



**Hire/Additional Job 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](mailto: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 ..... 2**

**Hire/Additional Job ..... 2**

    Step 1: Log in and Search.....2

    Step 2: Create UVM Hire Request .....4

    Step 3: ePAR Hire-Personal Information .....5

    Step 4: ePAR Hire-Job Information .....6

    Step 5: ePAR Hire-Employment, Time & Labor .....9

    Step 6: ePAR Hire-Compensation..... 10

    Step 7: ePAR Hire-Department Budget ..... 11

**Faculty Services Page..... 13**

**Create Contract Pay ..... 14**

**Resources..... 15**

    Relevant UVM Departments..... 15

    Helpful Links ..... 15



### 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 pertain to the type of employee that the action is for, such as a graduate student, faculty or staff.

### Hire/Additional Job

This ePAR is used to hire an existing employee or non-paid faculty that already have a UVM employee ID number into an additional assignment. NOTE: All required fields are noted with an \* asterisk within the ePAR.

### Step 1: 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 Hire ePAR action. Select Add.



# Mini-Manual

- c) You may search by Employee ID #, SSN or first and last name. The preferred method of search is by Social Security Number or Employee ID#. If those are not available you may search by first and last name. The individual will be retrieved as per the screen shot on next page. Check the box next to Additional Job and select Next.

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

Collaborate Attach

### Create UVM Hire Request

Step 1 of 8: ePAR Hire Search ? Help

**Transaction Details**

PAR Action:	Hire	Action:		Document ID:	Hire
ePAR #:	NEXT	Reason Code:		Document Instance:	<a href="#">0</a>
ePAR Status:	Initial	Effective Date:	06/22/2015	Document Status:	Initial / Add Entry
		Effective Seq:	0		

**Employee Details**

Name:	Empl ID:	Empl Rcd:	0
		Last Personnel Action:	
		Last Transaction Date:	

**Search Criteria**

First Name Search:

Last Name Search:

Gender:

Date of Birth:

Social Security #:

Empl ID:

**Search Results** First 1 of 1

Sub Action	Empl ID	Name	First Name	Last Name	Social Security #	Gender	Date of Birth
<input checked="" type="checkbox"/> Additional Job	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	Female	10/22/XXXX

**Audit Details**

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



### Step 2: Create UVM Hire Request

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

**Note 2-1:** This field is used to indicate Staff and Faculty who work a less than 12 month schedule, it is not used for grad students. For grad students, mark 'No'. See additional Contract Page on page 14 for further direction, you will be directed to this page after the Compensation page.

When you are finished press Next to proceed to Step 3.



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

Collaborate Attach

## Create UVM Hire Request

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

**Transaction Details**

PAR Action: Hire	Action: Hire	Document ID: Hire
ePAR #: NEXT	Reason Code: Additional Job	Document Instance: <a href="#">0</a>
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 Rcd: 2
		Last Personnel Action:
		Last Transaction Date:

**Action/Reason Selection**

*Action: Hire	*Reason: Additional Job
*Effective Date: 07/01/2015	Effective Sequence: 0    Fiscal Year: 2016
	Request Next Empl Rcd #: <input type="text"/>

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

PeopleAdmin Action/Posting #:

Comments:

Related ePARs (If Any):

**Audit Details**

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

### Step 3: ePAR Hire-Personal Information

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

**Note 3-1:** You will be presented with the Current Value for both Business and Check Address. 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.

When you are finished press Next to proceed to Step 4.

**Create UVM Hire Request**  
Step 3 of 7: ePAR Hire - Additional Job Personal Information

**Transaction Details**

PAR Action:	Hire	Action:	Hire	Document ID:	Hire
ePAR #:	NEXT	Reason Code:	Additional Job	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 Rcd:	2
				Last Personnel Action:	
				Last Transaction Date:	

**Business Address Information**

	Current Value	New Value
Country:	USA	USA
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
Country:	USA	USA
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:		

Previous Next

## Step 4: ePAR Hire-Job Information

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

**Note 4-1:** Either enter the position number if known or select the magnifying glass associated with position. Once open enter the department number associated with this job. All positions within this department will be displayed. Select the appropriate one and



---

## Mini-Manual

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 without a position number, you will need to populate required fields manually.

*Note 4-2:* 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 People Soft for them. If the Grad is 12 month please indicate a future term date by entering it here. If left blank for a 12 month grad NO term date will be entered. A new ePAR will need to be submitted when the 12 month grad should be terminated.

**Note 4-3:** Employee Class Definitions are on page 15. If this is a Faculty hire, information regarding the special Faculty Services page can be found on page 13.

**Note 4-4:** Officer Code is detailed on the Offer/Appointment Letter.



When you are finished press Next to proceed to Step 5.

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

Collaborate Attach

## Create UVM Hire Request

Step 4 of 7: ePAR Hire- Job Information ? Help

**Transaction Details**

PAR Action:	Hire	Action:	Hire	Document ID:	Hire
ePAR #:	NEXT	Reason Code:	Additional Job	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 Rcd:	2
				Last Personnel Action:	
				Last Transaction Date:	

**Work Information**

Job Indicator:	Secondary Job	<b>Note 4-1</b>	*Position Number:	015161	
*Department:	11280 Payroll Svcs	<b>Note 4-2</b>	Business Unit:	10	Finance & Admin
*Reports To:	00022702 Administrative Svcs Manager-Penny Cayla		*Location:	160	Waterman Bldg
			Expected Job End Date:		

**Job Information**

Job Code:	2071 Business Support Generalist		*Standard Hours:	37.50
Classified Indicator:	Classified	<b>Note 4-3</b>	*Empl Class:	12 Month Staff
Officer Code:	None	<b>Note 4-4</b>	FTE:	1.000000
FLSA Status:	Nonexempt		Union Code:	NU Non Union
			FICA Status-Employee:	Subject
			Regular Shift:	Not Applicable

Previous Next

**Audit Details**

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





## Step 5: ePAR Hire-Employment, Time & Labor

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

When you are finished press Next to proceed to Step 6.

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

Collaborate Attach

### Create UVM Hire Request

Step 5 of 7: ePAR Hire - Employment, Time & Labor ? Help

<b>Transaction Details</b>					
PAR Action:	Hire	Action:	Hire	Document ID:	Hire
ePAR #:	NEXT	Reason Code:	Additional Job	Document Instance:	0
ePAR Status:	Initial	Effective Date:	07/01/2015	Document Status:	Initial / Add Entry
		Effective Seq:	0		

<b>Employee Details</b>					
Name:	<a href="#">Historical ePARs</a>	Empl ID:	<a href="#">Pending ePARs</a>	Empl Rcd:	2
				Last Personnel Action:	
				Last Transaction Date:	

<b>Employment Data</b>					
Working Title:	<input type="text" value="Business Support Generalist"/>	<b>If there is an approved Working Title, please enter here</b>			
		<input type="button" value="Previous"/> <input type="button" value="Next"/>			

<b>Audit Details</b>					
Entered By:		Updated By:			
Entered On:		Updated On:			



## Step 6: ePAR Hire-Compensation

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

- Note 6-1: 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. This field should be blank if hiring a non-paid faculty.
- Note 6-3: Enter annual compensation for salaried. If working less than 12 months this should be the compensation for the 9, 10 or 11 appointment. If working hourly it will be their hourly rate. If a non-paid faculty then leave it blank.

When you are finished press Next to proceed to Step 7.

**Create UVM Hire Request**  
Step 6 of 7: ePAR Hire- Compensation

**Transaction Details**

PAR Action: Hire	Action: Hire	Document ID: Hire
ePAR #: NEXT	Reason Code: Additional Job	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 Rcd: 2
		Last Personnel Action:
		Last Transaction Date:

**Compensation**

Actual Salary:

**Job Pay Components**

Rate Code	Comp Rate		
1 NAANN	15000.000000	+	-

**Audit Details**

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

Previous Next



## Step 7: ePAR Hire-Department Budget

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

- Search by either Department or Project to retrieve the correct combo code. Kronos employees should 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 People Soft.

[Favorites](#) | [Main Menu](#) > [Smart Solutions](#) > [Document Framework](#) > [Document Collection](#)

[Save](#) [Collaborate](#) [Attach](#)

### Create UVM Hire Request

Step 7 of 7: ePAR - Department Budget [Help](#)

Transaction Details

PAR Action: Hire      Action: Hire      Document ID: Hire  
 ePAR #: NEXT      Reason Code: Additional Job      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: 2  
 Last Personnel Action:  
 Last Transaction Date:

Dept Budget

New Funding

Personalize | Find | First 1 of 1 Last

Department	Project	Combination Code	Account	Fund	Program	Source	Operating Unit	Function	Purpose	Property	Chartfield 3	Distribution %	
1 11280		000361329	55212	100	0000	100001	01	521	0000	0000		100	+ -

Previous

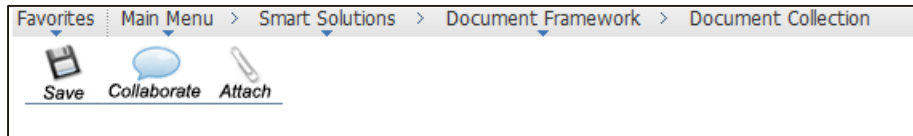
Audit Details

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

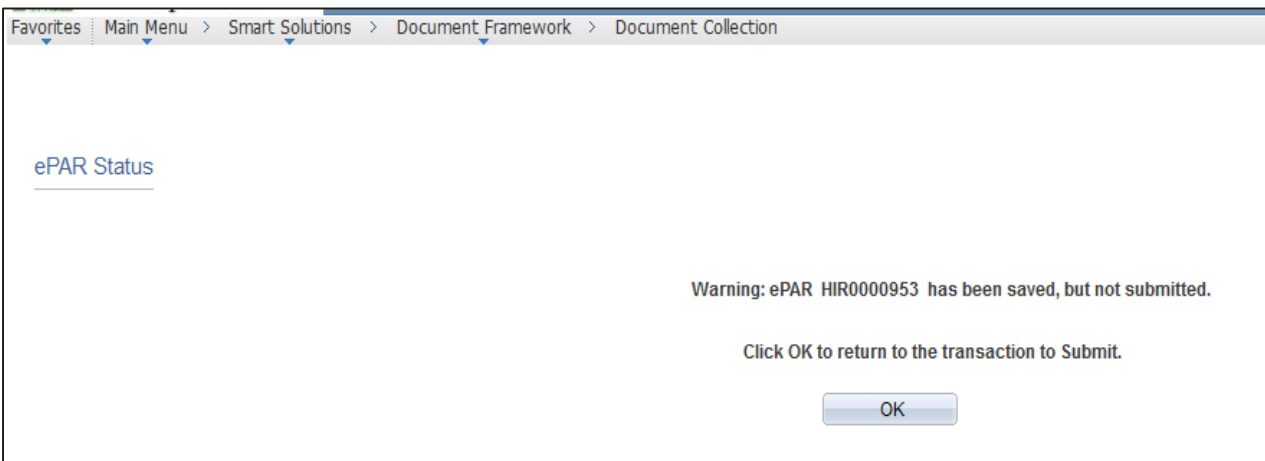


## Mini-Manual

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.

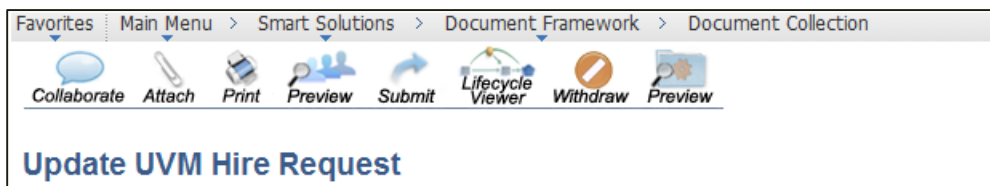


You will then receive a message that the ePAR has been saved but not submitted.



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.





## Faculty Services Page

For hire/Additional Job the tenure data may be all that needs to be updated. The Tenure Data should reflect the faculty member's primary appointment. You will be directed to this screen after the Job Information screen.

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

Collaborate Attach

### Create UVM Hire Request

Step 5 of 8: ePAR Hire - Faculty Services ? Help

**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:	Empl ID:	Empl Rcd:	0
		Last Personnel Action:	
		Last Transaction Date:	

**Additional Faculty Information**

Tenure Status:  Tenure Status Change?:

Base Salary:

**Two Most Recent Non-Tenure Track Appointment Information**

(Complete this section if the faculty member previously held an NTT faculty appointment in the department.)

**1st Most Recent Position**

Most Recent Appointment/Position:	<input type="text"/>	<a href="#">Position History</a>
Prior Credit Hour Rate:	<input type="text"/>	Prior Hourly Rate: <input type="text"/>
Number of Courses (Optional) (Only if Option B is selected):	<input type="text"/>	
Number of Course Equivalents (Optional) (Only if Option B is selected):	<input type="text"/>	

**2nd Most Recent Position**

Most Recent Appointment/Position:	<input type="text"/>	<a href="#">Position History</a>
Prior Credit Hour Rate:	<input type="text"/>	Prior Hourly Rate: <input type="text"/>
Number of Courses (Optional) (Only if Option B is selected):	<input type="text"/>	
Number of Course Equivalents (Optional) (Only if Option B is selected):	<input type="text"/>	



## Create Contract Pay

Use the following screen to enter valid contract terms.

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

Collaborate Attach

### Create UVM Hire Request

Step 7 of 8: ePAR Hire - Create Contract Pay ? Help

**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**

Empl ID:		Empl Rcd:		Last Personnel Action:	
Name:	Hj, Heo	Contract ID:		Last Transaction Date:	

**Contract Information**

\*Contract End Date:  **Please see Employee Class Definitions for allowable Contract Terms** \*Contract Begin Date:

Previous Next

**Audit Details**

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



### 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)

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.