



ePAR Person of Interest (POI)

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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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.

Add New POI (Person of Interest)

This ePAR is used to hire a new Person of Interest (Affiliated Organization) who has never appeared in People Soft and does not have a UVM employee ID number. Required: Employee Information form (attachment); description of why the individual needs POI status (Sodexo employee, temporary employee, etc.) entered in 'Collaborate' comments.

1. Log in to PeopleSoft using the Human Resources Login www.uvm.edu/~erp/portal
2. **Navigation:** UVM ePARs>ePAR Collection and select the POI ePAR action.
3. Select Add POI and enter the Empl ID, Check the box next to the name and select Next.

Create UVM POI Request
Step 1 of 4: ePAR - POI Search

Transaction Details

PAR Action:	Person of Interest	Action:		Document ID:	POI
ePAR #:	NEXT	Reason Code:		Document Instance:	0
ePAR Status:	Initial	Effective Date:	06/28/2015	Document Status:	Initial / Add Entry
		Effective Seq:	0		

Select POI Areas

Add New POI Add Existing Empl ID as POI

Audit Details

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

Next



4. Create POI-Personal Information

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

Collaborate Attach

Create UVM POI Request

Step 2 of 3: ePAR Create POI - Personal Information ? Help

Transaction Details

PAR Action:	Person of Interest	Action:		Document ID:	POI
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:		Empl ID:		POI Type:	00011
				Last Personnel Action:	
				Last Transaction Date:	

Biographical Information

*Effective Date:	07/01/2015
*First Name:	Don
*Last Name:	Duck

Personal Information

*Date of Birth:	01/01/1965
SSN:	

Home Address Information

Country:	USA United States	*City:	Colchester
*Address 1:	85 Smith Lane	*State:	VT Vermont
Address 2:		*Postal Code:	05448
Address 3:			

Business Address Information

Country:	USA United States	City:	
Address 1:	Payroll Services	State:	
Address 2:	Waterman 237	Postal Code:	
Address 3:			

Business Phone Information

Telephone:	802-656-6600	Preferred:	<input checked="" type="checkbox"/>
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Previous Next

Audit Details



5. Create POI-Job Information

Update UVM POI Request

Step 2 of 2: ePAR Create POI - Job Information ? Help

Transaction Details

PAR Action:	Person of Interest	Action:		Document ID:	POI
ePAR #:	POI0000034	Reason Code:		Document Instance:	34
ePAR Status:	Initial	Effective Date:	07/01/2015	Document Status:	Initial / Ready
		Effective Seq:	0		

Employee Details

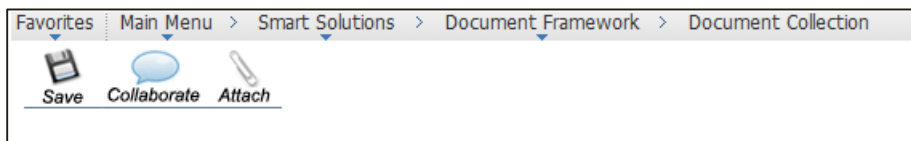
Name:		Empl ID:		POI Type:	00011
				Last Personnel Action:	
				Last Transaction Date:	

Work Information

Department:	<input type="text" value="11280"/> Payroll Svcs	Business Unit:	<input type="text" value="01"/> Genl. Institutional
Reports To:	<input type="text"/>	Location:	<input type="text" value="160"/> Waterman Bldg

Audit Details

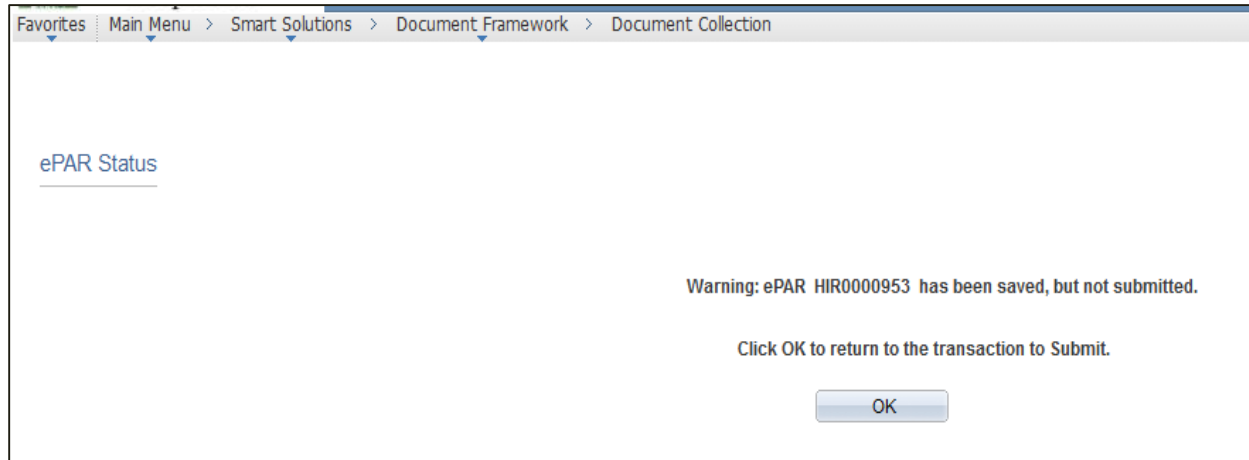
6. At this time your ePAR is ready for processing. You may use the Collaborate button or attach documents to the ePAR at this time if you wish, once complete you may hit save.



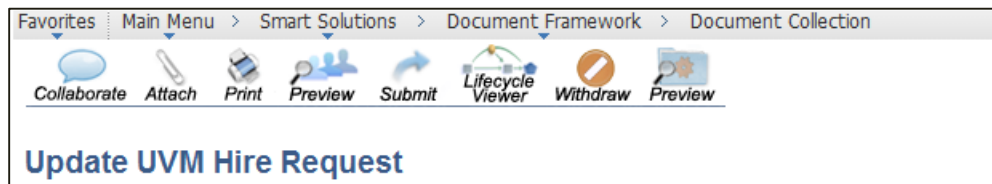


Mini-Manual

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



8. Select OK to submit the ePAR to work Flow. It is also at this time that the ePAR has been assigned a number.
9. You will then receive the following Lifecycle Viewer so that you can review where in the Work Flow the ePAR is at.





Add Existing Empl ID as POI

This ePAR is used to add a new Person of Interest (Affiliated Organization) to an existing Employee ID in People Soft. Required: Description of why the individual needs POI status (Sodexo employee, temporary employee, etc.) entered in 'Collaborate' comments.

1. Log in to PeopleSoft using the Human Resources Login www.uvm.edu/~erp/portal
2. **Navigation:** Smart Solutions>Document Framework>Document Collection and select the POI ePAR action.
3. Select Add Existing POI ID as POI, enter the Empl ID #, hit Search, place a check next to the ID and select Next.

Create UVM POI Request
Step 1 of 3: ePAR - POI Search

Transaction Details

PAR Action:	Person of Interest	Action:		Document ID:	POI
ePAR #:	NEXT	Reason Code:		Document Instance:	0
ePAR Status:	Initial	Effective Date:	06/28/2015	Document Status:	Initial / Add Entry
		Effective Seq:	0		

Select POI Areas

Add New POI Add Existing Empl ID as POI

Search Criteria

Empl ID:

Search Results

Empl ID	Name	POI Type	Description	First Name	Last Name	Gender	Birthdate	National ID
<input checked="" type="checkbox"/>								

Audit Details



4. Add Existing Empl ID as POI: Personal Information

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

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

Create UVM POI Request

Step 2 of 3: ePAR Existing Empl as POI - Personal Information ? Help

Transaction Details

PAR Action:	Person of Interest	Action:		Document ID:	POI
ePAR #:	NEXT	Reason Code:		Document Instance:	0
ePAR Status:	Initial	Effective Date:	06/28/2015	Document Status:	Initial / Add Entry
		Effective Seq:	0		

Employee Details

Name:	Starkey, James L. Historical ePARs	Empl ID:	0114634 Pending ePARs	POI Type:	00011
				Last Personnel Action:	
				Last Transaction Date:	

Biographical Information

	Current Value		New Value
Effective Date:	08/18/2008		08/18/2008 <input type="text"/>
First Name:	James		James <input type="text"/>
Last Name:	Starkey		Starkey <input type="text"/>

Personal Information

	Current Value		New Value
Date of Birth:	08/16/1942		08/16/1942 <input type="text"/>

Home Address Information

	Current Value		New Value
Country:	USA United States		USA United States
Address Line 1:	5631 Dorset Street		5631 Dorset Street <input type="text"/>
Address Line 2:			<input type="text"/>
Address Line 3:			<input type="text"/>
City:	Shelburne		Shelburne <input type="text"/>
State:	VT Vermont		VT <input type="text"/> Vermont
Postal Code:	05482		05482 <input type="text"/>

Business Address Information

	Current Value		New Value
Address Line 1:	Economics		Economics <input type="text"/>
Address Line 2:	Old Mill		Old Mill <input type="text"/>
Address Line 3:			<input type="text"/>
City:			<input type="text"/>
State:			<input type="text"/>
Postal Code:			<input type="text"/>

Check Address Information

	Current Value		New Value
Address Line 1:	Economics		Economics <input type="text"/>
Address Line 2:	Old Mill		Old Mill <input type="text"/>
Address Line 3:			<input type="text"/>
City:			<input type="text"/>
State:			<input type="text"/>
Postal Code:			<input type="text"/>

Business Phone Information

	Current Value		New Value
Telephone:			<input type="text"/>
Preferred:	<input type="checkbox"/>		<input type="checkbox"/>

Audit Details



5. Add Existing Empl ID as POI: Job Information

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

Save Collaborate Attach

Create UVM POI Request

Step 3 of 3: ePAR Existing Empl as POI - Job Information Help

Transaction Details

PAR Action:	Person of Interest	Action:		Document ID:	POI
ePAR #:	NEXT	Reason Code:		Document Instance:	0
ePAR Status:	Initial	Effective Date:	06/29/2015	Document Status:	Initial / Add Entry
		Effective Seq:	0		

Employee Details

Name:		Empl ID:		POI Type:	00011
	Historical ePARs		Pending ePARs	Last Personnel Action:	
				Last Transaction Date:	

Work Information

Department:	11280	Payroll Svcs	Business Unit:	01	Genl. Institutional
			Location:	160	Waterman Bldg

Previous

Audit Details

6. 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.

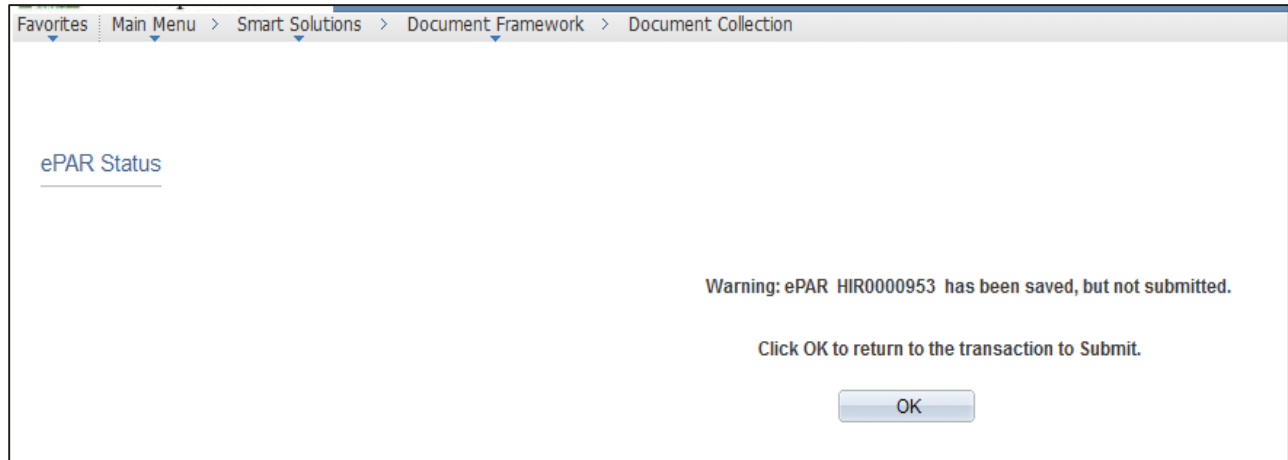
Favorites Main Menu > Smart Solutions > Document Framework > Document Collection

Save Collaborate Attach

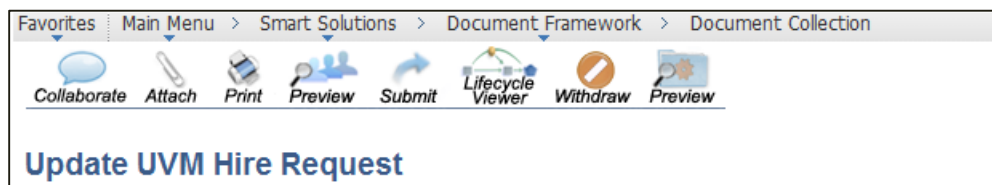


Mini-Manual

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



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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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