



**Additional Pay**

**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](mailto: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. 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.

### Additional Pay Request

This ePAR is used to pay Additional Payments to Employees. At this time this form is for limited purposes such as Award, Clothing Reimbursements, Field Training Officer, Misc. Taxable Benefits, Non Taxable Moving Expense, Taxable Moving Expense and Vehicle Use Personal Services.

### Step1: Log in and Search

- a) Log in to PeopleSoft using the Human Resources Login [www.uvm.edu/~erp/portal](http://www.uvm.edu/~erp/portal)
- b) **Navigation:** UVM ePARs>ePAR Collection and select the Additional Pay Request ePAR action.



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- c) You will begin by searching by the Employee ID, Employee First and Last Name or Social Security Number. Once you have the correct employee, check the box to the left of their name and Select Next to Continue.

**Create UVM Additional Pay Request**  
Step 1 of 3: ePAR Additional Pay Search

**Transaction Details**

PAR Action: Additional Pay      Action: Additional Pay      Document ID: Additional Pay  
 ePAR #: NEXT      Reason Code:      Document Instance: [?](#)  
 ePAR Status: Initial      Effective Date: 06/30/2015      Document Status: Initial / Add Entry  
 Effective Seq: 0

**Search Criteria**

Empl ID:     
 First Name:   
 Last Name:   
 Social Security #:   
 Position Number:    
 Department:    
 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"/>			0	001403	11280	Payroll Svcs	2071	Business Support Generalist	10	12S	

## Step 2 ePAR Additional Pay: Action/Reason Selection

**Note 2-1:** Action will always be Additional Pay and the Reason will always be One Time Payment due to the limited number of transactions that can be completed with this form.

**Note 2-2:** Effective date is the first day of the payroll you want it paid in and the End Date is the last day of the payroll you want it paid in.

**Note 2-3:** Since this form is presently for single payments only the Earnings and Goal Amount should always be the same.



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

Collaborate Attach

## Create UVM Additional Pay Request

Step 2 of 3: ePAR Additional Pay Action Reason Selection ? Help

**Transaction Details**

PAR Action:	Additional Pay	Action:	Additional Pay	Document ID:	Additional Pay
ePAR #:	NEXT	Reason Code:	One Time Payment	Document Instance:	0
ePAR Status:	Initial	Effective Date:	07/01/2015	Document Status:	Initial / Add Entry
		Effective Seq:	0		

**Employee Details**

Name:	<a href="#">Historical ePARs</a>	Empl ID:	<a href="#">Pending ePARs</a>	Empl Rod:	0
				Last Personnel Action:	
				Last Transaction Date:	

**Action/Reason Selection**

*Action:	Additional Pay	*Reason:	One Time Payment
*Effective Date:	07/01/2015	*End Date:	07/15/2015

**Additional Pay Info**

*Earnings Code:	Award
*Earnings:	2,500.00
Goal Amount:	2,500.00

Comments:

Previous Next



## Step 3: ePAR Additional Pay: Funding Source/Combo Code

**Note 3-1:** Enter the Department # and valid combo codes to choose from will populate in the Combination Code field. Select the Magnifying Glass next to the Combo Code to make your selection. You may choose more than one as long as the total adds up to 100%.

**Create UVM Additional Pay Request**  
Step 3 of 3: ePAR Additional Pay

**Transaction Details**

PAR Action: Additional Pay      Action: Additional Pay      Document ID: Additional Pay  
 ePAR #: NEXT      Reason Code: One Time Payment      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 Red: 0  
 Last Personnel Action:  
 Last Transaction Date:

**Default Job Info**

Position Number: 001403      Business Support Generalist  
 Business Unit: 10      Finance & Admin  
 Department: 11280      Payroll Svcs  
 Job Code: 2071  
 Combination Code:

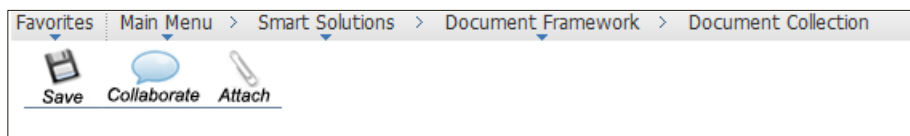
**New Funding**

Empl ID:      Empl Record: 0      Earnings: 2,600.00

Earnings	Department	Project	Combination Code	Fund	Source	Operating Unit	Function	Purpose	Property	Chartfield 3	Distribution %	Funding End Date
1	11280											

Previous

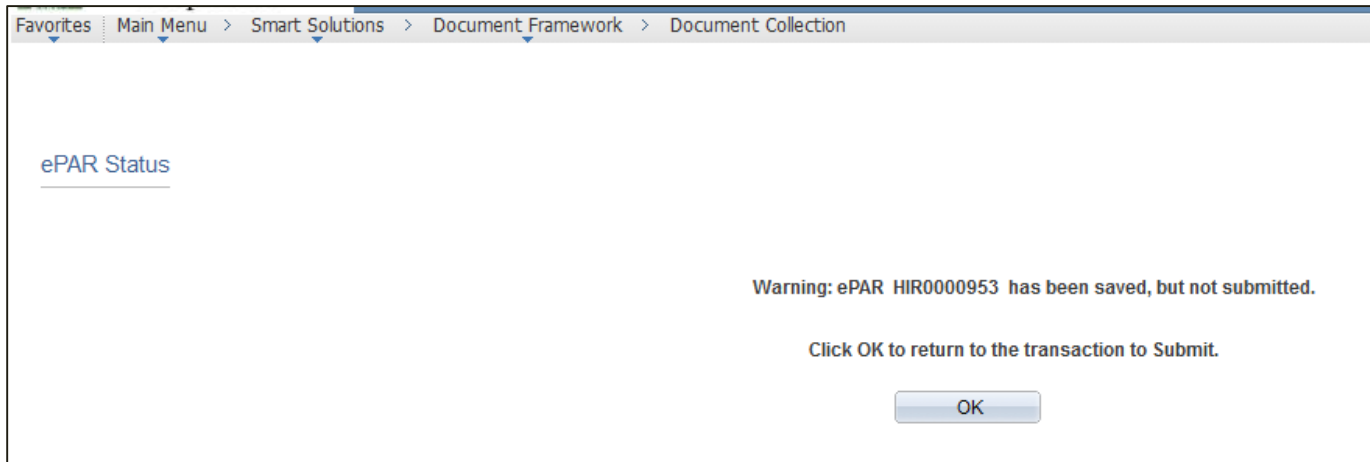
- a) At this time your ePAR is ready for processing. You may use the Collaborate button or attach documents to the ePAR at this time if you wish, once complete you may hit save.





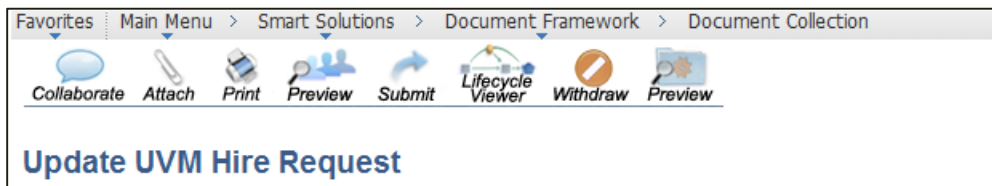
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b) You will then receive a message that the ePAR has been saved but not submitted.



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

d) By clicking on the Lifecycle Viewer you will be able to see where in the Work Flow your ePAR is located at.





### Resources

#### Relevant UVM Departments

- Human Resources
  - Telephone: 656-3150
  - Email: [hinfo@uvm.edu](mailto:hinfo@uvm.edu)
- Payroll Services
  - Telephone: 656-6600
  - Email: [payroll@uvm.edu](mailto: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](mailto:ePar@uvm.edu)

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