "Yes" for paid staff or faculty working LESS than 12 months...

B. Use the [Employee Class Definitions Mini Manual](#) for allowable contract terms for staff or faculty working less than 12 months.

C. Once fields have been completed, click Next to proceed to Step 9.



Create UVM Hire Request

Step 8 of 9: ePAR Hire - Create Contract Pay



Transaction Details

ePAR Action: Hire	Action: Hire	Document ID: Hire
ePAR #: NEXT	Reason Code: Hire	Document Instance: 0
ePAR Status: Initial	Effective Date: 01/01/2016	Document Status: Initial / Add Entry
	Effective Seq: 0	

Employee Details

Empl ID:	Empl Rcd:	Last Personnel Action:
Name: Potter, Harry	Contract ID:	Last Transaction Date:

Contract Information

See the Employee Class Definitions Mini-Manual for allowable contract terms.

*Contract End Date:

*Contract Begin Date:

Previous Next



Step 9: ePAR Hire-Department Budget

- 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 Step 10.

Create UVM Hire Request
Step 7 of 7: ePAR - Department Budget

Transaction Details

PAR Action: Hire Action: Hire Document ID: Hire
 ePAR #: NEXT Reason Code: Hire Document Instance: [?](#)
 ePAR Status: Initial Effective Date: 07/01/2015 Document Status: Initial / Add Entry
 Effective Seq: 0

Employee Details

Name: Hire, Jane Empl ID: Empl Rcd: 0
 Last Personnel Action:
 Last Transaction Date:

Dept Budget

New Funding

Department	Project	Combination Code	Account	Fund	Program	Source	Operating Unit	Function	Purpose	Property	Chartfield 3	Distribution %
1												

Previous

Audit Details

Entered By: Updated By:
 Entered On: Updated On:



Step 10: ePAR Hire- Attachments

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



File Attachments



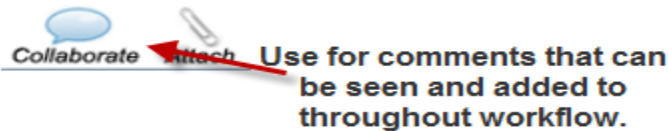
- F. Once an attachment has been uploaded there will be a piece of paper in the paperclip.



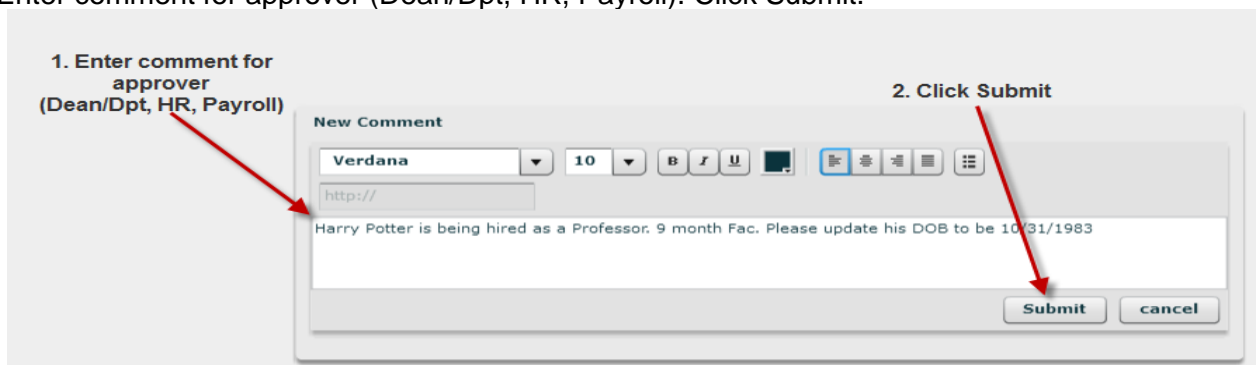
New Hire Documents Required as Attachments:

- Offer Letter/Appointment Letter
- [Employee Information Form](#)

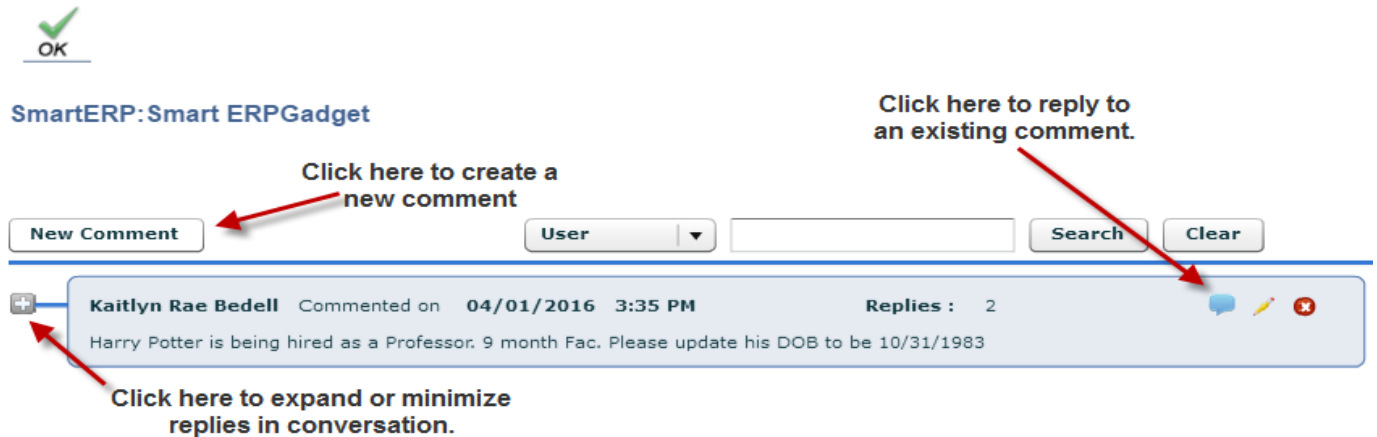
Step 10: ePAR Hire- Collaborate Button



- 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.

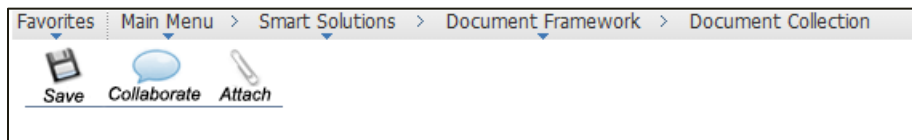


- D. Once updated Click Okay.
- E. Others can add additional comments or reply to current comments. The Number of replies are indicated. And conversations can be expanded or minimized.

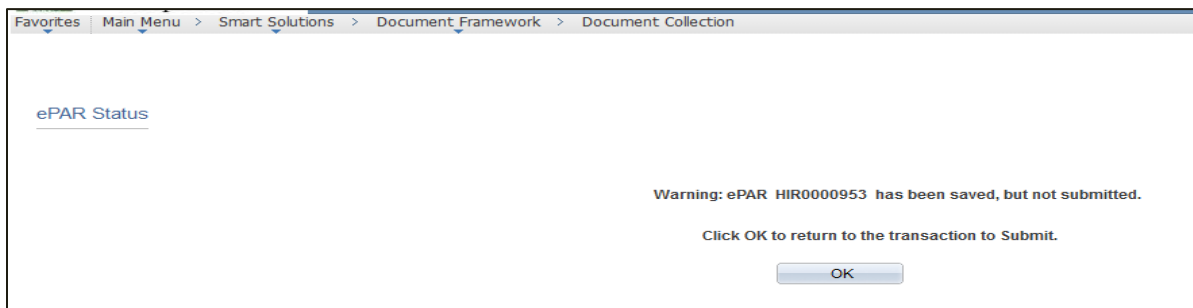


Step 10: ePAR Hire- Save and Submit for Approval

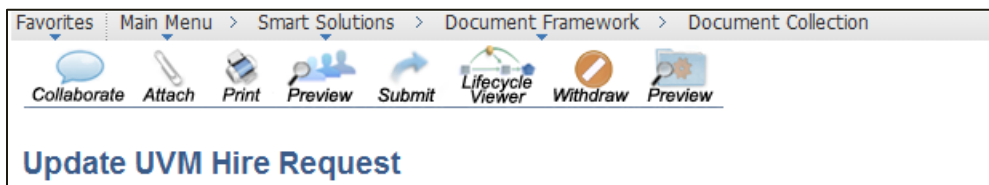
- A. At this time your ePAR is ready for processing. Once all information has been entered Click the “Save” icon.



- 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

Relevant UVM Departments

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

Helpful Links

- [PeopleSoft Login](#)
- [ePAR Best Practices](#)
- [Graduate Student Mini Manual](#)
- [Action/Reason Definitions Mini Manual](#)
- [Employee Class Definitions](#)
- [ePAR Navigation Manual](#)
- [ePAR Mini Manual Page](#)

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

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