



Rehire/Rehire 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 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 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.

Rehire/Rehire

1. This ePAR is used to rehire terminated employee or non-paid faculty that already has a UVM employee ID number.
NOTE: All required fields are noted with an * asterisk within the ePAR.
2. Log in to PeopleSoft using the Human Resources Login www.uvm.edu/~erp/portal
3. **Navigation:** UVM ePARs>ePAR Collection and select the Hire ePAR action. Select Add.



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4. 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 Existing Employee/Rehire and select Next.



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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:	0
ePAR Status:	Initial	Effective Date:	06/23/2015	Document Status:	Initial / Add Entry
		Effective Seq:	0		

Employee Details

Name:	Historical ePARs	Empl ID:	3	Empl Rcd:	0
			Pending ePARs	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 of 1

	Sub Action	Empl ID	Name	First Name	Last Name	Social Security #	Gender	Date of Birth
<input checked="" type="checkbox"/>	Existing Employee/Rehire							

Audit Details

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

5. 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. See additional Contract Page on page 13 for further direction, you will be directed to this page after the Compensation page.

6. When you are finished press Next to proceed.

Create UVM Hire Request
Step 2 of 8: ePAR - Action/Reason

Transaction Details

PAR Action:	Hire	Action:	Rehire	Document ID:	Hire
ePAR #:	NEXT	Reason Code:	Rehire	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:	

Action/Reason Selection

*Action:	Rehire	*Reason:	Rehire
Old Effective Date:	05/30/2015	Old Effective Sequence:	0
*Effective Date:	07/01/2015	Effective Sequence:	0
		Fiscal Year:	2016

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

PeopleAdmin Action/Posting #:

Comments:

Related ePARs (If Any):

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7. ePAR Hire-Personal Information: Fields open for editing, required or otherwise, are highlighted. The data located on this page will be relevant to what existing for the



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employee during their last assignment or a current assignment if you are rehiring on an old record and the employee has another active assignment. Updates should be done so that Business and Check Addresses reflect the employee's primary assignment.

See notes on next page

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

Collaborate Attach

ePAR #: NEXT Reason Code: Rehire 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:

Biographical Information
 *First Name:
 *Last Name:

Personal Information
 Date of Birth: SSN: 3

Home Address Information
 Country: USA United States *City: Burlington
 *Address Line 1: Note 3-1 *State: VT Vermont
 Address Line 2: *Postal Code: 05401
 Address Line 3:

Business Address Information
 Address 1: Payroll Services City:
 Address 2: Waterman, Rm 237 State:
 Address 3: Postal Code:
 Note 3-2

Check Address Information
 Address Line 1: Payroll Services City:
 Address Line 2: Waterman, Rm 237 State:
 Address Line 3: Postal Code:

Business Phone Information
 Telephone: 302/656-6600 Note 3-3 Preferred

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Note 3-1: International addresses cannot be entered, if that is all available please indicate in the comments section for Payroll Services that a local home address is pending.

Note 3-2: 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.

Note 3-3: Phone Information is for Business on the ePAR. Entry of cell and home phone #'s can be done via Self Service.

8. When you are finished press Next to proceed to the next step.
9. 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 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. Link to Graduate Student Mini Manual on page [13](#).

Note 4-3: Employee Class Definitions are on page [13](#). If this is a Faculty hire, information regarding the special Faculty Services page can be found on page 12.

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



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:	Rehire	Document ID:	Hire
ePAR #:	NEXT	Reason Code:	Rehire	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

Job Indicator:	Primary Job	Note 4-1	Position Number:	00023723
*Department:	11540 Transportation & Parking Admn	Note 4-2	*Business Unit:	03 Admin&Facilities
Reports To:	017929 Transportation Svcs Supervisor-Michael Altman		*Location:	340 McAuley Hall
			Expected Job End Date:	

Job Information

*Job Code:	5123 Fleet Mechanic	Note 4-3	Standard Hours:	40.00
Classified Indicator:	Classified	Note 4-4	*Empl Class:	12 Month Staff
Officer Code:	None		FTE:	1.000000
FLSA Status:	Nonexempt		Union Code:	UE U. E. Local Union No. 267
			FICA Status-Employee:	Subject
			Regular Shift:	Not Applicable

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Audit Details

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



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10. ePAR Hire-Employment, Time & Labor: Fields open for editing, required or otherwise, are highlighted.

Create UVM Hire Request
Step 5 of 7: ePAR Hire - Employment, Time & Labor

Transaction Details

PAR Action: Hire	Action: Rehire	Document ID: Hire
ePAR #: NEXT	Reason Code: Rehire	Document Instance: 0
ePAR Status: Initial	Effective Date: 07/01/2015	Document Status: Initial / Add Entry
	Effective Seq: 0	

Employee Details

Name: Historical ePARs	e	Empl ID: Pending ePARs	Empl Rcd: 0
			Last Personnel Action:
			Last Transaction Date:

Employment Data

Working Title:

If there is an approved Working Title, please enter here

Audit Details

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

11. 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.



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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.

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Collaborate Attach

Create UVM Hire Request

Step 6 of 7: ePAR Hire- Compensation ? Help

Transaction Details

PAR Action: Hire	Action: Rehire	Document ID: Hire
ePAR #: NEXT	Reason Code: Rehire	Document Instance: 0
ePAR Status: Initial	Effective Date: 07/01/2015	Document Status: Initial / Add Entry
	Effective Seq: 0	

Employee Details

Name: Stough, Deborah Louise Historical ePARs	Empl ID: 0043093 Pending ePARs	Empl Rcd: 0
	Last Personnel Action:	
	Last Transaction Date:	

Compensation

Actual Salary:

Job Pay Components

Rate Code	Comp Rate		
1 NAHRL	25.000000	+	-

Note 6-1 (points to Actual Salary field)

Note 6-2 (points to Rate Code NAHRL)

Note 6-3 (points to Comp Rate 25.000000)

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Audit Details

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



12. ePAR Hire-Department Budget: Fields open for editing, required or otherwise, are highlighted.

Create UVM Hire Request
Step 7 of 7: ePAR - Department Budget

Transaction Details

PAR Action: Hire Action: Rehire Document ID: Hire
 ePAR #: NEXT Reason Code: Rehire 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:

Dept Budget

New Funding

Department	Project	Combination Code	Account	Fund	Program	Source	Operating Unit	Function	Purpose	Property	Chartfield 3	Distribution %
1 00001		KRONOS_FSCM1	58100	100	0000	000100	01	000	0123	0000		100

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13. Search by either Department or Project to retrieve the correct combo code. Kronos employees should enter Department 00001 and Combo Code Kronos_fscm1.

14. 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.

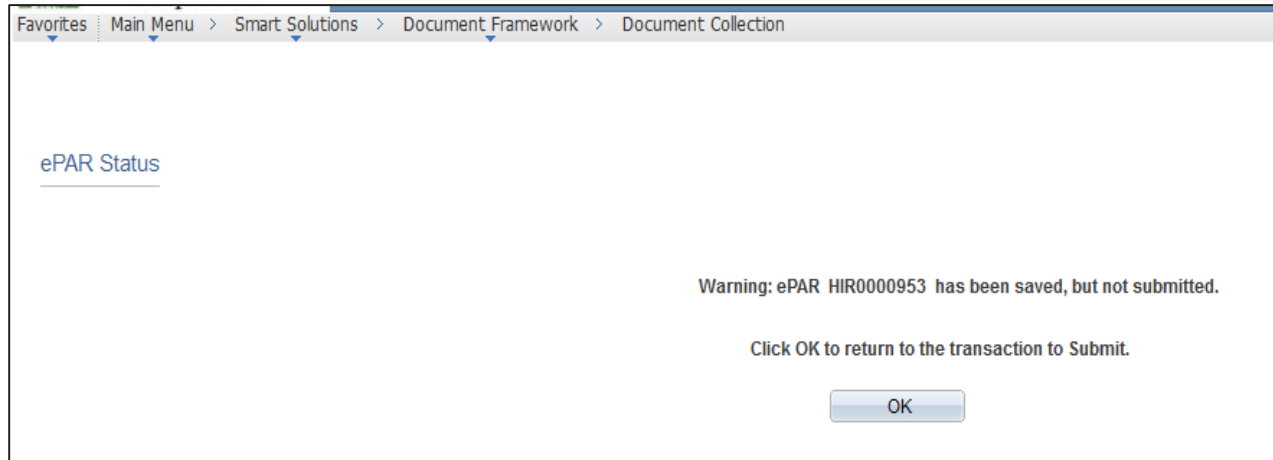
15. At this time your ePAR is ready for processing. You may use the Collaborate button or attach documents to the ePAR at this time if you wish, once complete you may hit save.

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

Save Collaborate Attach

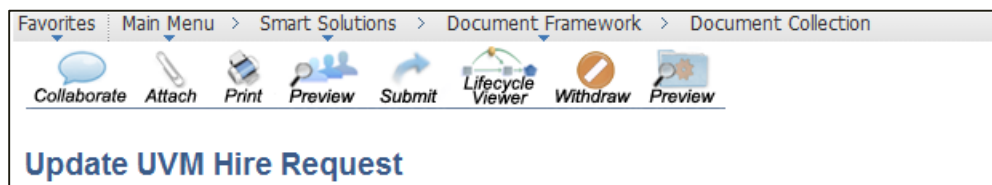


16. You will then receive a message that the ePAR has been saved but not submitted.



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

18. You will then receive the following Lifecycle Viewer so that you can review where in the Work Flow the ePAR is at.





19. 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 Apoinmt/Position: [Position History](#)

Prior Credit Hour Rate: Prior Hourly Rate:

Number of Courses (Optional) (Only if Option B is selected):

Number of Course Equivalants (Optional) (Only if Option B is selected):

2nd Most Recent Position

Most Recent Apoinmnt/Position: [Position History](#)

Prior Credit Hour Rate: Prior Hourly Rate:

Number of Courses (Optional) (Only if Option B is selected):

Number of Course Equivalants (Optional) (Only if Option B is selected):

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20. Create Contract Pay: Use the following screen to enter valid contract terms.

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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:

Audit Details

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



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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