



Job Change 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.

TABLE OF CONTENTS GUIDE

(Click on topic headings to automatically jump to specific section.

Use **Ctrl+Home** to come back to Table of Contents)

Background 3

Job Change-Data Change 3

 Step 1: Log in and Search.....3

 Step 2: ePAR Change- Action/Reason4

 Step 3: ePAR Change- Personal Information5

 Step 4: ePAR Change- Job Information6

 Step 5: ePAR Change Employment, Time & Labor7

Position Change-Job Re-Classification 8

 Step 1: Log in and Search.....8

 Step 2: ePAR Change- Action/Reason 10

 Step 3: ePAR Change- Job Information 11

 Step 4: ePAR Change Employment, Time & Labor 12

 Step 5: ePAR Compensation Change..... 13

Job Change: Promotion/Promotion 14

 Step 1: Log in and Search..... 14

 Step 2: ePAR Change- Action/Reason 16

 Step 3: ePAR Change- Job Information 17

 Step 4: ePAR Change Employment, Time & Labor 18



Mini-Manual

Step 5: ePAR Change- Compensation	19
Resources	21
Relevant UVM Departments	21
Helpful Links	21



Background

This guide is to give you an overview of the creation and initiation of ePAR's in UVM People Soft. 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 specific to the type of employee that the action is for, such as a graduate student, faculty or staff.

Job Change-Data Change

This ePAR is used to make changes to employee's records. These include changes to location, reports to, union code and working title changes.

Step 1: Log in and 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 Job Change ePAR action.
- c) You will begin by searching for the employee by Social Security Number or First and Last Name. Check the box next to the Name and press Next.

Create UVM Change Request
Step 1 of 8: ePAR - Employee Selection

Transaction Details

PAR Action:	Change	Action:		Document ID:	Job Change
ePAR #:	NEXT	Reason Code:		Document Instance:	
ePAR Status:	Initial	Effective Date:	06/23/2015	Document Status:	Initial / Add Entry
		Effective Seq:	0		

Search Criteria

Empl ID:

First Name:

Last Name:

Social Security #:

Department:

Position Number:

Business Unit:

Empl Class:

Search Results

Empl ID	Name	Empl Record	Position Number	Department	Description	Job Code	Description	Business Unit	Empl Class	Social Security #
<input checked="" type="checkbox"/>		s	3	11280	Payroll Svcs	3031	Administrative Professional	10	12MthStaff	

Audit Details

Entered By: Updated By:

Entered On: Updated On:



Step 2: ePAR Change- Action/Reason

When complete press Next.

Favorites | Main Menu > Smart Solutions > Document Framework > Document Collection

Collaborate Attach

Create UVM Change Request

Step 2 of 8: ePAR - Action/Reason ? Help

Transaction Details

PAR Action: Change	Action: Data Change	Document ID: Job Change
ePAR #: NEXT	Reason Code: Reports To Change	Document Instance: Q
ePAR Status: Initial	Effective Date: 07/01/2015	Document Status: Initial / Add Entry
	Effective Seq: 0	

Employee Details

Name: Historical ePARs	Empl ID: Pending ePARs	Empl Rcd: 0
		Last Personnel Action:
		Last Transaction Date:

Action/Reason Selection

*Action: Data Change	*Reason: Reports To Change
Old Effective Date: 11/16/2014	Old Effective Sequence:
*Effective Date: 07/01/2015	Effective Sequence:

Comments:

Related ePARs (If Any):

Previous Next

Audit Details

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



Step 3: ePAR Change- Personal Information

You will be presented with the Current Value for both Business and Check Address for use with the Data Change/Location Change. When complete press Next.

Note: These addresses should represent the employee’s primary paid assignment. Proper formatting of Business and Check 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.
- Unless the employee works off campus the Check Address should be an on campus location and will most often match the Business Address.

Create UVM Change Request
Step 3 of 5: ePAR Change - Personal Information

Transaction Details

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

Employee Details

Name: Historical ePARs 1	Empl ID: Pending ePARs	Empl Rcd: 3
		Last Personnel Action:
		Last Transaction Date:

Business Address Information

Current Value	New Value
Address Line 1: Payroll Services	Payroll Services
Address Line 2: Waterman Bldg Rm 237	Waterman Bldg Rm 237
Address Line 3:	
City:	
State:	
Postal Code:	

Check Address Information

Current Value	New Value
Address Line 1: Payroll Services	Payroll Services
Address Line 2: Waterman Bldg Rm 237	Waterman Bldg Rm 237
Address Line 3:	
City:	
State:	
Postal Code:	

Audit Details

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

Previous Next



Step 4: ePAR Change- Job Information

This page is used to make changes to Data Change/Location Change ePARs , Data Change/Reports To Change ePARS and Data Change/Union Code Change ePARs.

When complete select Next.

Favorites | Main Menu > Smart Solutions > Document Framework > Document Collection

Collaborate Attach

Create UVM Change Request

Step 4 of 5: ePAR Change- Job Information ? Help

Transaction Details

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

Employee Details

Name: Historical ePARs	Empl ID: Pending ePARs	Empl Rcd: 3
		Last Personnel Action:
		Last Transaction Date:

Work Information

	Current Value		New Value
Job Indicator:	Primary Job		Primary Job
Position Number:	018426	Administrative Professional-Katrina Preiss	018426 Administrative Professional-Katrina Preiss
Business Unit:	10	Finance & Admin	10 Finance & Admin
Department:	11280	Payroll Svcs	11280 Payroll Svcs
Location Code:	160	Waterman Bldg	<input type="text" value="160"/> Waterman Bldg
Reports To:	00022702	Administrative Svcs Manager-	<input type="text" value="00022702"/> Administrative Svcs Manager-

Job Information

	Current Value		New Value
Job Code:	3031	Administrative Professional	3031 Administrative Professional
Standard Hours:	37.50		37.50
Classified Indicator:	Classified		Classified
Empl Class:	12MthStaff		12MthStaff
Officer Code:	None		None
FTE:	1.000000		1.000000
FLSA Status:	No FLSA Required		No FLSA Required
Union Code:	NU	Non Union	<input type="text" value="NU"/> Non Union
Pay Group:	SM1	Semimonthly Payroll	SM1 Semimonthly Payroll
Regular Shift:	Not Applicable		Not Applicable

Audit Details

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



Step 5: ePAR Change Employment, Time & Labor

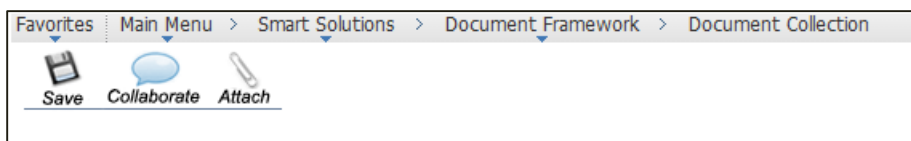
You will use this page for Data Change/Working Title Change ePARs. When complete select Next.

The screenshot shows a web application interface for creating a UVM Change Request. The breadcrumb trail is: Favorites > Main Menu > Smart Solutions > Document Framework > Document Collection. The top navigation bar includes icons for Save, Collaborate, and Attach. The main heading is "Create UVM Change Request" with a sub-heading "Step 5 of 5: ePAR Change - Employment, Time & Labor" and a Help icon. The interface is divided into several sections:

- Transaction Details:**
 - PAR Action: Change
 - ePAR #: NEXT
 - ePAR Status: Initial
 - Action: Data Change
 - Reason Code: Location Change
 - Effective Date: 07/01/2015
 - Effective Seq: 0
 - Document ID: Job Change
 - Document Instance: 0
 - Document Status: Initial / Add Entry
- Employee Details:**
 - Name: [Historical ePARs](#)
 - Empl ID: [Pending ePARs](#)
 - Empl Rcd: 3
 - Last Personnel Action:
 - Last Transaction Date:
- Employment Data:**
 - Working Title: **Current Value** Assistant Payroll Manager
 - New Value** Assistant Payroll Manager
- Audit Details:**
 - Entered By:
 - Entered On:
 - Updated By:
 - Updated On:

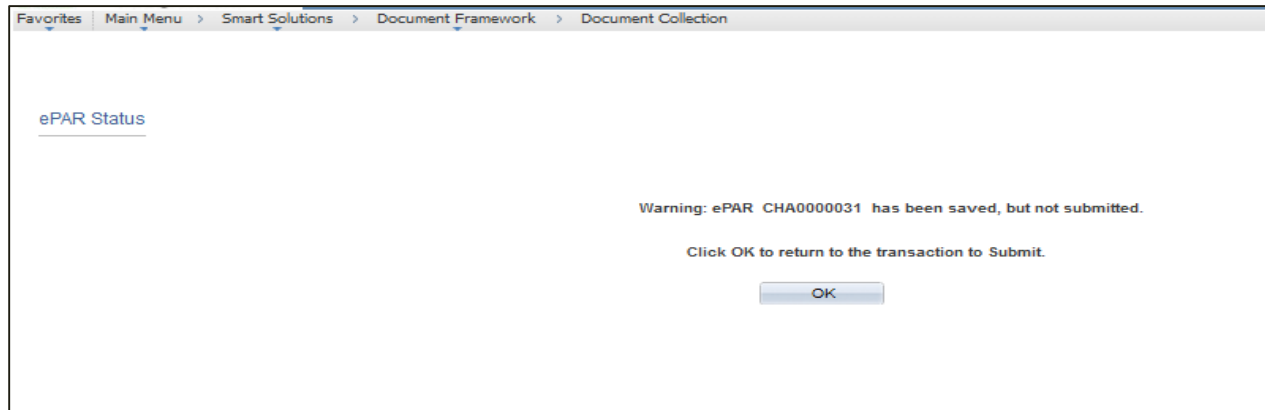
A "Previous" button is located at the bottom right of the Employment Data section.

At this time your ePAR is ready for processing. You may use the Collaborate button or attach documents to the ePAR at this time if you wish, once complete you may hit save.



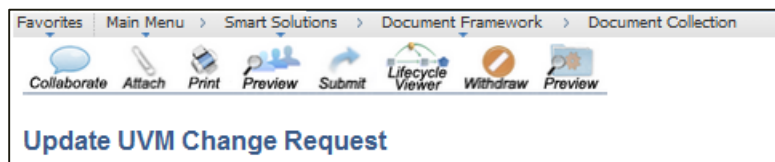


You will then receive a message that the ePAR has been saved but not submitted.



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

You will then receive the following Lifecycle Viewer so that you can review where in the Work Flow the ePAR is at.



Position Change-Job Re-Classification

This ePAR is used to make changes to a classified staff employee to a different title and job code with no change in pay or position number. (If there is a change in pay, initiate a 'Pay Rate Change/Job Reclassification' action). Required: Appointment letter.

Step 1: Log in and Search

- a) Log in to PeopleSoft using the Human Resources Login www.uvm.edu/~erp/portal
- b) **Navigation:** Smart Solutions>Document Framework>Document Collection and select the Job Change ePAR action.



Mini-Manual

- c) You will begin by searching for the employee by Social Security Number or First and Last Name. Check the box next to the Name and press Next.

Collaborate Attach

Create UVM Change Request

Step 1 of 8: ePAR - Employee Selection [Help](#)

Transaction Details

PAR Action: Change Action: Document ID: Job Change
 ePAR #: NEXT Reason Code: Document Instance: 0
 ePAR Status: Initial Effective Date: 06/23/2015 Document Status: Initial / Add Entry
 Effective Seq: 0

Search Criteria

Empl ID:

First Name:

Last Name:

Social Security #:

Department:

Position Number:

Business Unit:

Empl Class:

Search Results First 1 of 1 Last

<input type="checkbox"/>	Empl ID	Name	Empl Record	Position Number	Department	Description	Job Code	Description	Business Unit	Empl Class	Social Security #
<input checked="" type="checkbox"/>		s	3		11280	Payroll Svcs	3031	Administrative Professional	10	12MthStaff	

Audit Details

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



Step 2: ePAR Change- Action/Reason

When complete press Next.

Favorites | Main Menu > Smart Solutions > Document Framework > Document Collection

Collaborate Attach

Create UVM Change Request

Step 2 of 8: ePAR - Action/Reason ? Help

Transaction Details

PAR Action: Change	Action: Position Change	Document ID: Job Change
ePAR #: NEXT	Reason Code:	Document Instance: 0
ePAR Status: Initial	Effective Date: 08/23/2015	Document Status: Initial / Add Entry
	Effective Seq: 0	

Employee Details

Name: Historical ePARs	Empl ID: Pending ePARs	Empl Rcd: 0
		Last Personnel Action:
		Last Transaction Date:

Action/Reason Selection

*Action: Position Change	*Reason: Job Re-Classification
Old Effective Date: 11/16/2014	Old Effective Sequence: 0
*Effective Date: 7/1/15	Effective Sequence: 0 Fiscal Year:
PeopleAdmin Action/Posting #: 	
Comments: <div style="border: 1px solid red; height: 20px; width: 100%;"></div>	
Related ePARs (If Any): <div style="border: 1px solid red; height: 20px; width: 100%;"></div>	

Previous Next

Audit Details

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



Step 3: ePAR Change- Job Information

Update the Job Code to the new re-classified #. Other fields are open since this ePAR is used for other Action/Reasons. When complete press Next.

Favorites | Main Menu > Smart Solutions > Document Framework > Document Collection

Collaborate Attach

Create UVM Change Request

Step 3 of 5: ePAR Change- Job Information ? Help

Transaction Details

PAR Action: Change	Action: Position Change	Document ID: Job Change
ePAR #: NEXT	Reason Code: Job Re-Classification	Document Instance: 0
ePAR Status: Initial	Effective Date: 07/01/2015	Document Status: Initial / Add Entry
	Effective Seq: 0	

Employee Details

Name: Historical ePARs	Empl ID: Pending ePARs	Empl Rcd: 0
		Last Personnel Action:
		Last Transaction Date:

Work Information

	Current Value		New Value	
Job Indicator:	Primary Job		Primary Job	
Position Number:	00021375	Business Support Generalist-Robin Coletta	00021375	Business Support Generalist-Robin Coletta
Business Unit:	10	Finance & Admin	10	Finance & Admin
Department:	11280	Payroll Svcs	11280	Payroll Svcs
Location Code:	160	Waterman Bldg	160	Waterman Bldg
Reports To:	00022702	Administrative Svcs Manager-Penny Cayia	00022702	Administrative Svcs Manager-Penny Cayia

Job Information

	Current Value		New Value	
Job Code:	2071	Business Support Generalist	2071	Business Support Generalist
Standard Hours:	37.50		37.50	
Classified Indicator:	Classified		Classified	
Empl Class:	12MthStaff		12MthStaff	
Officer Code:	None		None	
FTE:	1.000000		1.000000	
FLSA Status:	Nonexempt		Nonexempt	
Union Code:	NU	Non Union	NU	Non Union
FICA Status:	Subject		Subject	
Regular Shift:	Not Applicable		Not Applicable	

Previous Next

Audit Details

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



Step 4: ePAR Change Employment, Time & Labor

You will use this page for Data Change/Working Title Change ePARs. When complete select Next.

Favorites | Main Menu > Smart Solutions > Document Framework > Document Collection

Collaborate Attach

Create UVM Change Request

Step 4 of 5: ePAR Change - Employment, Time & Labor ? Help

Transaction Details

PAR Action: Change	Action: Position Change	Document ID: Job Change
ePAR #: NEXT	Reason Code: Job Re-Classification	Document Instance: 0
ePAR Status: Initial	Effective Date: 07/01/2015	Document Status: Initial / Add Entry
	Effective Seq: 0	

Employee Details

Name: NATALIE PERAZ	Empl ID: Pending ePARs	Empl Rcd: 0
		Last Personnel Action:
		Last Transaction Date:

Employment Data

	Current Value		New Value
Working Title:	Payroll Process Specialist		<input type="text" value="Payroll Process Specialist"/>

Audit Details

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



Step 5: ePAR Compensation Change

This page is READ ONLY

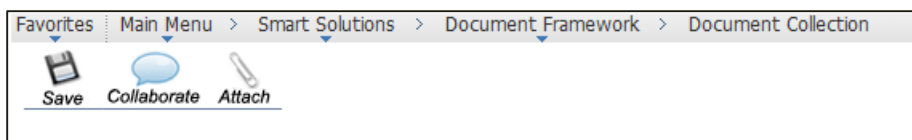
The screenshot shows a web browser window displaying the PeopleSoft HRSTM interface. The page title is "Create UVM Change Request" and the sub-header is "Step 5 of 5: ePAR Change - Compensation". The interface includes several sections:

- Transaction Details:**
 - PAR Action: Change
 - Action: Position Change
 - Document ID: Job Change
 - ePAR #: NEXT
 - Reason Code: Job Re-Classification
 - Document Instance: 0
 - ePAR Status: Initial
 - Effective Date: 07/01/2015
 - Document Status: Initial / Add Entry
 - Effective Seq: 0
- Employee Details:**
 - Name: [Historical ePARs](#)
 - Empl ID: [Pending ePARs](#)
 - Empl Rcd: 0
 - Last Personnel Action: |
 - Last Transaction Date:
- Job Pay Components:**

Current Pay Components		New Pay Components	
Rate Code	Comp Rate	Rate Code	Comp Rate
1 NAANNL	34878.86	1 NAANNL	34878.860000
- Audit Details:**
 - Entered By:
 - Updated By:
 - Entered On:
 - Updated On:

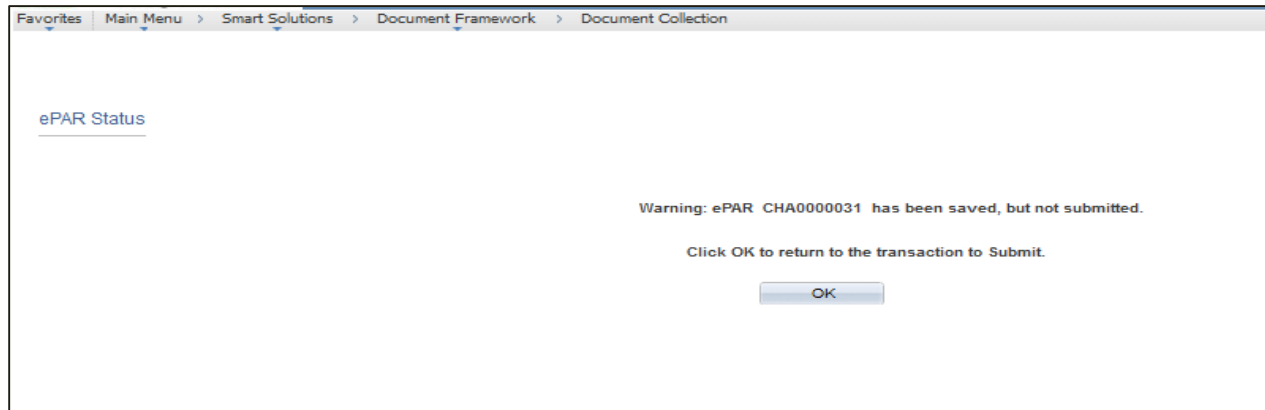
Navigation buttons include "Save", "Collaborate", "Attach", and "Previous".

At this time your ePAR is ready for processing. You may use the Collaborate button or attach documents to the ePAR at this time if you wish, once complete you may hit save.



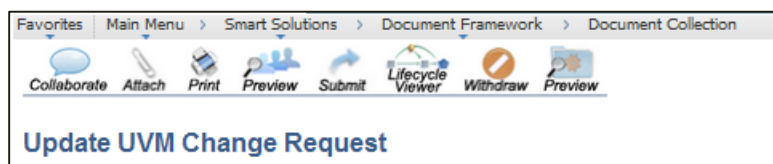


You will then receive a message that the ePAR has been saved but not submitted.



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

You will then receive the following Lifecycle Viewer so that you can review where in the Work Flow the ePAR is at.



Job Change: Promotion/Promotion

This ePAR is used only for faculty. Action moves employee to a different title and job code with no change in compensation and no change in position number. Required: Appointment letter.

Step 1: Log in and Search

- Log in to PeopleSoft using the Human Resources Login www.uvm.edu/~erp/portal
- Navigation:** Smart Solutions>Document Framework>Document Collection and select the Job Change ePAR action.



Mini-Manual

- d) You will begin by searching for the employee by Social Security Number or First and Last Name. Check the box next to the Name and press Next.

Favorites | Main Menu > Smart Solutions > Document Framework > Document Collection

Collaborate Attach

Create UVM Change Request

Step 1 of 8: ePAR - Employee Selection ? Help

Transaction Details

PAR Action:	Change	Action:		Document ID:	Job Change
ePAR #:	NEXT	Reason Code:		Document Instance:	0
ePAR Status:	Initial	Effective Date:	06/23/2015	Document Status:	Initial / Add Entry
		Effective Seq:	0		

Search Criteria

Empl ID:

First Name:

Last Name:

Social Security #:

Department:

Position Number:

Business Unit:

Empl Class:

Search Results First 1 of 1 Last

<input type="checkbox"/>	Empl ID	Name	Empl Record	Position Number	Department	Description	Job Code	Description	Business Unit	Empl Class	Social Security #
<input checked="" type="checkbox"/>		s	3		11280	Payroll Svcs	3031	Administrative Professional	10	12MthStaff	

Audit Details

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



Step 2: ePAR Change- Action/Reason

When complete press Next.

Favorites | Main Menu > Smart Solutions > Document Framework > Document Collection

Collaborate Attach

Create UVM Change Request

Step 2 of 8: ePAR - Action/Reason ? Help

Transaction Details

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

Employee Details

Name: Historical ePARs	Empl ID: Pending ePARs	Empl Rcd: 0	
		Last Personnel Action:	
		Last Transaction Date:	

Action/Reason Selection

*Action: Promotion	*Reason: Promotion		
Old Effective Date: 11/16/2014	Old Effective Sequence: 0		
*Effective Date: 07/01/2015	Effective Sequence: 0	Fiscal Year: 2016	

Comments:

Related ePARs (If Any):

Previous Next

Audit Details

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



Step 3: ePAR Change- Job Information

Update the Job Code to the Job Code associated with the Promotion.

When complete select Next.

Favorites | Main Menu > Smart Solutions > Document Framework > Document Collection

Collaborate Attach

Create UVM Change Request

Step 3 of 5: ePAR Change- Job Information ? Help

Transaction Details

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

Employee Details

Name:	Historical ePARs	Empl ID:	Pending ePARs	Empl Rcd:	0
				Last Personnel Action:	
				Last Transaction Date:	

Work Information

	Current Value		New Value
Job Indicator:	Primary Job		Primary Job
Position Number:	00021375	Business Support Generalist	00021375 Business Support Generalist
Business Unit:	10	Finance & Admin	10 Finance & Admin
Department:	11280	Payroll Svcs	11280 Payroll Svcs
Location Code:	160	Waterman Bldg	160 Waterman Bldg
Reports To:	00022702	Administrative Svcs Manage	00022702 Administrative Svcs Manage

Job Information

	Current Value		New Value
Job Code:	2071	Business Support Generalist	<input type="text" value="2071"/> Business Support Generalist
Standard Hours:	37.50		37.50
Classified Indicator:	Classified		Classified
Empl Class:	12MthStaff		12MthStaff
Officer Code:	None		None
FTE:	1.000000		1.000000
FLSA Status:	Nonexempt		Nonexempt
Union Code:	NU	Non Union	NU Non Union

Audit Details

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



Step 4: ePAR Change Employment, Time & Labor

Update the Working Title if necessary.

When complete select Next.

Favorites | Main Menu > Smart Solutions > Document Framework > Document Collection

Collaborate Attach

Create UVM Change Request

Step 4 of 5: ePAR Change - Employment, Time & Labor ? Help

Transaction Details

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

Employee Details

Name: Historical ePARs	Empl ID: Pending ePARs	Empl Rcd: 0
		Last Personnel Action:
		Last Transaction Date:

Employment Data

	Current Value	New Value
Working Title:	Payroll Process Specialist	Payroll Process Specialist

Previous Next

Audit Details

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



Step 5: ePAR Change- Compensation

This page is Read Only

Favorites | Main Menu > Smart Solutions > Document Framework > Document Collection

Save Collaborate Attach

Create UVM Change Request

Step 5 of 5: ePAR Change - Compensation ? Help

Transaction Details

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

Employee Details

Name: Coletta, Robin R Historical ePARs	Empl ID: 0120112 Pending ePARs	Empl Rcd: 0
		Last Personnel Action:
		Last Transaction Date:

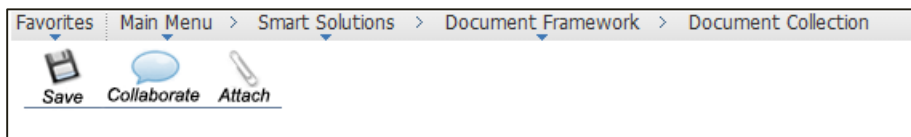
Job Pay Components

Current Pay Components		New Pay Components	
Rate Code	Comp Rate	Rate Code	Comp Rate
1 NAANNL	34878.86	1 NAANNL	34878.860000 <input type="button" value="+"/> <input type="button" value="-"/>

Audit Details

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

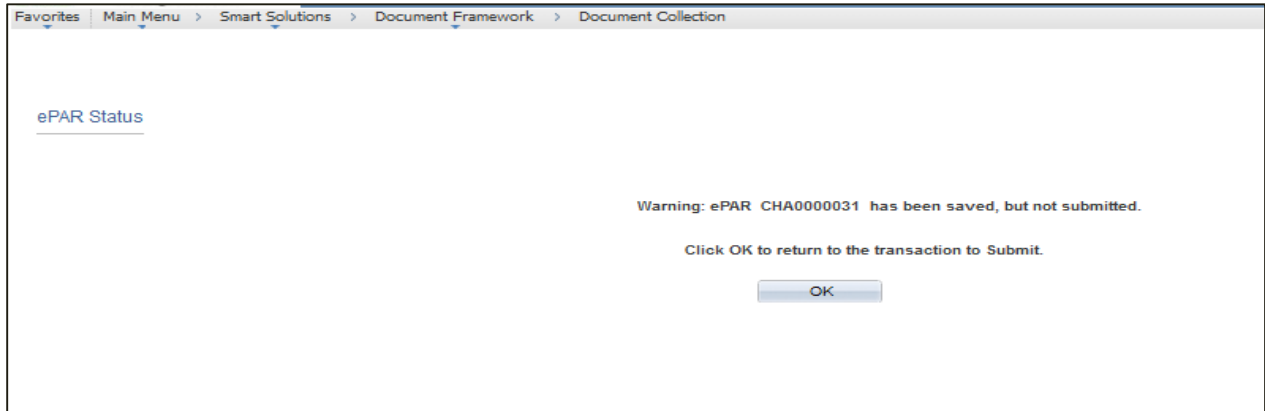
At this time your ePAR is ready for processing. You may use the Collaborate button or attach documents to the ePAR at this time if you wish, once complete you may hit save.





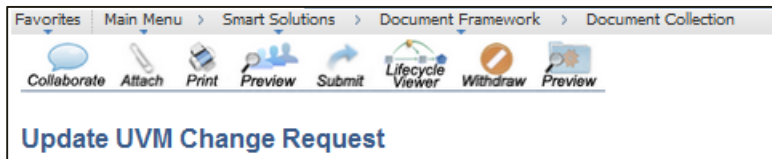
Mini-Manual

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



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

You will then receive the following Lifecycle Viewer so that you can review where in the Work Flow the ePAR is at.





Resources

Relevant UVM Departments

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

Helpful Links

- [PeopleSoft Sign on Screens](#)
- [Graduate Student Paperwork Mini Manual](#)
- [Employee Class Definitions](#)
- [ePAR Navigation Manual](#)

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

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.