



Group Change

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. 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.

Group Changes

This ePAR is used to make Group Changes to Location and Reports to and to also make Group Terminations for Non Paid employees.

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 Group ePAR Actions Tab.



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- d) You will begin by one of the criteria listed and place a check mark next to all the employees you wish to make a change for. Select Add Employees and they will appear in the queue below, Select All if appropriate and when you are done select Next to continue.

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

Collaborate Attach

Create UVM Change Request

Step 1 of 3: ePAR Group - Employee Search ? Help

Transaction Details

PAR Action: Group Change Action: Document ID: Group Change
 ePAR #: NEXT Reason Code: Document Instance: 0
 ePAR Status: Initial Effective Date: 08/30/2015 Document Status: Initial / Add Entry
 Effective Seq: 0

Group Total: 0

Search Criteria

Department: 11280 Payroll Svcs
 Pay Group:
 Empl ID:
 First Name:
 Last Name:
 Social Security #:
 Position Number:
 Business Unit:
 Empl Class:
 Search Clear

Search Results

Empl ID	Empl Record	Position Number	Department	Dept Description	Location Description	Pay Group	Business Unit	Empl Class	Social Security #
<input checked="" type="checkbox"/>	0	001403	11280	Payroll Svcs	Waterman Bldg	Semimonthly Payroll	10	12S	XXX-X
<input type="checkbox"/>	3	018426	11280	Payroll Svcs	Waterman Bldg	Semimonthly Payroll	10	12S	XXX-X
<input type="checkbox"/>	0	00022702	11280	Payroll Svcs	Waterman Bldg	Semimonthly Payroll	10	12S	XXX-Y
<input type="checkbox"/>	3		11280	Payroll Svcs	Waterman Bldg	Biweekly Payroll	10	STU	XXX-X
<input type="checkbox"/>	0	00021375	11280	Payroll Svcs	Waterman Bldg	Semimonthly Payroll	10	12S	XXX-X
<input type="checkbox"/>	0	00021376	11280	Payroll Svcs	Waterman Bldg	Semimonthly Payroll	10	12S	XXX-X
<input type="checkbox"/>	0	002689	11280	Payroll Svcs	Waterman Bldg	Semimonthly Payroll	10	12S	XXX-X
<input type="checkbox"/>	4	004331	11280	Payroll Svcs	Waterman Bldg	Semimonthly Payroll	10	12S	XXX-X

Select All Deselect All Add Employees

Audit Details



Step 2: ePAR Group-Action/Reason

- a) Select Action Data Change and either the reason Location Change or Reports to Change.
- b) Add the effective date
- c) When complete select Next to continue

Create UVM Change Request
Step 2 of 3: ePAR Group - Action/Reason

Transaction Details

PAR Action:	Group Change	Action:	Data Change	Document ID:	Group Change
ePAR #:	NEXT	Reason Code:		Document Instance:	?
ePAR Status:	Initial	Effective Date:	08/30/2015	Document Status:	Initial / Add Entry
		Effective Seq:	0		

Group Total: 3

Action/Reason Selection

*Action: *Reason:

*Effective Date: Effective Sequence:

Comments:

Audit Details

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

Step 3: ePAR Group: Employee List

- a) Make either a Location Code change or Reports to change by clicking in the magnifying glass for the correct code or reports to position number.



- b) Review the employees in list and ensure they are the ones you need to make the change for.

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

Save Collaborate Attach

Create UVM Change Request

Step 3 of 3: ePAR Group - Employee List ? Help

Transaction Details

PAR Action:	Group Change	Action:	Data Change	Document ID:	Group Change
ePAR #:	NEXT	Reason Code:	Location Change	Document Instance:	0
ePAR Status:	Initial	Effective Date:	06/01/2015	Document Status:	Initial / Add Entry
		Effective Seq:	0		

Group Total: [3](#)

Group Employee Information

Location Code: Reports To:

Employee Information	Work Information	Job Information	Payroll	Salary Plan	Employment Data
EmplID	Name	Empl Record	Effective Date	Birthdate	National ID
<input checked="" type="checkbox"/>		0	06/01/2015		XXXX*
<input checked="" type="checkbox"/>		3	06/01/2015		XXXX*
<input checked="" type="checkbox"/>		0	06/01/2015		XXXX*

Empl ID	Empl Record	Address Type	Address 1	Address 2	Address 3	City	State	Postal
	0							

Previous

- c) 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.

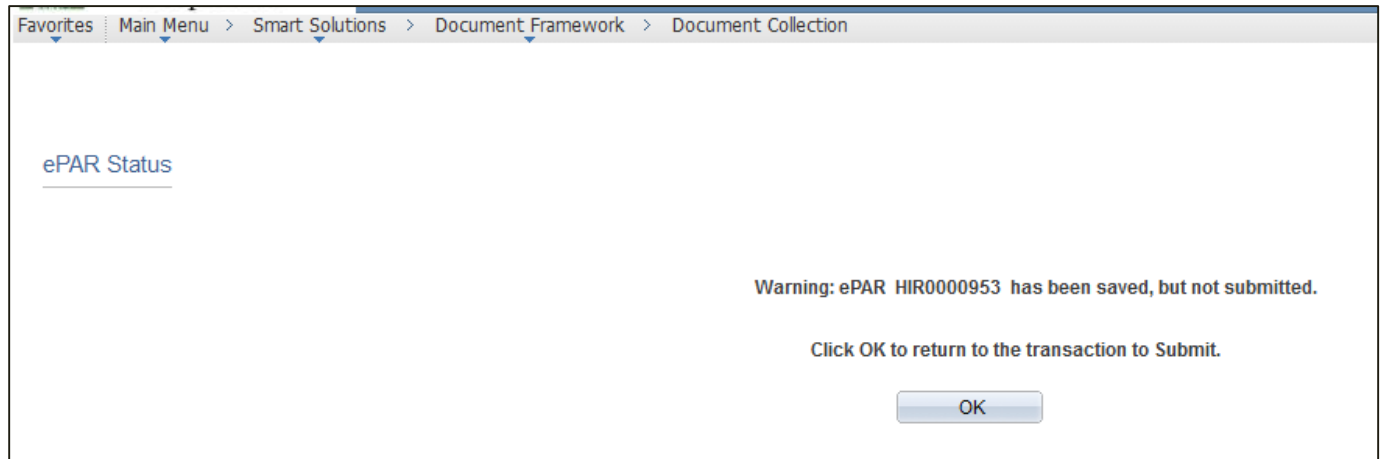
Favorites | Main Menu > Smart Solutions > Document Framework > Document Collection

Save Collaborate Attach

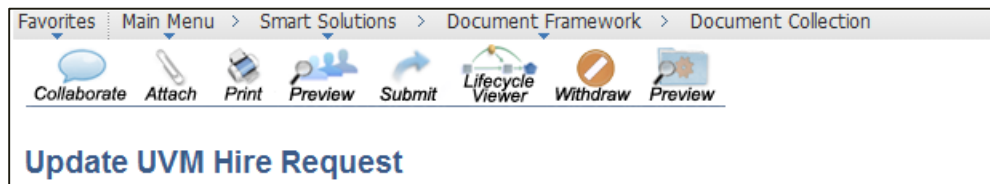


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- d) You will then receive a message that the ePAR has been saved but not submitted.



- e) Select OK to submit the ePAR to work Flow. It is also at this time that the ePAR has been assigned a number.
- f) By clicking on the Lifecycle Viewer you will be able to see where in the Work Flow your ePAR is located at.



- g) The process is similar to initiate a Group Termination. Search and select the employees. Select Action/Reason and an effective date and ensure the correct employees are selected. Save and Submit.



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

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