The University of Vermont

Mini-Manual

ePAR Leaves

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 psguides@uvm.edu.

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The University of Vermont

Mini-Manual

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.

Unpaid Leave of Absence

This ePAR Action indicates approved absence from work, pay does not continue.

- Staff members on personal leave without pay do not receive benefits.
- Staff members on FMLA, Vermont Parental Family Leave or UVM sick leave do receive benefits.
- Faculty on leave without pay may receive benefits at the discretion of the Provost.

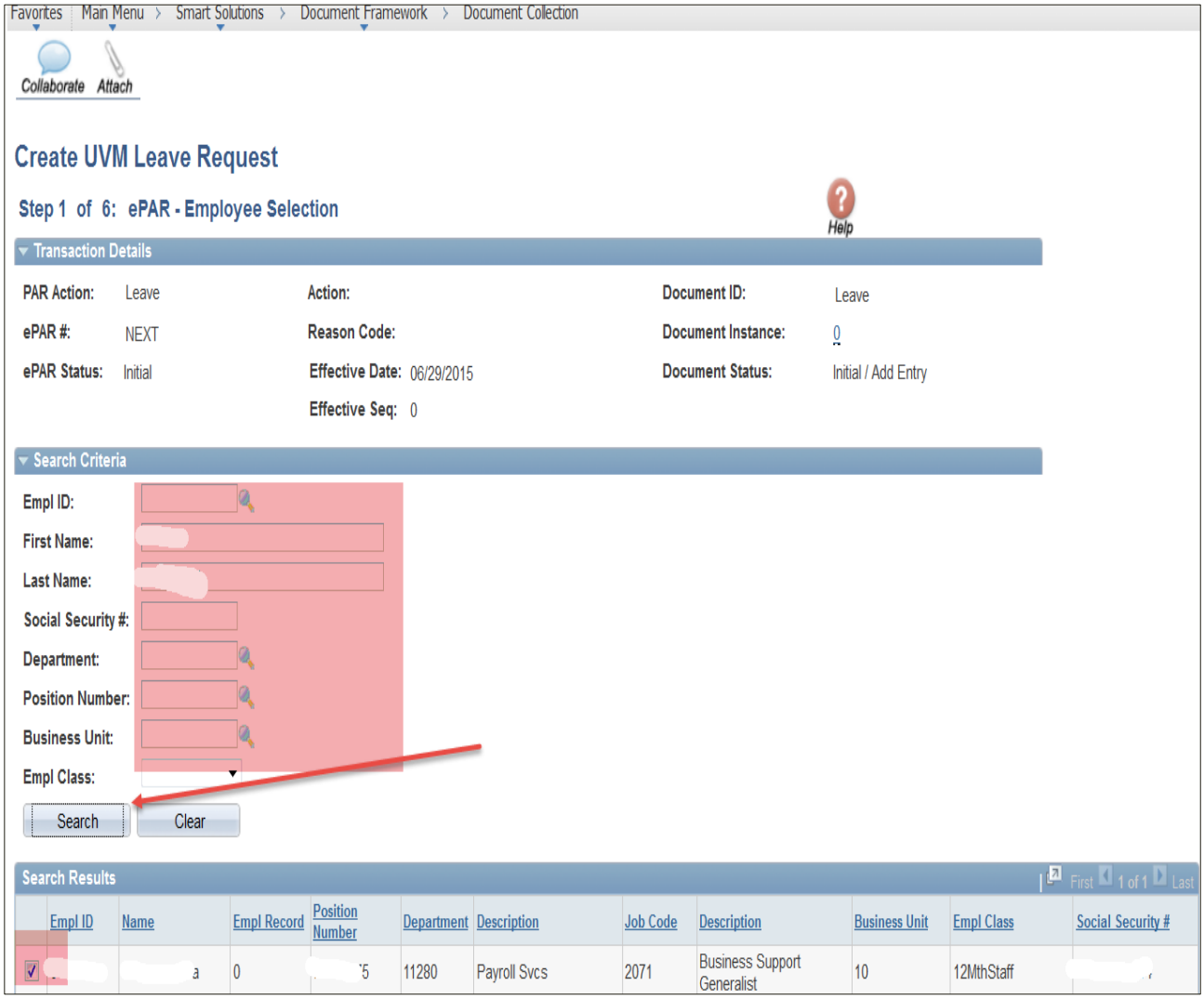
Required: Leave of Absence Form. Education Leave w/o Benefits, Education with Benefits, Family and Med Leave Act w/Ben, GAP – Leave for PT-UA btwn jobs, Medical, Military Service, Personal/Qualified Leave w Ben, Personal/Unqualified Leave

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 Leave ePAR action.

c) You will begin by searching for the employee by entering their Social Security Number or their first and last name. Once you locate the employee select the box next to their name and press Next to continue.


Favorites
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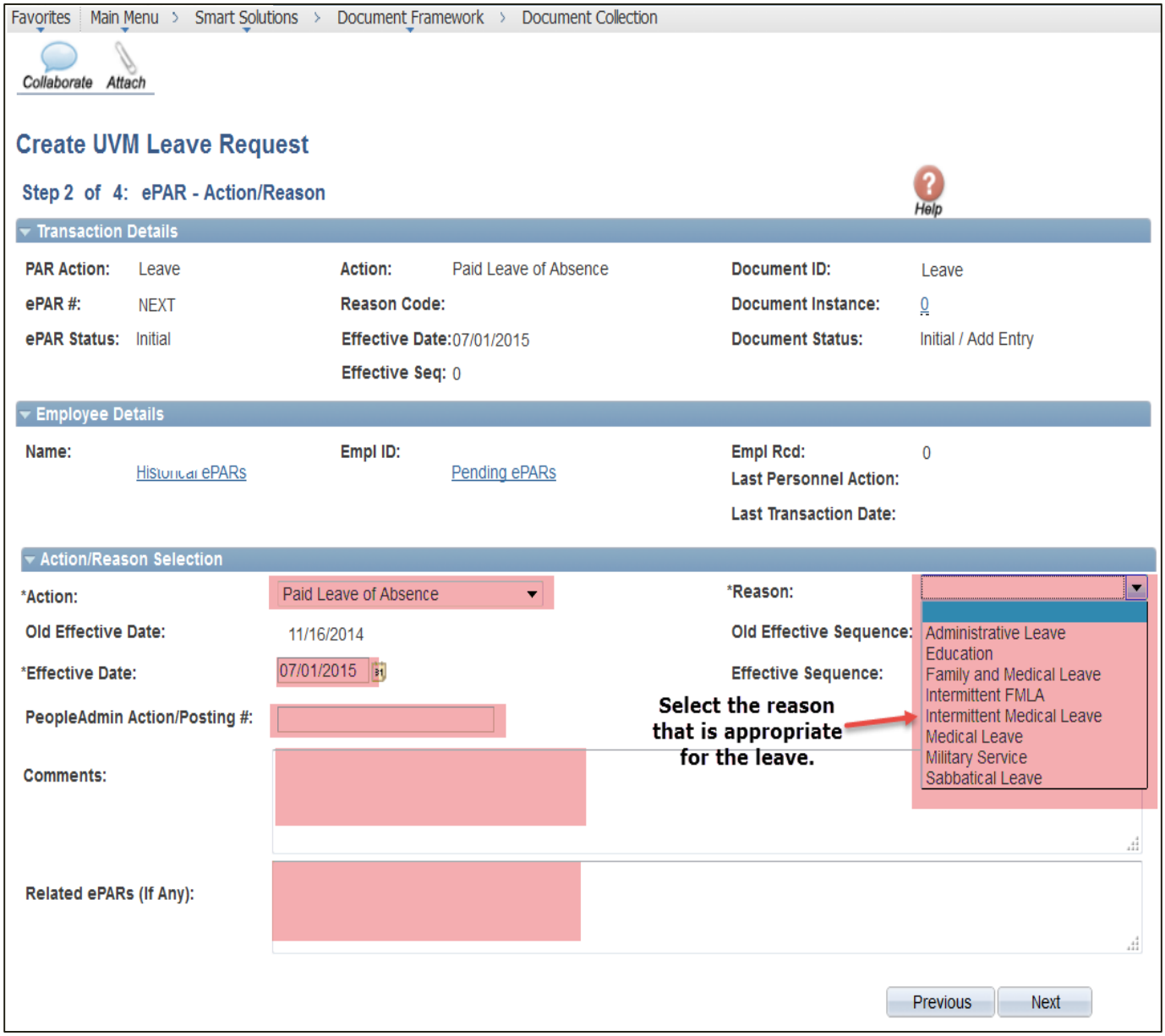
Attach
Create UVM Leave Request
Step 1 of 6: ePAR - Employee Selection
Help
Transaction Details
PAR Action: Leave
Action:
Document ID: Leave
ePAR #: NEXT
Reason Code:
Document Instance: 0
ePAR Status: Initial
Effective Date: 06/29/2015
Document Status: Initial / Add Entry
Effective Seq: 0
Search Criteria
Empl ID:
First Name:
Last Name:
Social Security #:
Department:
Position Number:
Business Unit:
Empl Class:
Search
Clear
Search Results
First 1 of 1 Last
Empl ID
Name
Empl Record
Position Number
Department
Description
Job Code
Description
Business Unit
Empl Class
Social Security #
0
11280
Payroll Svcs
2071
Business Support Generalist
10
12MthStaff

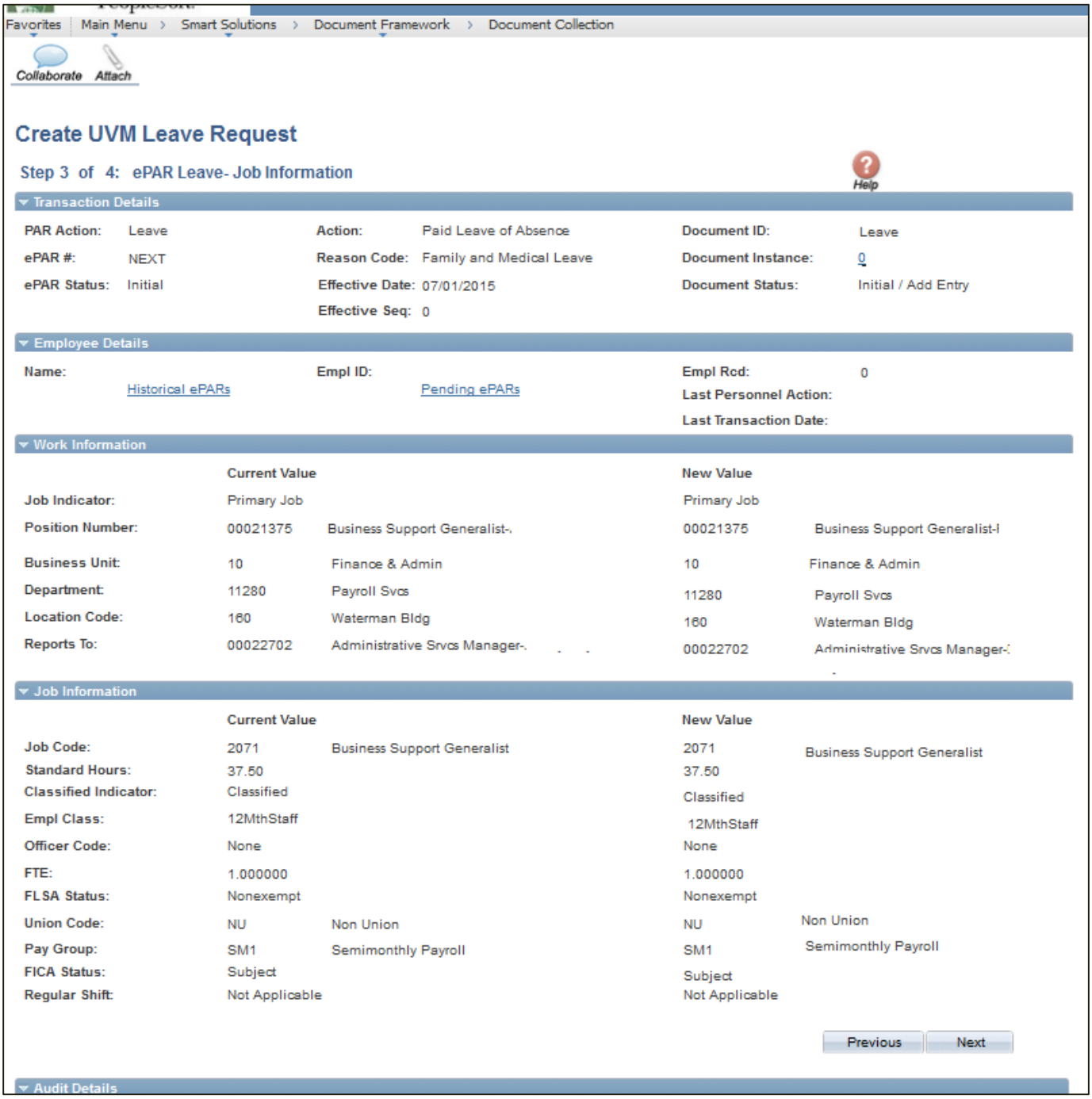
Step 2 ePAR Paid Leave of Absence: Action/Reason

When complete press Next to continue.



Step 3: Create Leave-Job Information

For Review Only, no update required. If something is incorrect on this page a different ePAR will be required. Press Next to Continue.



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

Collaborate Attach

Create UVM Leave Request

Step 3 of 4: ePAR Leave- Job Information

Help

Transaction Details

PAR Action:	Leave	Action:	Paid Leave of Absence	Document ID:	Leave
ePAR #:	NEXT	Reason Code:	Family and Medical Leave	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-I
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 Srvcs Manager-	00022702	Administrative Srvcs Manager-

Job Information

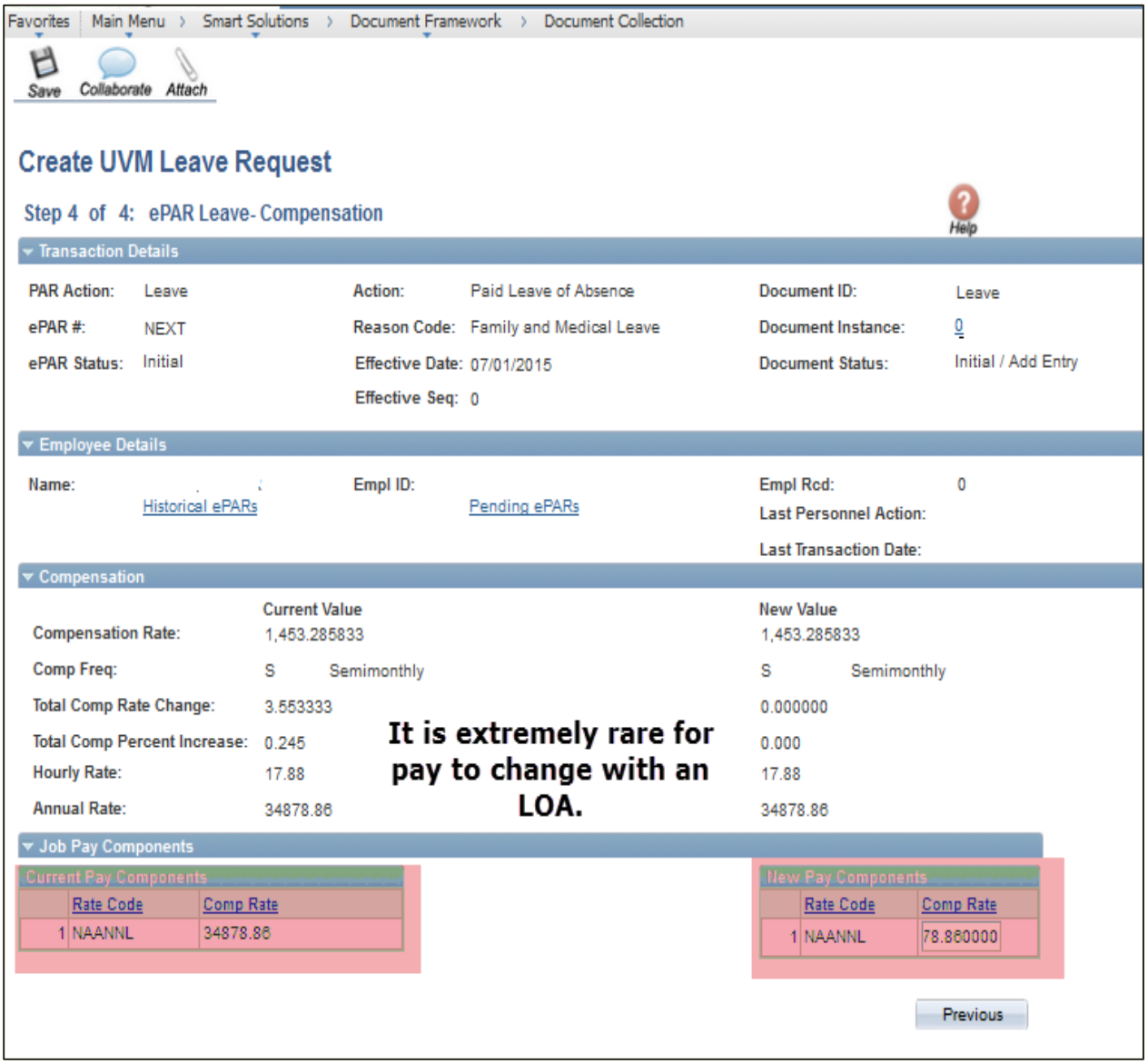
	Current Value		New Value	
Job Code:	2071	Business Support Generalist	2071	Business Support Generalist
Standard Hours:	37.50		37.50	
Classified Indicator:	Classified		Classified	
Empl Class:	12MthStaff		12MthStaff	
Officer Code:	None		None	
FTE:	1.000000		1.000000	
FLSA Status:	Nonexempt		Nonexempt	
Union Code:	NU	Non Union	NU	Non Union
Pay Group:	SM1	Semimonthly Payroll	SM1	Semimonthly Payroll
FICA Status:	Subject		Subject	
Regular Shift:	Not Applicable		Not Applicable	

Previous Next

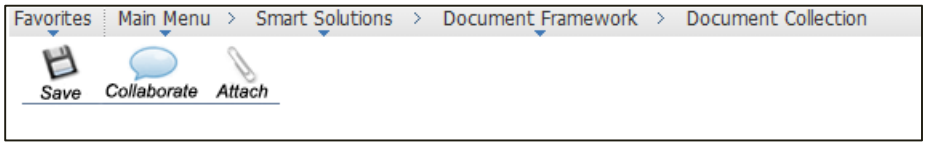
Audit Details

Step 4: Create Leave-Compensation

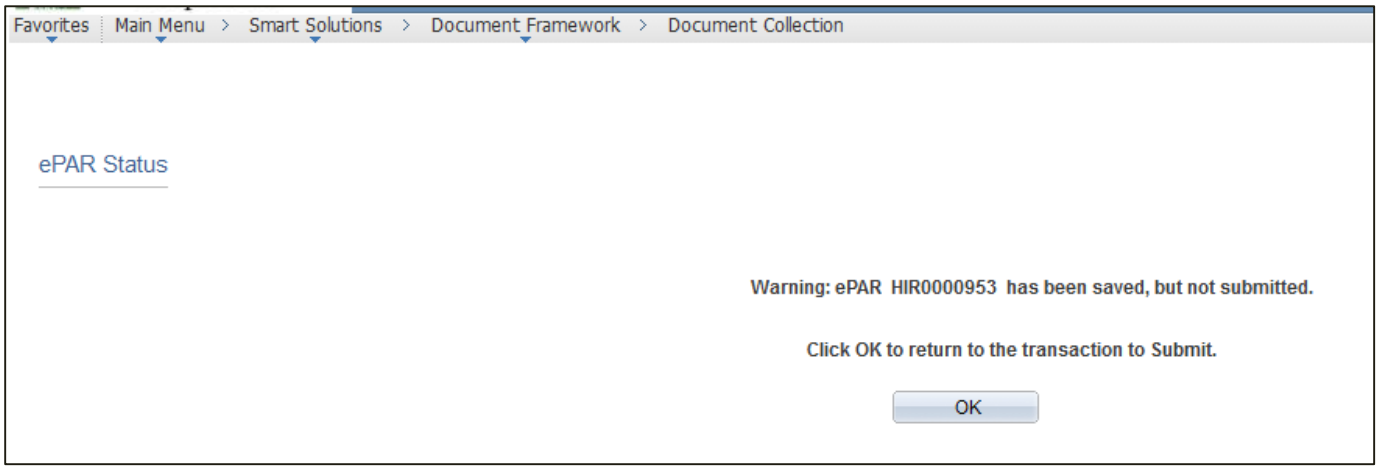
Compensation rarely changes, please speak to your Management Consult if you believe compensation should change before you submit this ePAR. Press Next to Continue.



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.

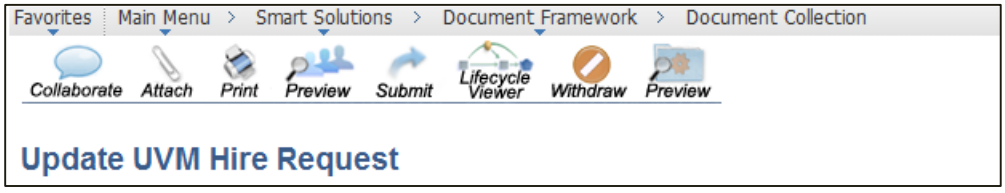


You will then receive a message that the ePAR has been saved but not submitted.



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.



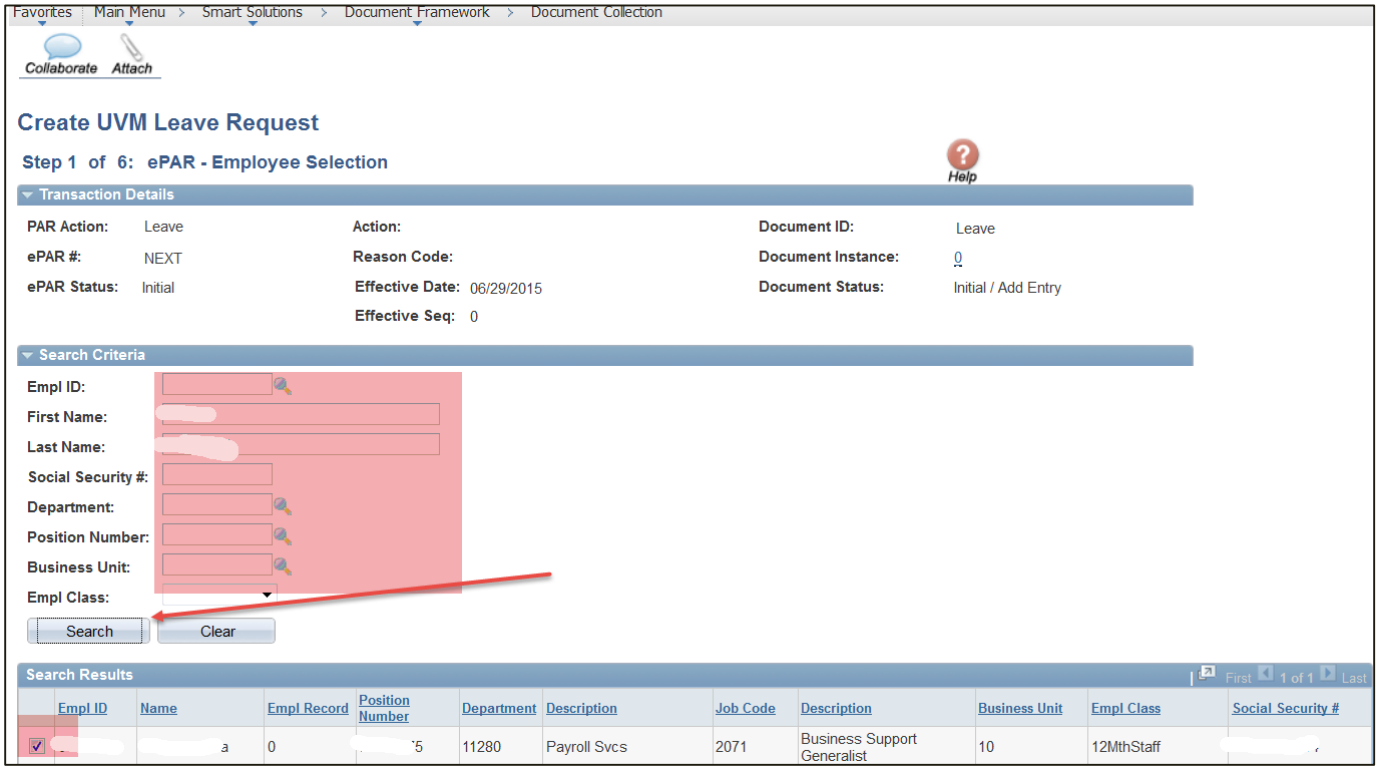
Leave Request

Step 1: Log in and Search

a) Log in to PeopleSoft using the Human Resources Login www.uvm.edu/~erp/portal

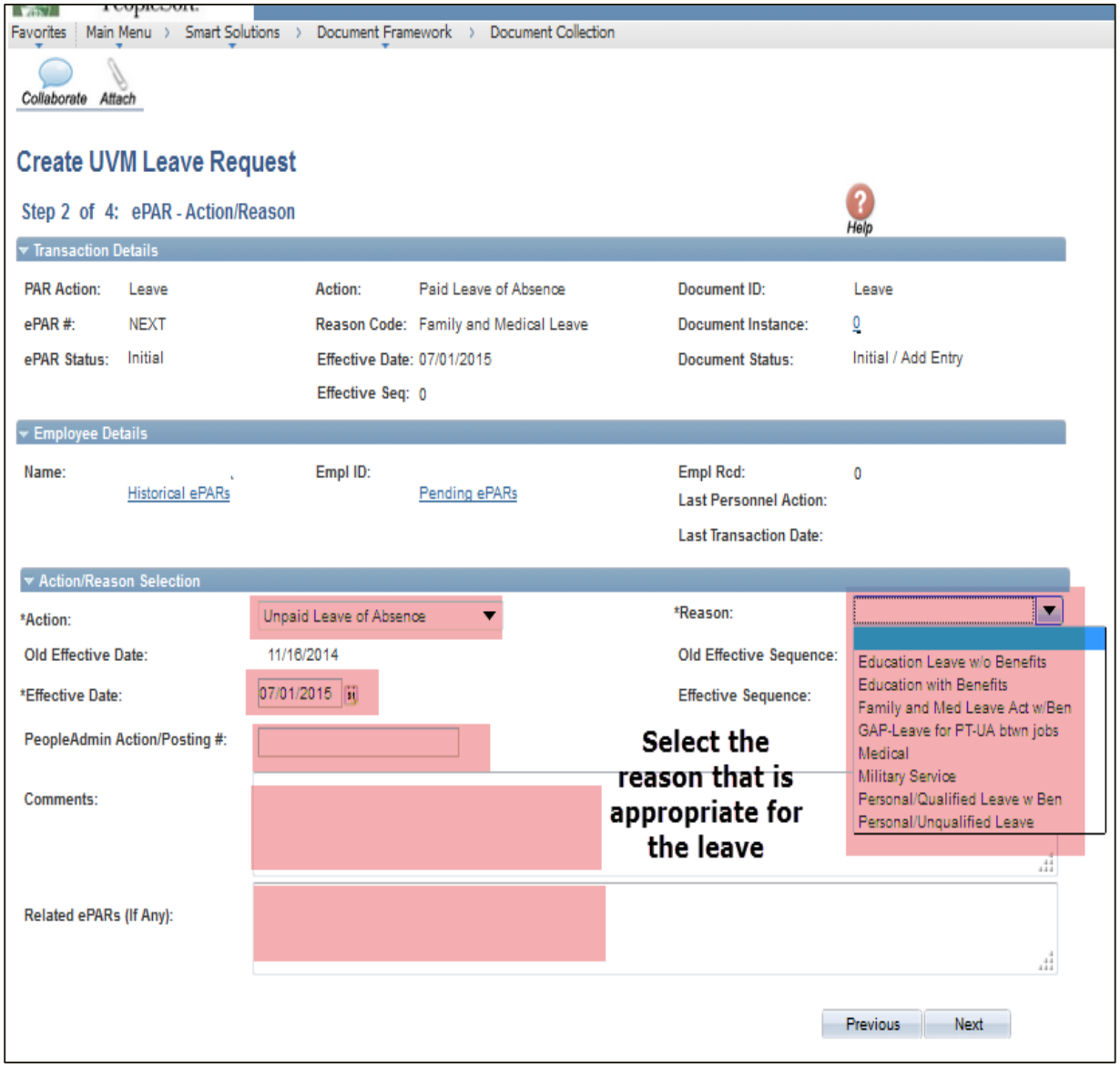
b) **Navigation:** Smart Solutions>Document Framework>Document Collection and select the Leave ePAR action.

c) You will begin by searching for the employee by entering their Social Security Number or their first and last name. Once you locate the employee select the box next to their name and press Next to continue.



Step 2: ePAR Unpaid Leave of Absence: Action/Reason

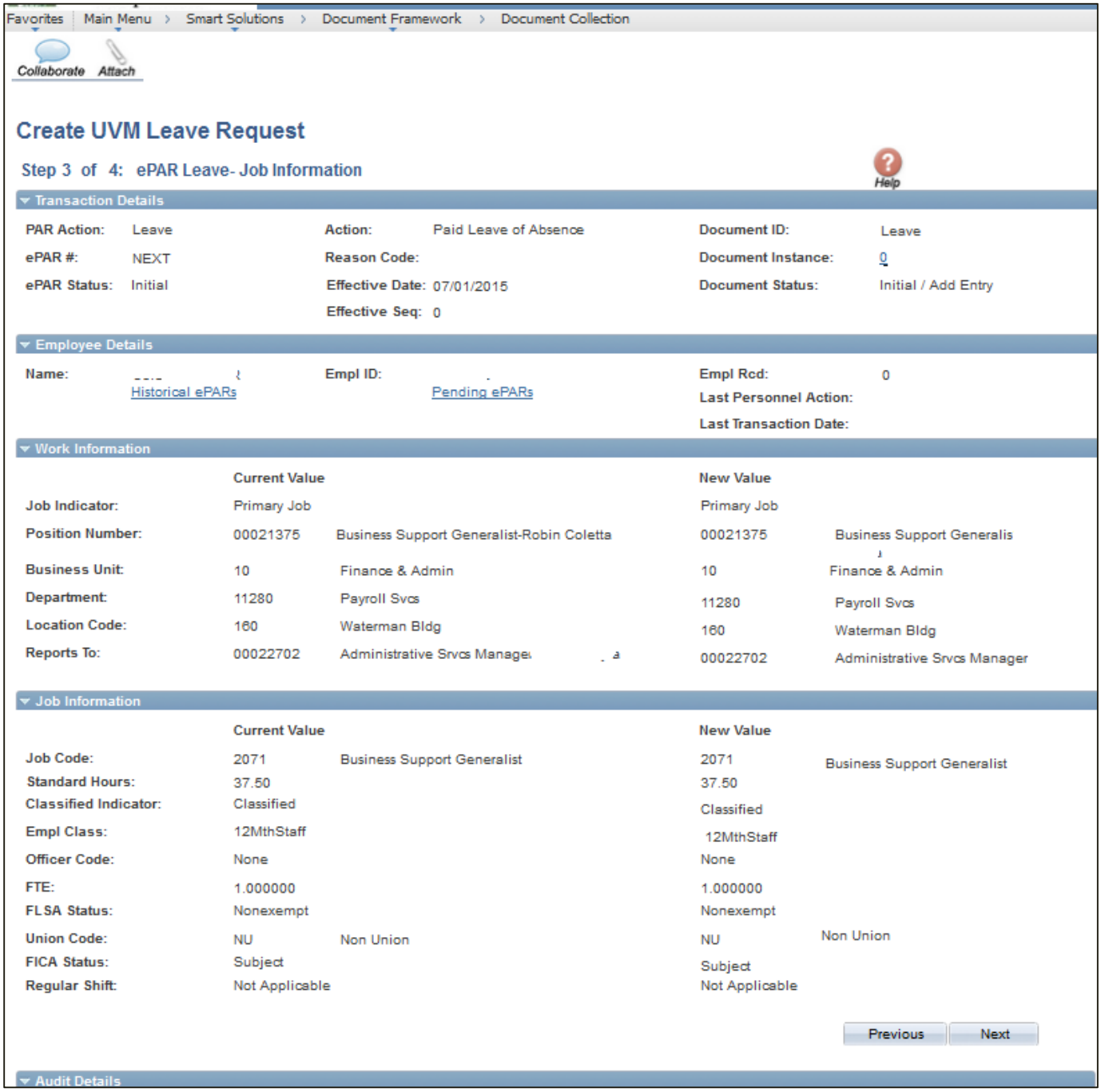
When complete press Next to continue.



Step 3: Create Leave-Job Information

For Review Only, no update required.

If something is incorrect on this page a different ePAR will be required. Press Next to Continue.



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

Collaborate Attach

Create UVM Leave Request

Step 3 of 4: ePAR Leave- Job Information

Help

Transaction Details

PAR Action:	Leave	Action:	Paid Leave of Absence	Document ID:	Leave
ePAR #:	NEXT	Reason Code:		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 Generalis
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 Srvcs Manage	00022702	Administrative Srvcs Manager

Job Information

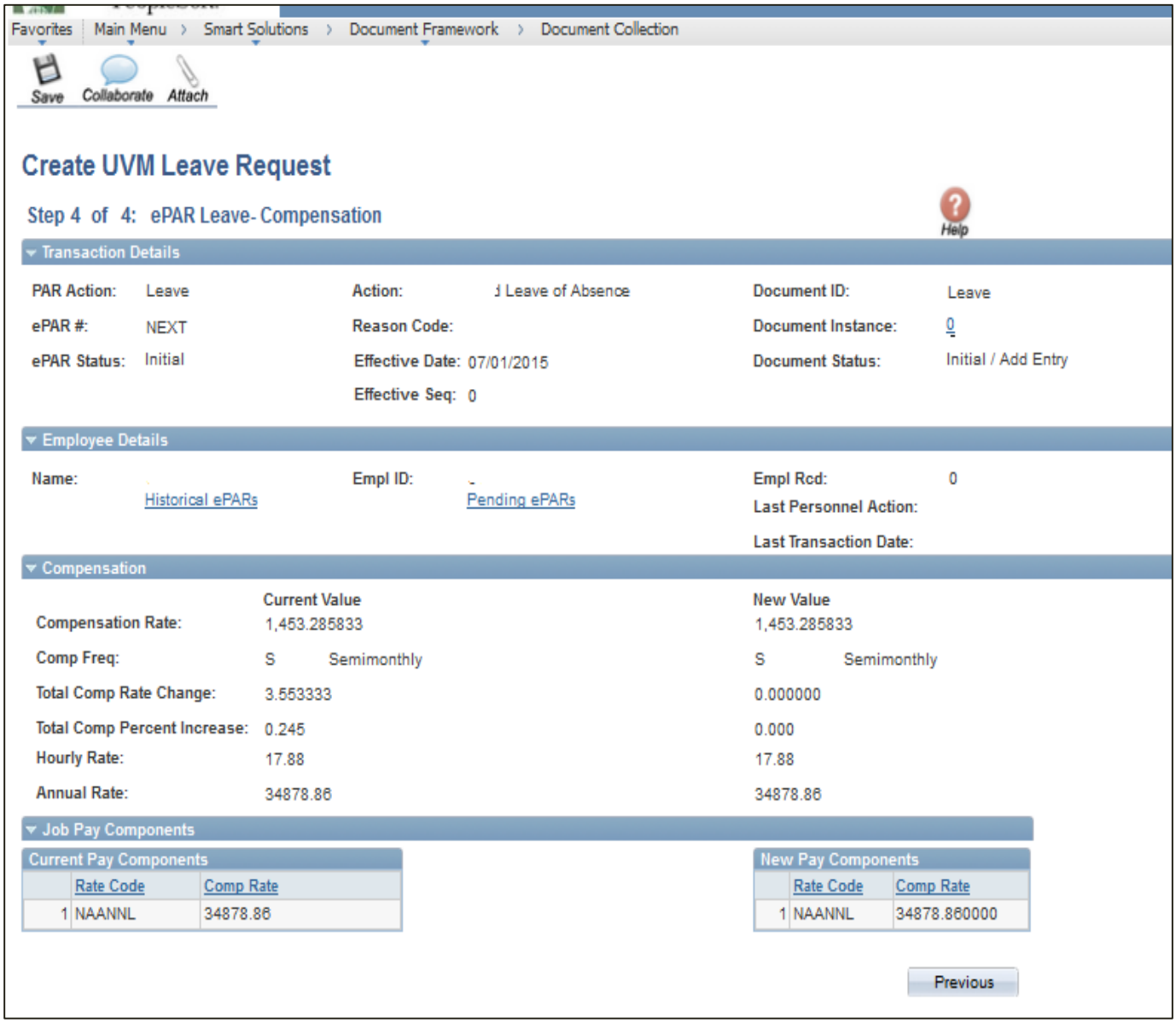
	Current Value		New Value	
Job Code:	2071	Business Support Generalist	2071	Business Support Generalist
Standard Hours:	37.50		37.50	
Classified Indicator:	Classified		Classified	
Empl Class:	12MthStaff		12MthStaff	
Officer Code:	None		None	
FTE:	1.000000		1.000000	
FLSA Status:	Nonexempt		Nonexempt	
Union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

Previous Next

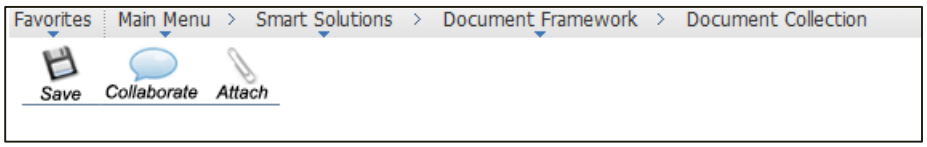
Audit Details

Step 4: Create Leave-Compensation

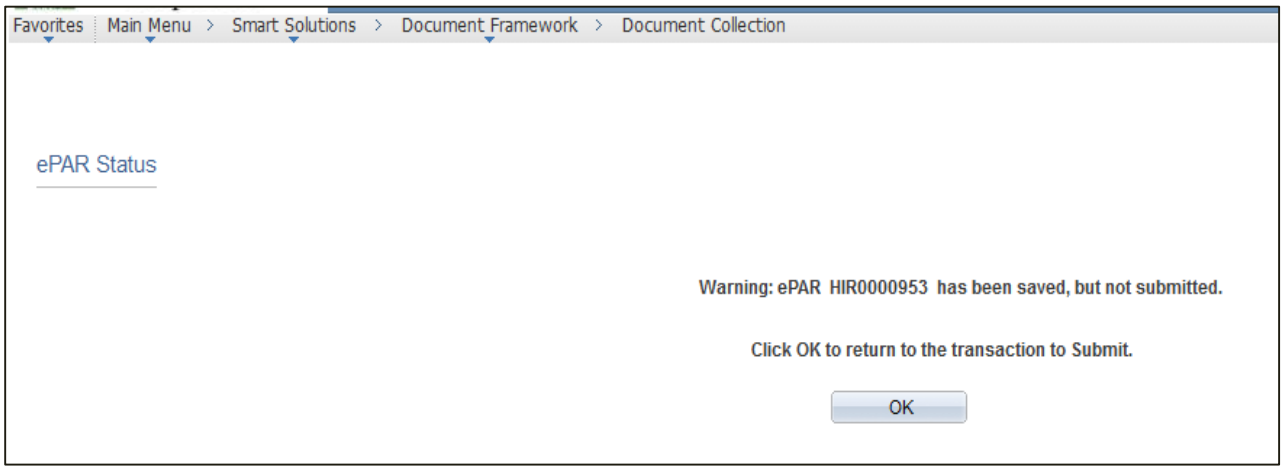
Do not remove the compensation. Unpaid leaves are driven by the Action not the removal of compensation. Press Next to Continue.



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.

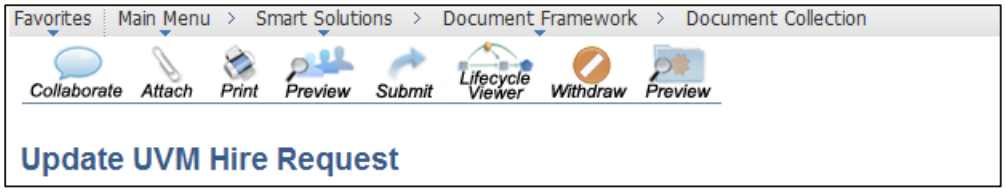


You will then receive a message that the ePAR has been saved but not submitted.



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.



Return from Leave

This ePAR Action Action reactivates employee record(s) and ends absence from work. If applicable, pay and benefits are restarted. Required: Salary Distribution information and if appropriate, return to work certification from the employee's doctor. May require benefit enrollment forms.

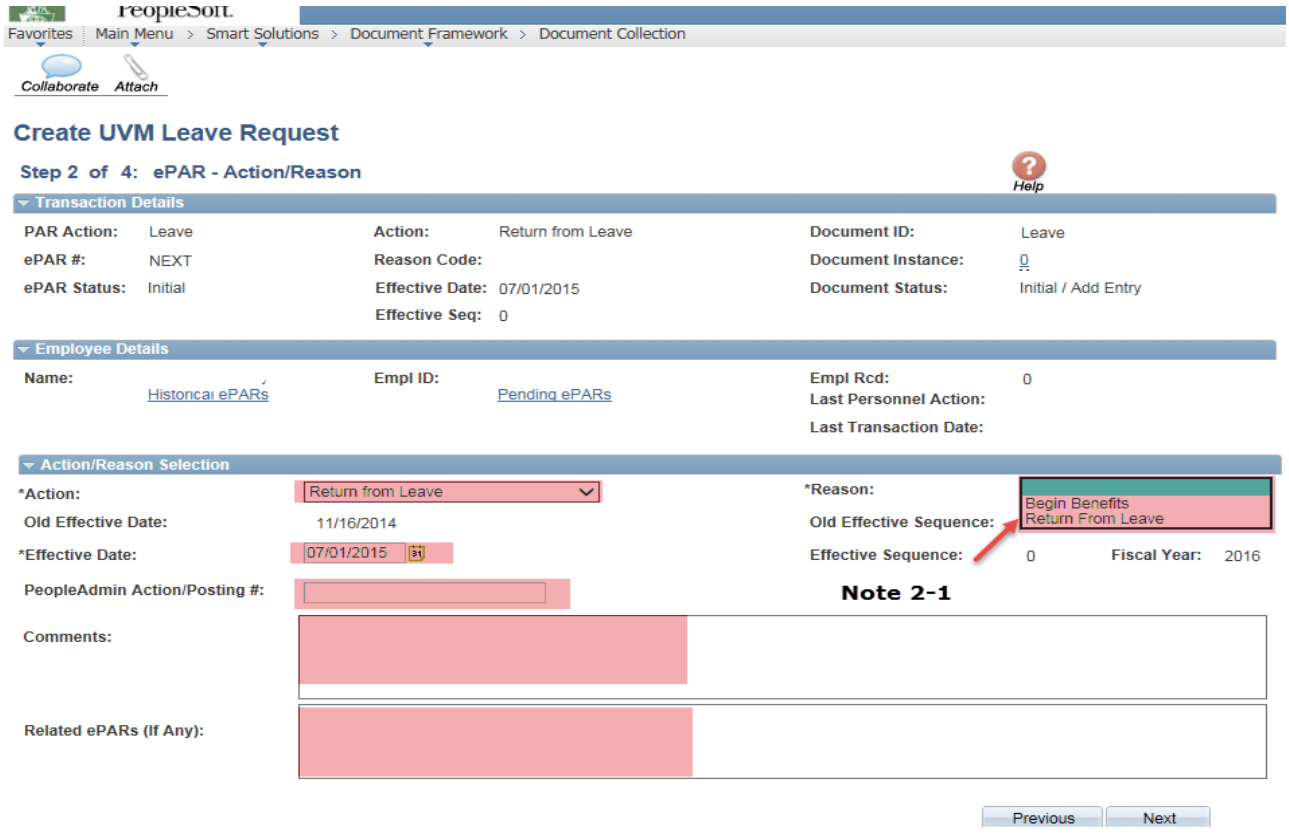
Step 1: Log in and Search

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 Leave ePAR action.

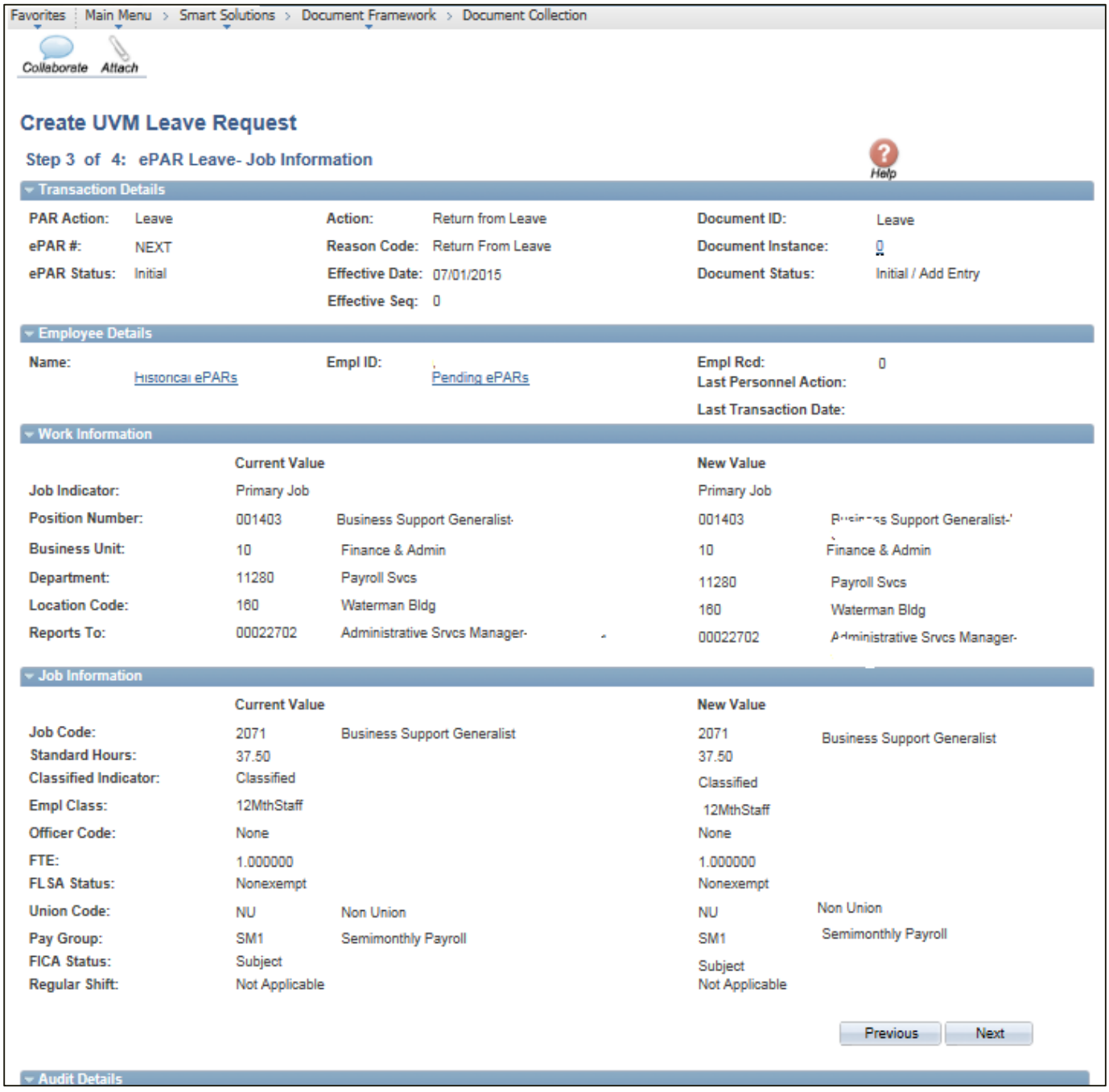
c) You will begin by searching for the employee by entering their Social Security Number, their first and last name or Employee ID. Once you locate the employee select the box next to their name and press Next to continue.

Note 2-1: Begin Benefits should be used if the employee's benefits were terminated, if you are unsure which to select please contact Human Resources at 656-3150.



Step 3 Leave-Job Information

This page is read only, if any information is not correct an additional ePAR will need to be submitted. Select Next when you are ready to continue.



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

Collaborate Attach

Create UVM Leave Request

Step 3 of 4: ePAR Leave- Job Information

Help

Transaction Details

PAR Action:	Leave	Action:	Return from Leave	Document ID:	Leave
ePAR #:	NEXT	Reason Code:	Return From Leave	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:	001403	Business Support Generalist	001403	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 Srvcs Manager	00022702	Administrative Srvcs Manager

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
Pay Group:	SM1	Semimonthly Payroll	SM1	Semimonthly Payroll
FICA Status:	Subject		Subject	
Regular Shift:	Not Applicable		Not Applicable	

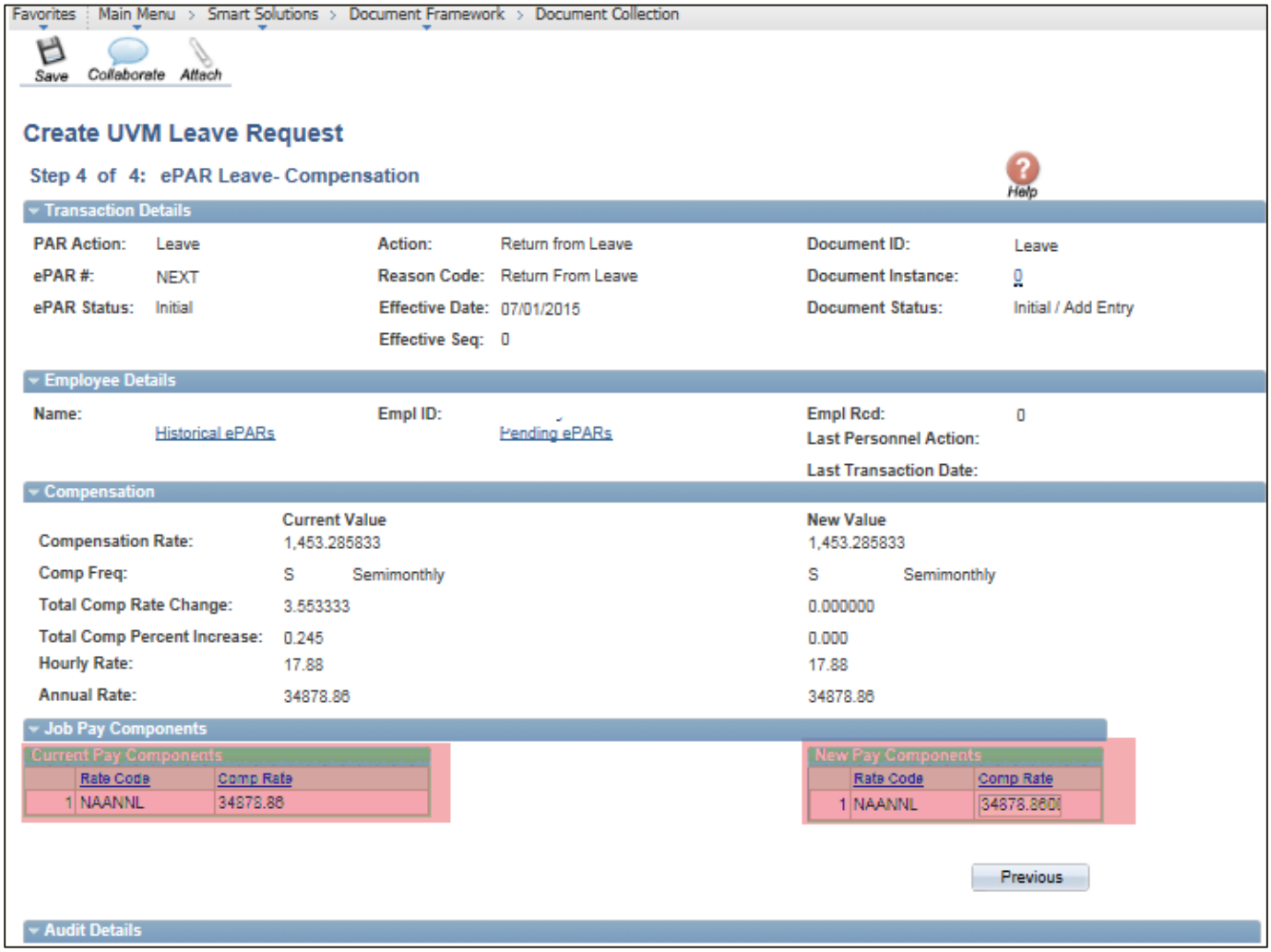
Previous Next

Audit Details

Step 4: Create Leave-Compensation

Compensation rarely changes, please speak to your Management Consultant if you believe compensation should change before you submit this ePAR.

Press Next to Continue.



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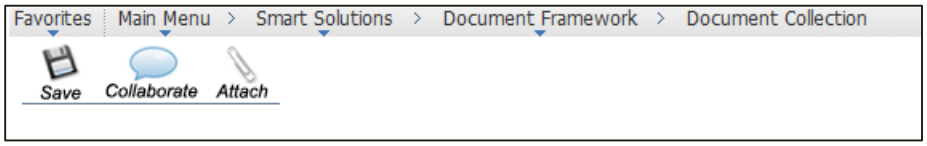
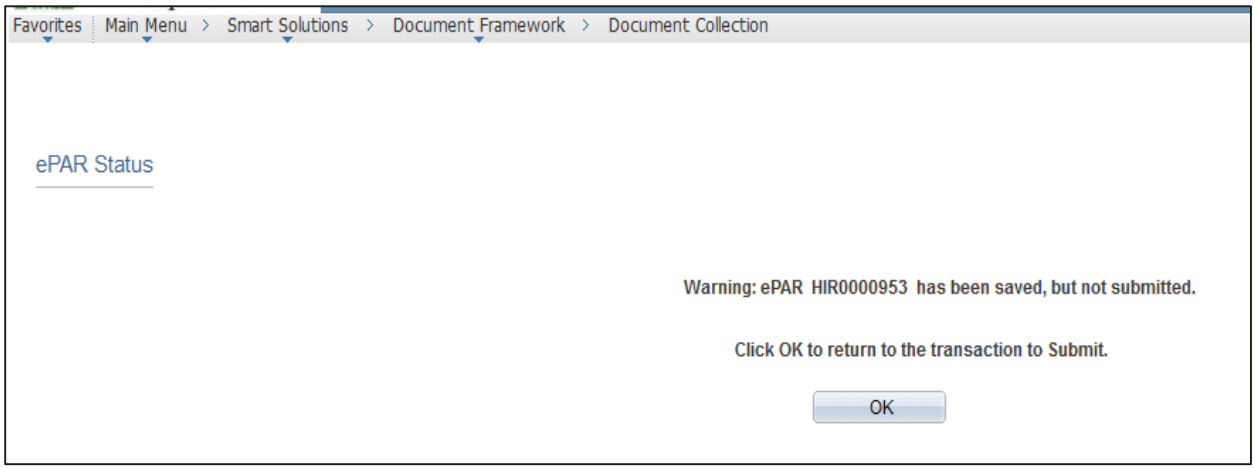
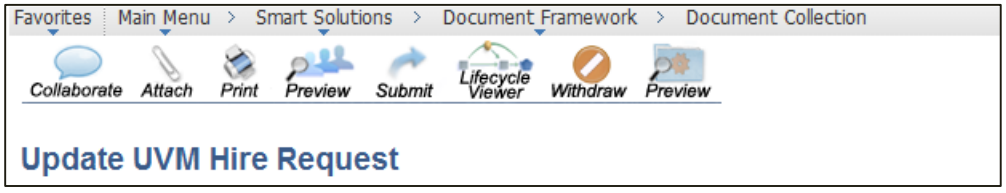


You will then receive a message that the ePAR has been saved but not submitted.



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: hrsinfo@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.