The University of Vermont

Mini-Manual

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

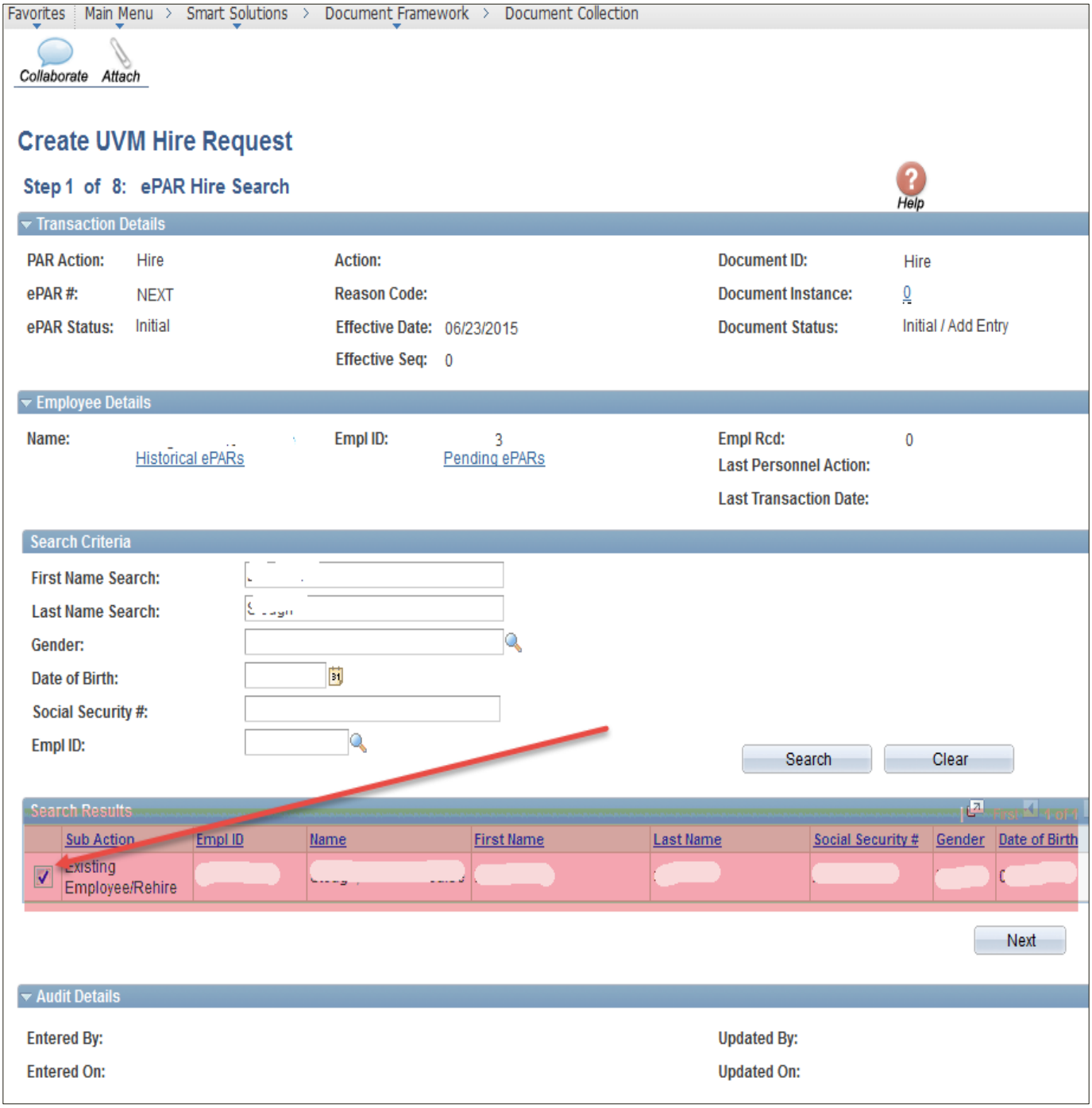
1. This ePAR is used to rehire terminated employee or non-paid faculty that already has a UVM employee ID number.

   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.

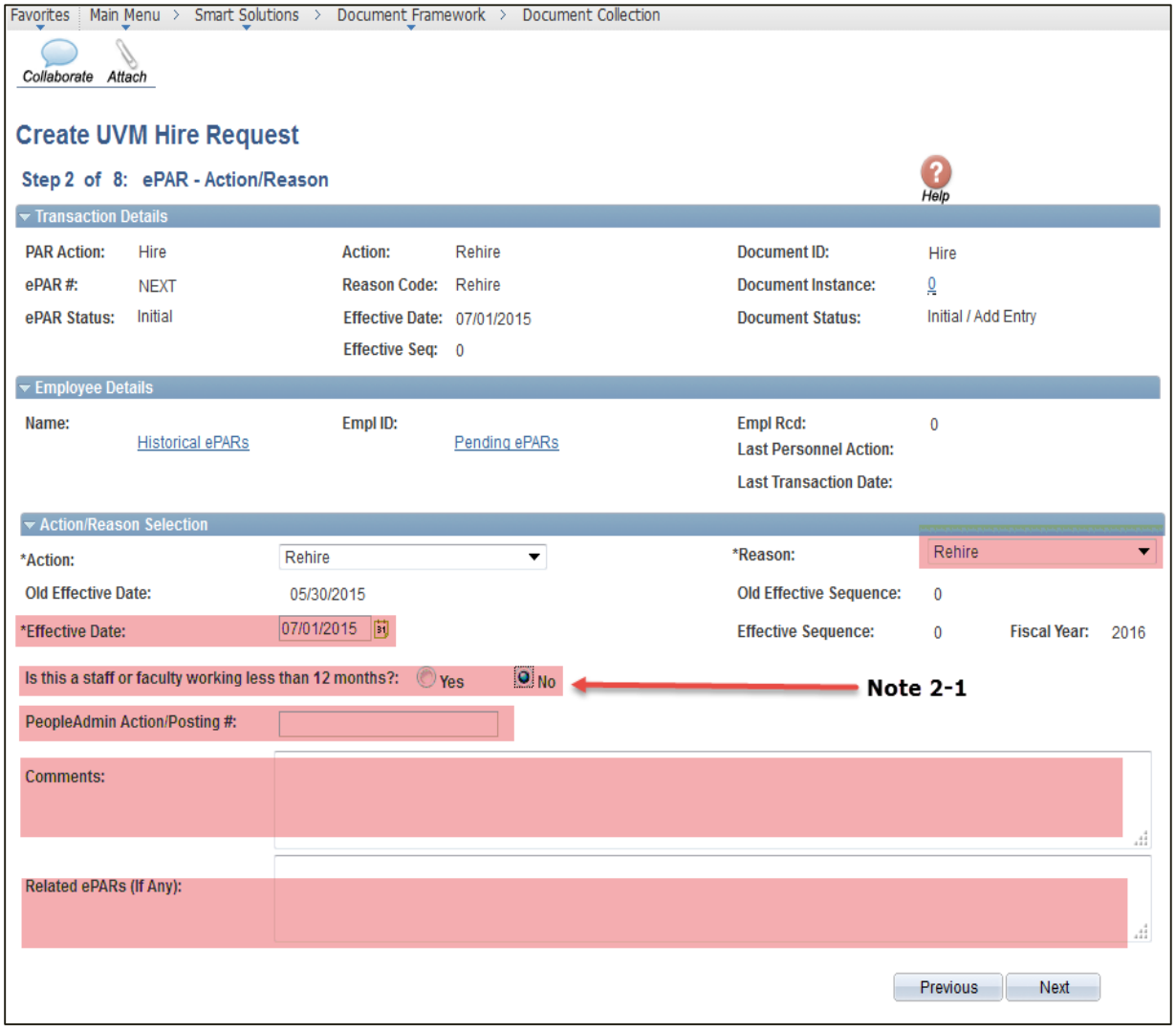
4. You may search by Employee ID #, SSN or first and last name. The preferred method of search is by Social Security Number or Employee ID#. If those are not available you may search by first and last name. The individual will be retrieved as per the screen shot on next page. Check the box next to Existing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



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.

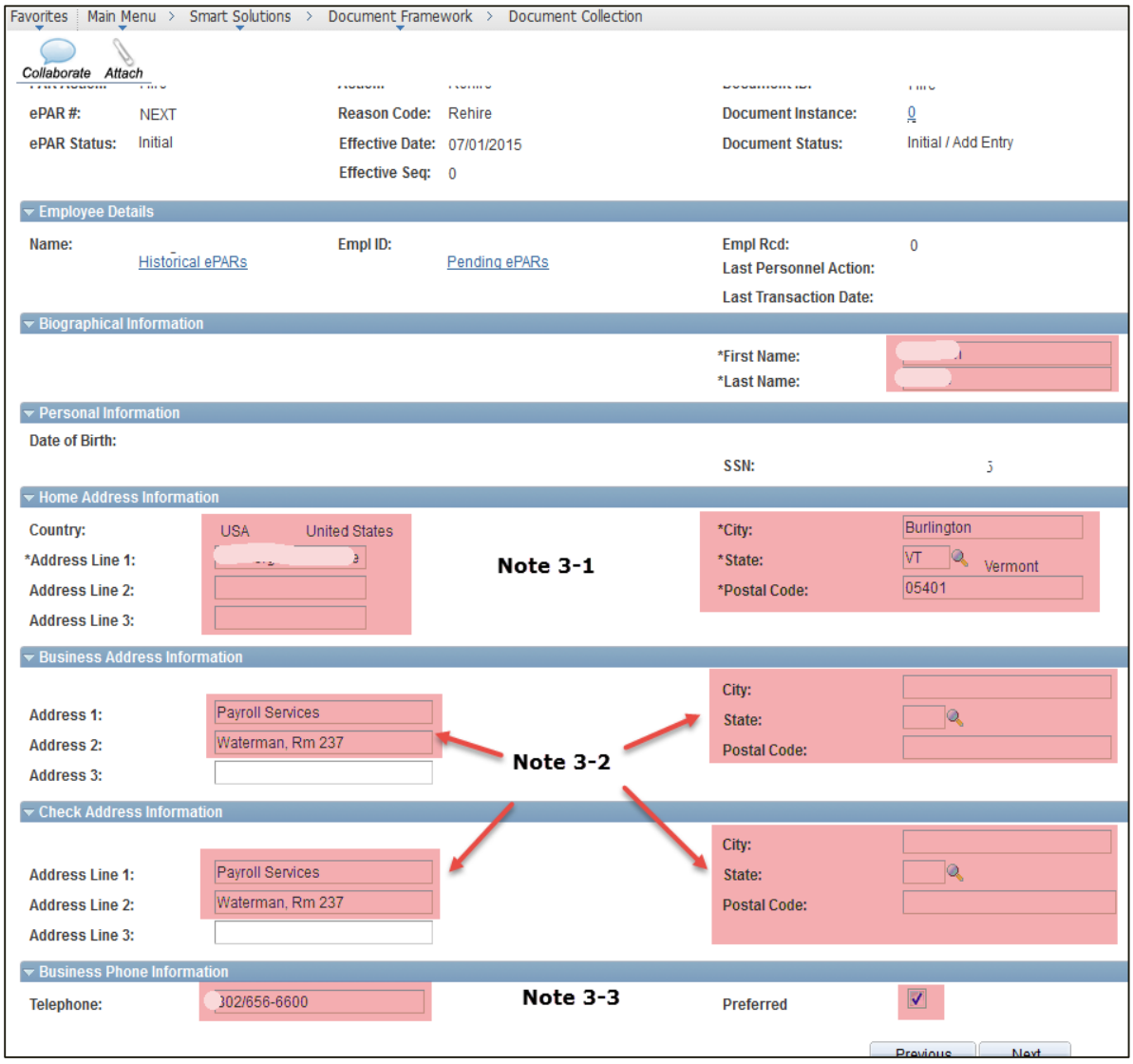
6. When you are finished press Next to proceed.



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

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



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.

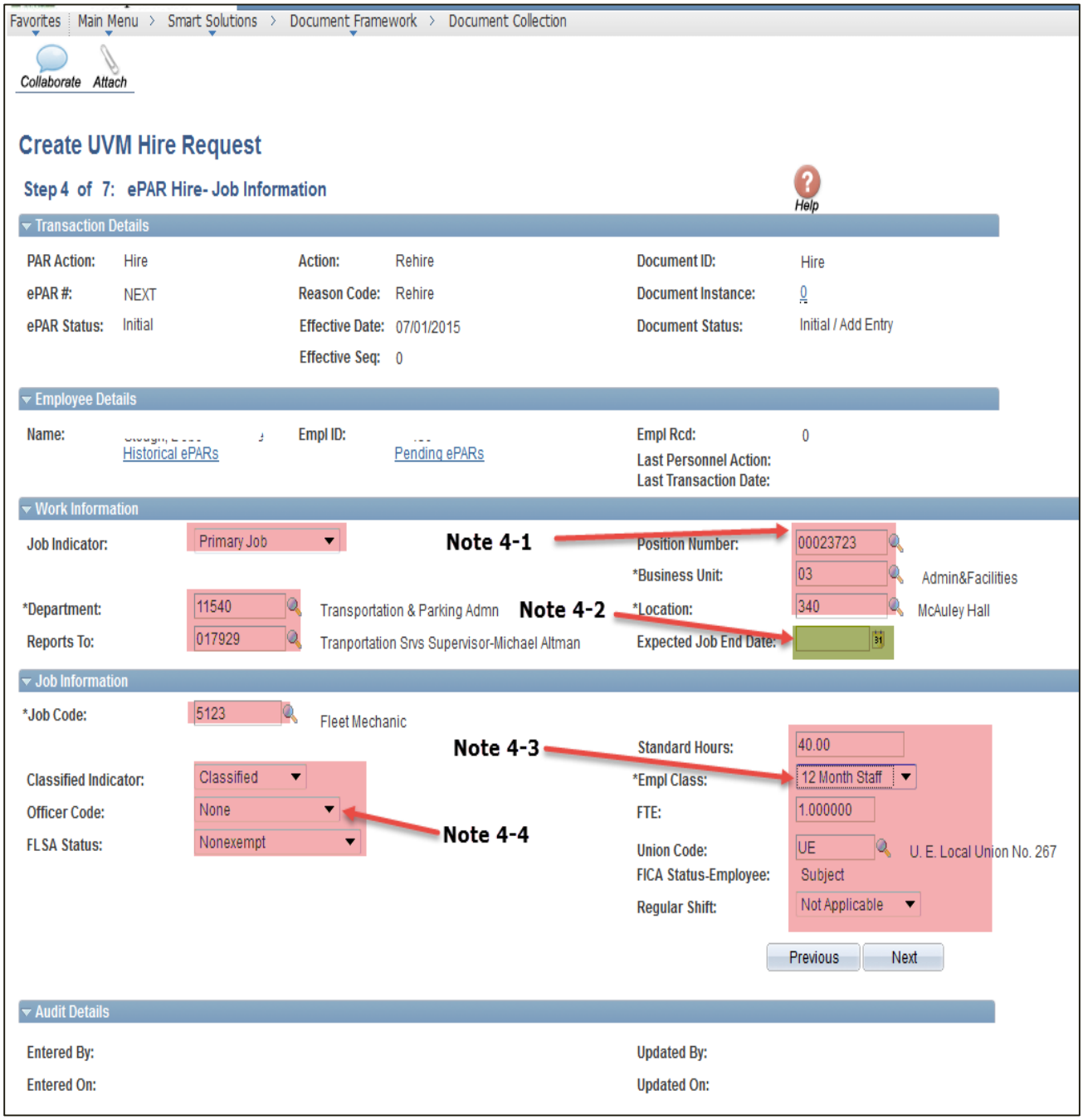
9. ePAR Hire-Job Information: Fields open for editing, required or otherwise, are highlighted.

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.

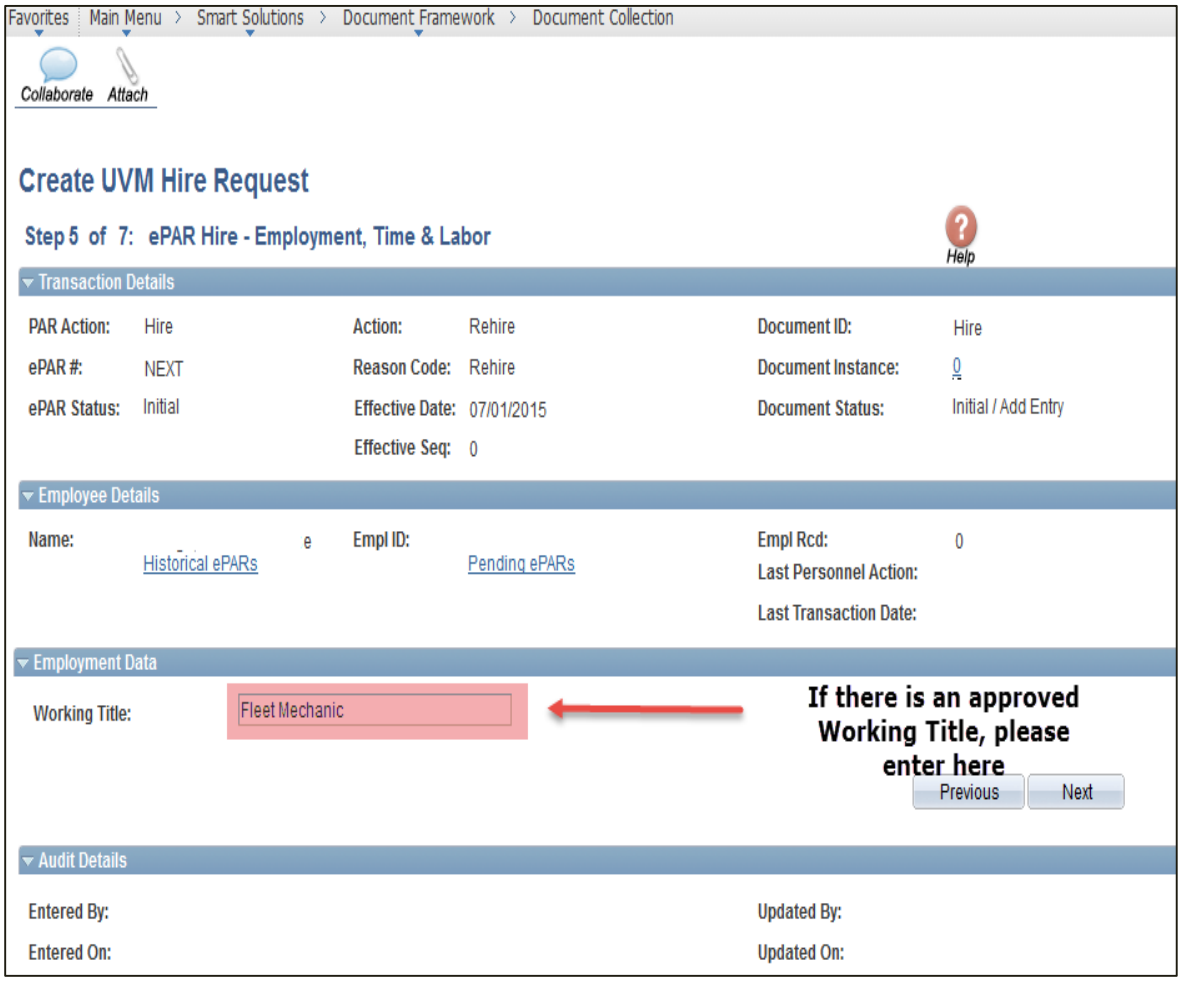
Note 4-2: This field is for Graduate Students Only. For a less than 12 month grad this field must be filled out since a term row will be entered into People Soft for them. If the Grad is 12 month please indicate a future term date by entering it here. If left blank for a 12 month grad NO term date will 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
*Business Unit: 03
Admin&Facilities
*Department: 11540
Transportation & Parking Admn
Note 4-2
*Location: 340
McAuley Hall
Reports To: 017929
Tranportation Srvs Supervisor-Michael Altman
Expected Job End Date:
Job Information
*Job Code: 5123
Fleet Mechanic
Note 4-3
Standard Hours: 40.00
Classified Indicator: Classified
*Empl Class: 12 Month Staff
Officer Code: None
FTE: 1.000000
FLSA Status: Nonexempt
Note 4-4
Union Code: UE
U. E. Local Union No. 267
FICA Status-Employee: Subject
Regular Shift: Not Applicable
Previous
Next
Audit Details
Entered By:
Updated By:
Entered On:
Updated On:

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

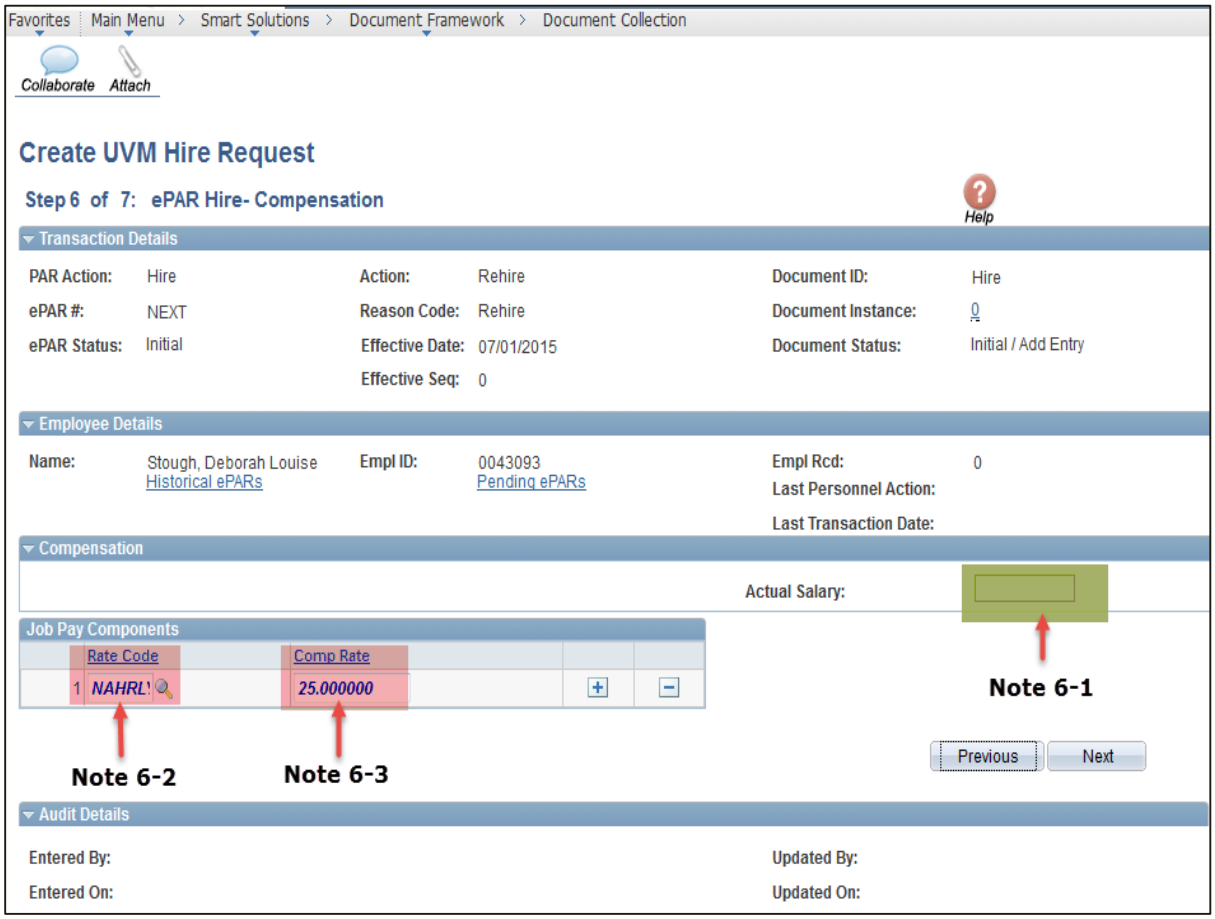


11. ePAR Hire-Compensation: Fields open for editing, required or otherwise, are highlighted.

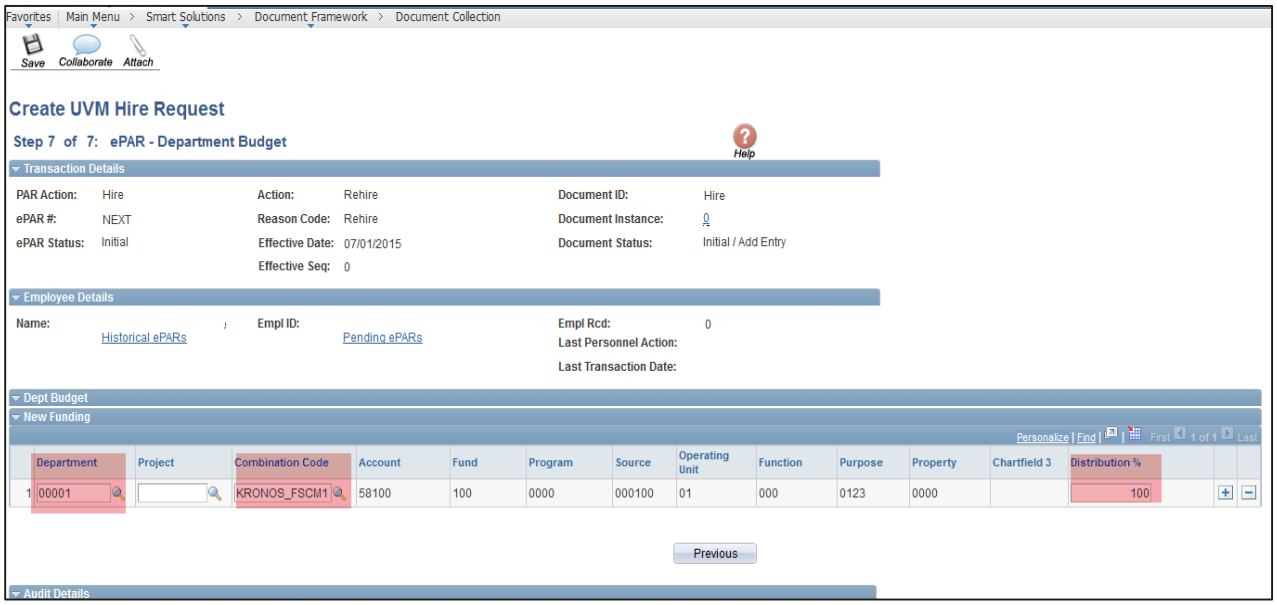
Note 6-1: This field is used for Grad student paperwork only. Enter the actual salary the grad will received for the term in which they are working.

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.

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.



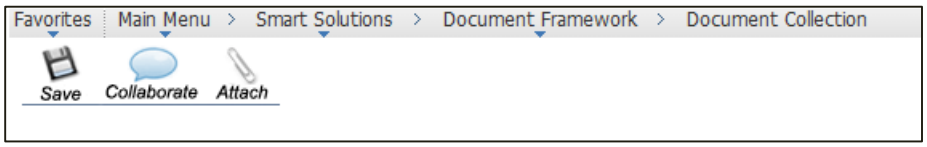
12. ePAR Hire-Department Budget: Fields open for editing, required or otherwise, are highlighted.



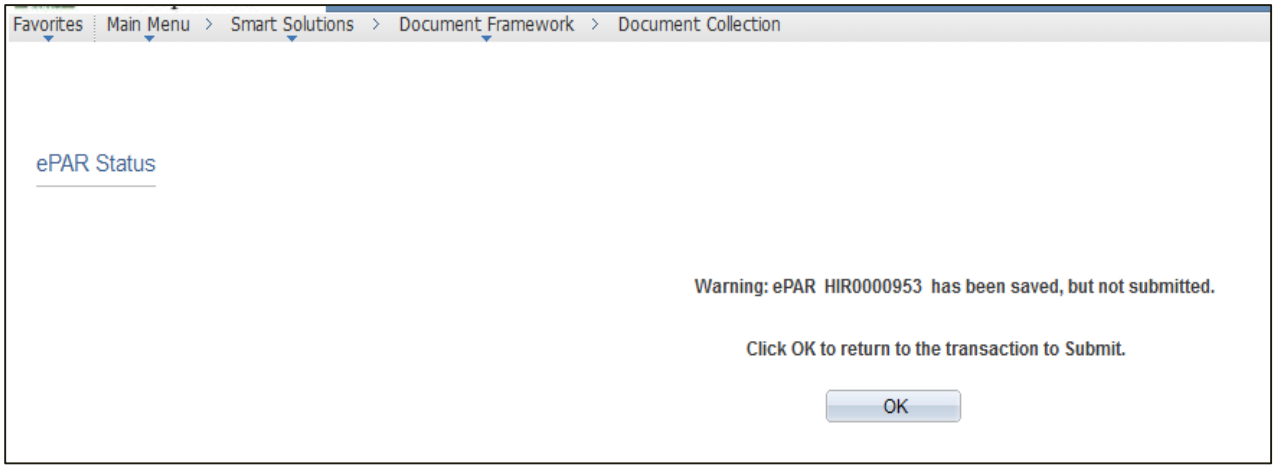
13. Search by either Department or Project to retrieve the correct combo code. Kronos employees should enter Department 00001 and Combo Code Kronos_fscm1.

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.

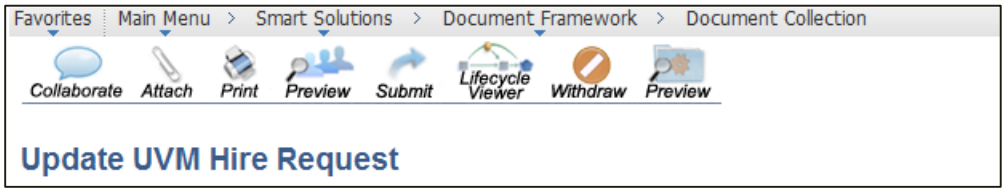


16. You will then receive a message that the ePAR has been saved but not submitted.

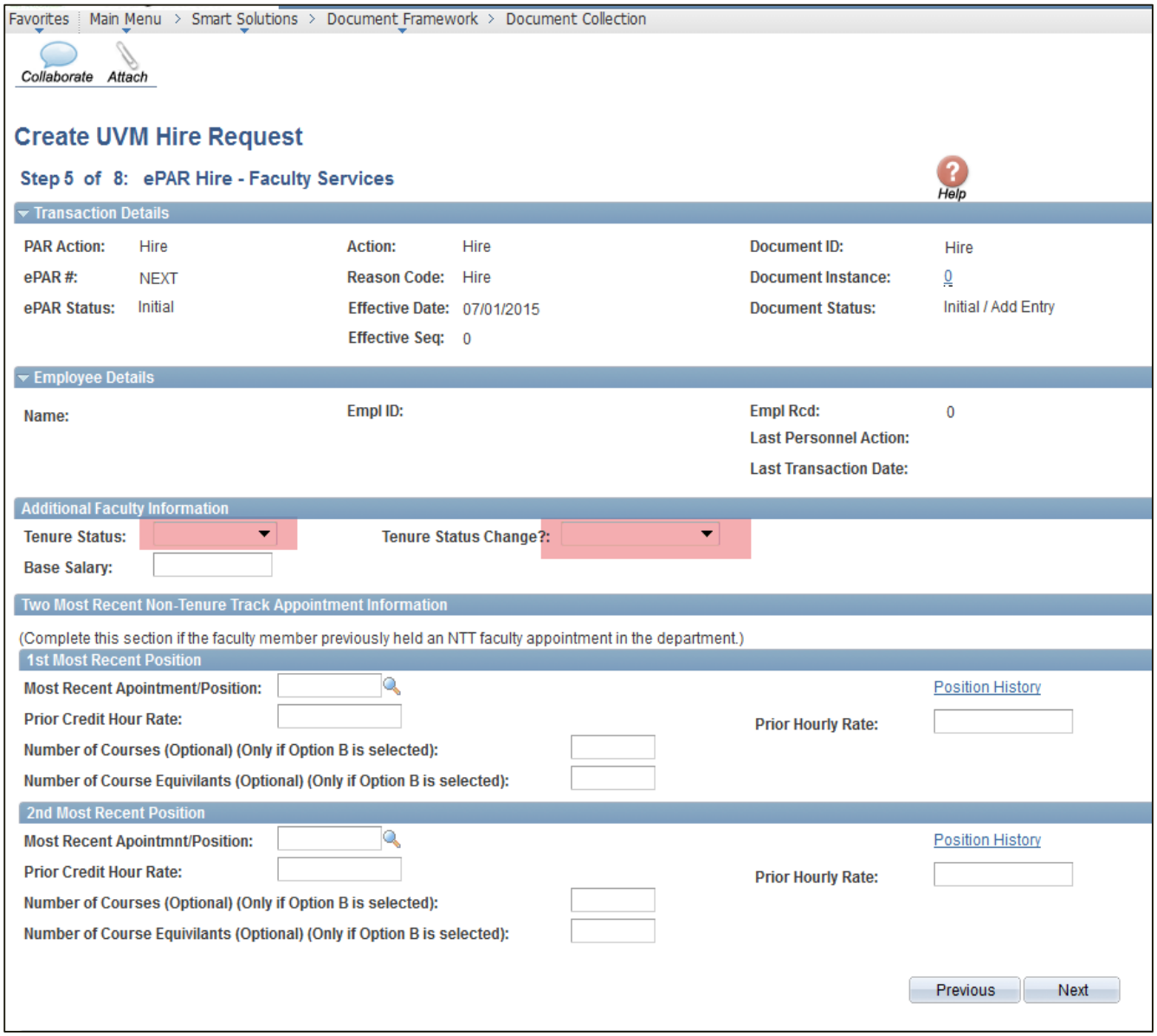


17. Select OK to submit the ePAR to work Flow. It is also at this time that the ePAR has been assigned a number.

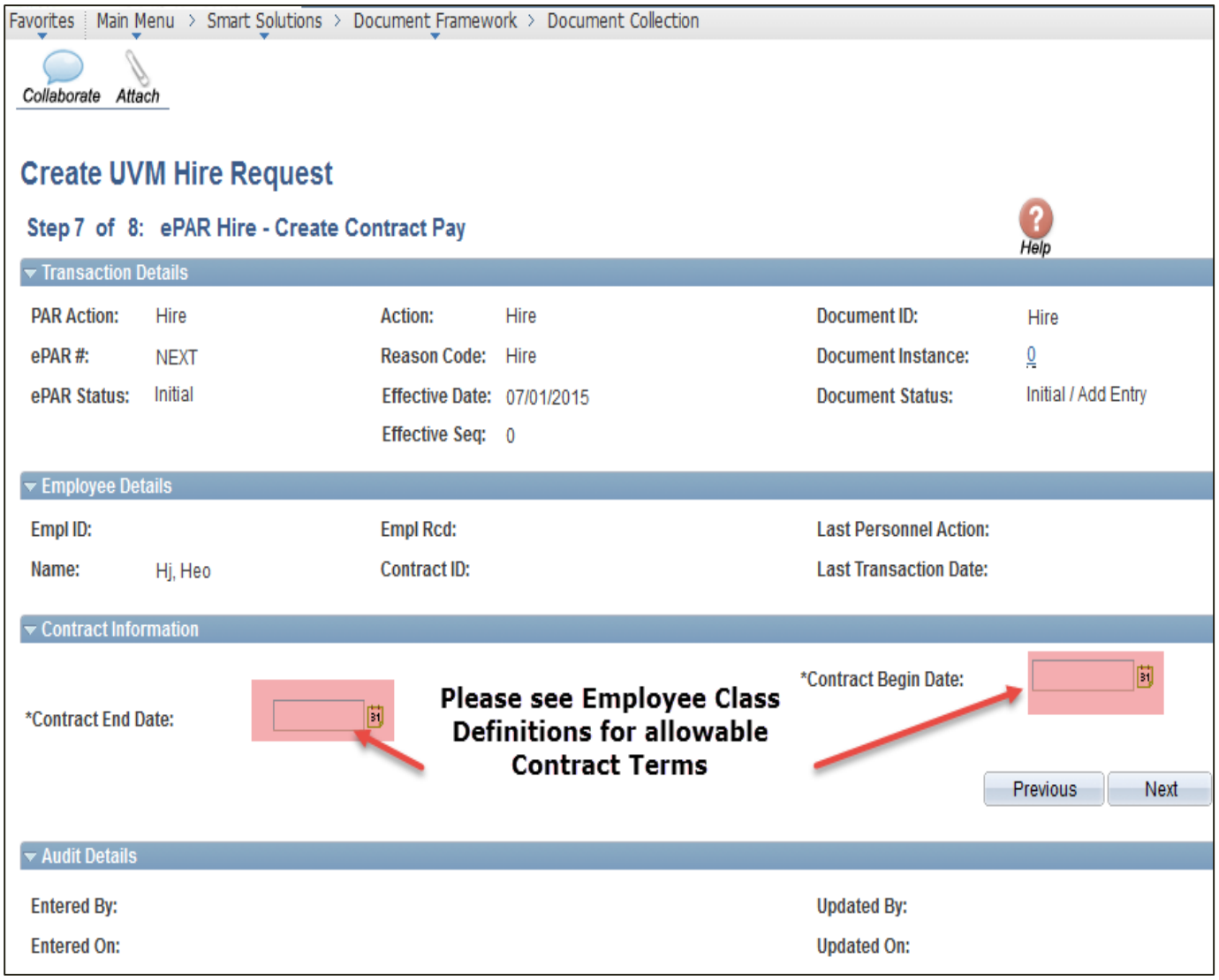
18. You will then receive the following Lifecycle Viewer so that you can review where in the Work Flow the ePAR is at.



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.



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



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

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