



Separation Request

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.

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**

Termination with Benefits..... **2**

 Step-by-Step Instructions 2

Termination without Benefits **6**

 Step-by-Step Instructions 6

Resources..... **11**

 Relevant UVM Departments..... 11

 Helpful Links 11



Background

This guide is to give you an overview of the creation and initiation of ePAR's in UVM PeopleSoft. 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.

Termination with Benefits

Step-by-Step Instructions

This ePAR is used to inactivate an employee record(s), ends the job assignment and if primary assignment, includes pay out of any unused vacation. Generally if the employee had health and/or dental AND has vacation to be paid out, the Action will be Termination with Benefits.

- **Required:** Letter of resignation or termination.
 - **Also required:** separate ePAR to inactivate each additional assignment. Chronic Absenteeism or Tardiness, Elimination of Position, End of Fixed-Term Contract, Gross Misconduct, Inability to Perform Essential, Job Dissatisfaction, Misconduct, Mutual Consent, Personal Reasons, Relocation, Resignation, Unsatisfactory Performance
1. Log in to PeopleSoft using the Human Resources Login www.uvm.edu/~erp/portal
 2. Navigation: UVM ePARs>ePAR Collection and select the Separation ePAR action.
 3. You will begin by searching for the individual by employee ID, first and last name or Social Security Number.



Mini-Manual

- Once the employee is found select the box next to their name and select Next to continue.

Create UVM Separation Request
Step 1 of 2: ePAR - Employee Selection

Transaction Details

PAR Action:	Termination	Action:		Document ID:	Separation
ePAR #:	NEXT	Reason Code:		Document Instance:	0
ePAR Status:	Initial	Effective Date:	08/30/2015	Document Status:	Initial / Add Entry
		Effective Seq:	0		

Search Criteria

Empl ID: [Redacted] | [Redacted]
First Name: [Redacted]
Last Name: [Redacted]
Social Security #: [Redacted]
Department: [Redacted]
Position Number: [Redacted]
Business Unit: [Redacted]
Empl Class: [Redacted]

Search [Clear]

Search Results

<input type="checkbox"/>	Empl ID	Name	Empl Record	Position Number	Department	Description	Job Code	Description	Business Unit	Empl Class	Social Security #
<input checked="" type="checkbox"/>	[Redacted]	[Redacted]	0	[Redacted]	11280	Payroll Svcs	2071	Business Support Generalist	10	12MthStaff	[Redacted]

Next



5. ePAR Termination with Benefits: Action/Reason-

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

Save Collaborate Attach

Create UVM Separation Request

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

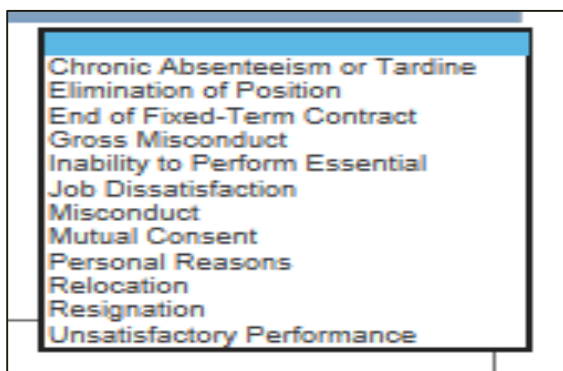
Transaction Details	
PAR Action: Termination	Action: Termination with Benefits
ePAR #: NEXT	Reason Code:
ePAR Status: Initial	Effective Date: 07/01/2015
	Effective Seq: 0
Document ID: Separation	Document Instance: 0
	Document Status: Initial / Add Entry

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

Action/Reason Selection	
*Action: Termination with Benefits	Note 2-1
Old Effective Date: 11/16/2014	*Reason:
*Effective Date: 07/01/2015	Old Effective Sequence: 0
Last Date Worked: 06/30/2015	Effective Sequence: 0 Fiscal Year: 2016
Vacation Hours Owed: 25.000	Comp Time Owed: 5
PeopleAdmin Action/Posting #:	
Comments:	
Related ePARs (If Any):	

Previous

Note 2-1: Please choose the appropriate reason.



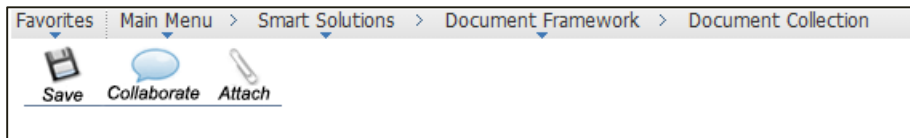


Mini-Manual

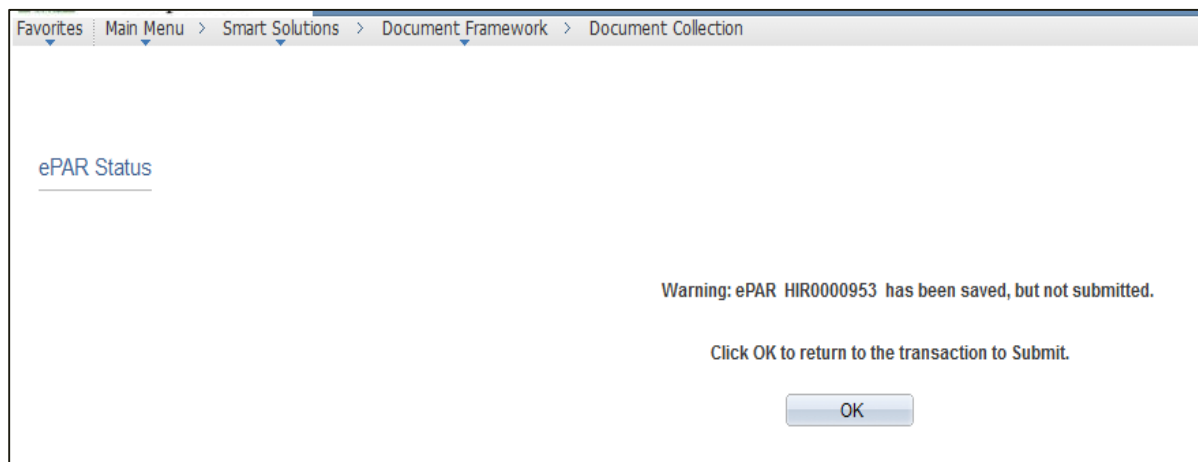
Note 2-2: The effective date is the first day the employee is no longer employed with the University. (Last Day Worked + 1) For faculty employees, last day worked should be based on the contract end date.

Note 2-3: Vacation hours must be filled in, if they are not owed any time please enter 0. It is preferred that Comp Time be paid via the time sheet and time reporting code CTP. If this is not possible please enter here and Payroll will pay out in their final check.

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.



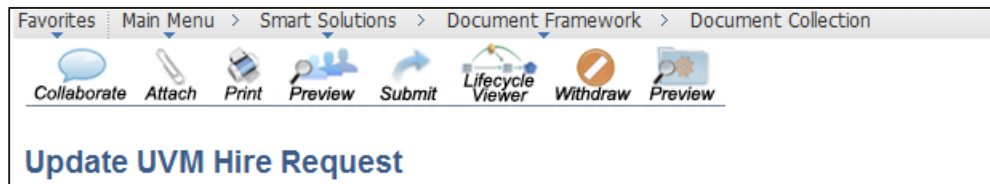
7. You will then receive a message that the ePAR has been saved but not submitted.



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. By clicking on the Lifecycle Viewer you will be able to see where in the Work Flow your ePAR is located at.



Termination without Benefits

This ePAR is used to inactivate an employee record(s) and ends the job assignment and if primary assignment, may or may not include pay out of any unused vacation. Generally if the employee did not have health and/or dental benefits or is retiring you would use the Action Termination without Benefits.

- **Required:** Letter of resignation or termination.
- **Also required:** separate ePAR to inactivate each additional assignment. Retirement: Action inactivates employee record(s), ends primary job assignment and creates new record and assignment in Retired (RET) Corporation. Includes pay out of unused vacation. Chronic Absenteeism or Tardiness, Death, Elimination of Position, End of Fixed-Term Contract, Grad Assignment Complete, Gross Misconduct, Inability to Perform Essential, Job Dissatisfaction, Misconduct, Mutual Consent, Personal Reasons, Relocation, Resignation, Retirement, Return to School

Step-by-Step Instructions

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 Separation ePAR action.



Mini-Manual

- You will begin by searching for the individual by employee ID, first and last name or Social Security Number. Once the employee is found select the box next to their name and select Next to continue.

Transaction Details

PAR Action:	Termination	Action:		Document ID:	Separation
ePAR #:	NEXT	Reason Code:		Document Instance:	0
ePAR Status:	Initial	Effective Date:	08/30/2015	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

Empl ID	Name	Empl Record	Position Number	Department	Description	Job Code	Description	Business Unit	Empl Class	Social Security #
<input checked="" type="checkbox"/>	[]	0	[]	11280	Payroll Svcs	2071	Business Support Generalist	10	12MthStaff	[]

Next []



4. ePAR Termination without Benefits: Action/Reason-

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

Save Collaborate Attach

Create UVM Separation Request

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

Transaction Details			
PAR Action:	Termination	Action:	Termination without Benefits
ePAR #:	NEXT	Reason Code:	Resignation
ePAR Status:	Initial	Effective Date:	08/30/2015
		Effective Seq:	0
Document ID:	Separation		
Document Instance:	0		
Document Status:	Initial / Add Entry		

Employee Details			
Name:	Dunn, Cara P Historical ePARs	Empl ID:	0125089 Pending - PAR -
Empl Rcd:	0		
Last Personnel Action:			
Last Transaction Date:			

Action/Reason Selection			
*Action:	<input type="text" value="Termination without Benefits"/>	*Reason:	<input type="text" value="Resignation"/>
Old Effective Date:	11/16/2014	Old Effective Sequence:	0
*Effective Date:	<input type="text"/>	Effective Sequence:	0
Last Date Worked:	<input type="text"/>	Fiscal Year:	
Vacation Hours Owed:	<input type="text"/>	Comp Time Owed:	<input type="text"/>
Comments:	<input type="text"/>		
Related ePARs (If Any):	<input type="text"/>		

Note 2-1

Note 2-2

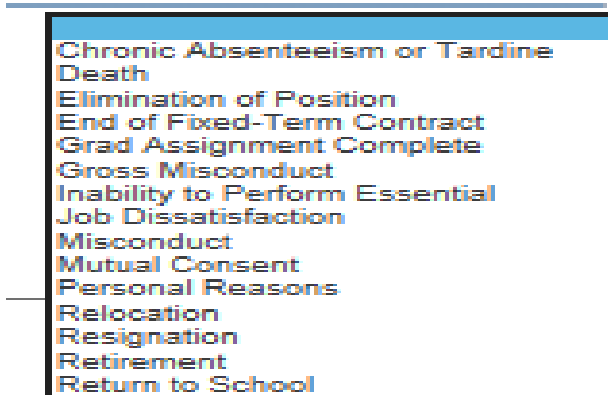
Note 2-3

2-1

Note 2-2



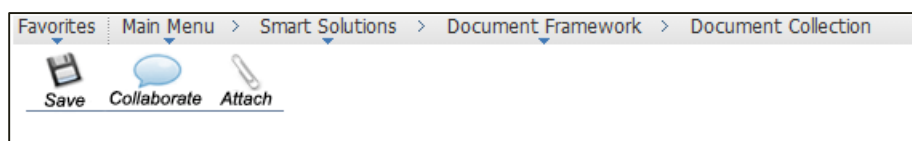
Note 2-1: Please choose the appropriate reason:



Note 2-2: The effective date is the first day the employee is no longer employed with the University. (Last Day Worked + 1)

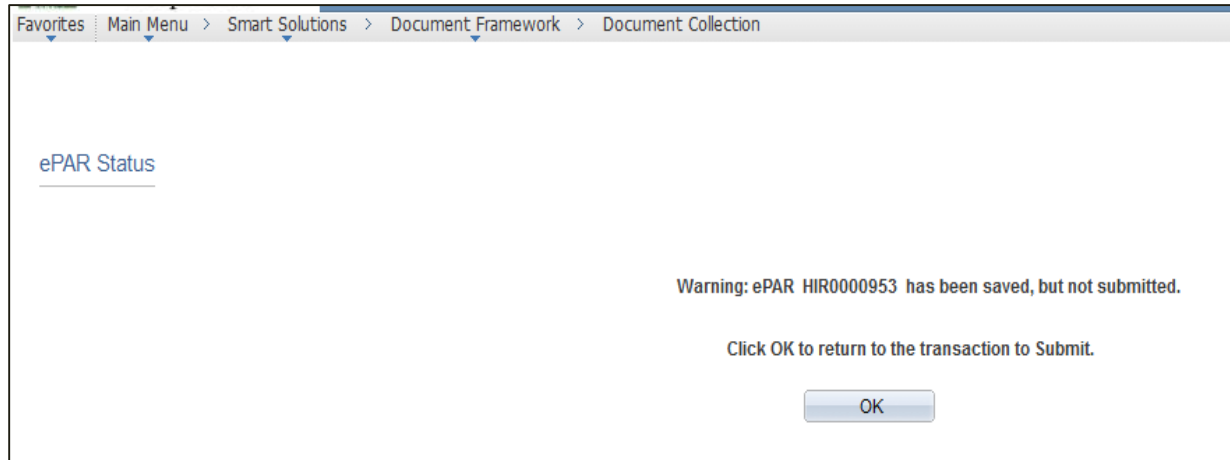
Note 2-3: Vacation hours must be filled in, if they are not owed any time please enter 0. It is preferred that Comp Time be paid via the time sheet and time reporting code CTP. If this is not possible please enter here and Payroll will pay out in their final check.

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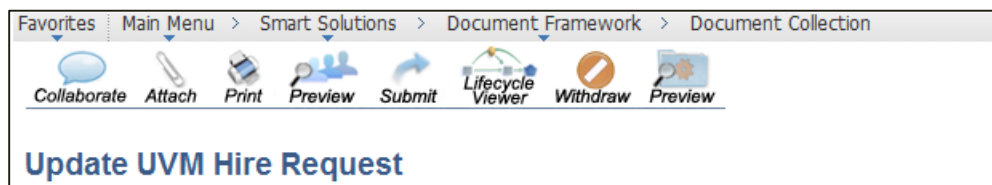




- You will then receive a message that the ePAR has been saved but not submitted.



- Select OK to submit the ePAR to work Flow. It is also at this time that the ePAR has been assigned a number.
- By clicking on the Lifecycle Viewer you will be able to see where in the Work Flow your ePAR is located at.





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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