



**Pay Rate Change 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 [hrsinfo@uvm.edu](mailto:hrsinfo@uvm.edu).

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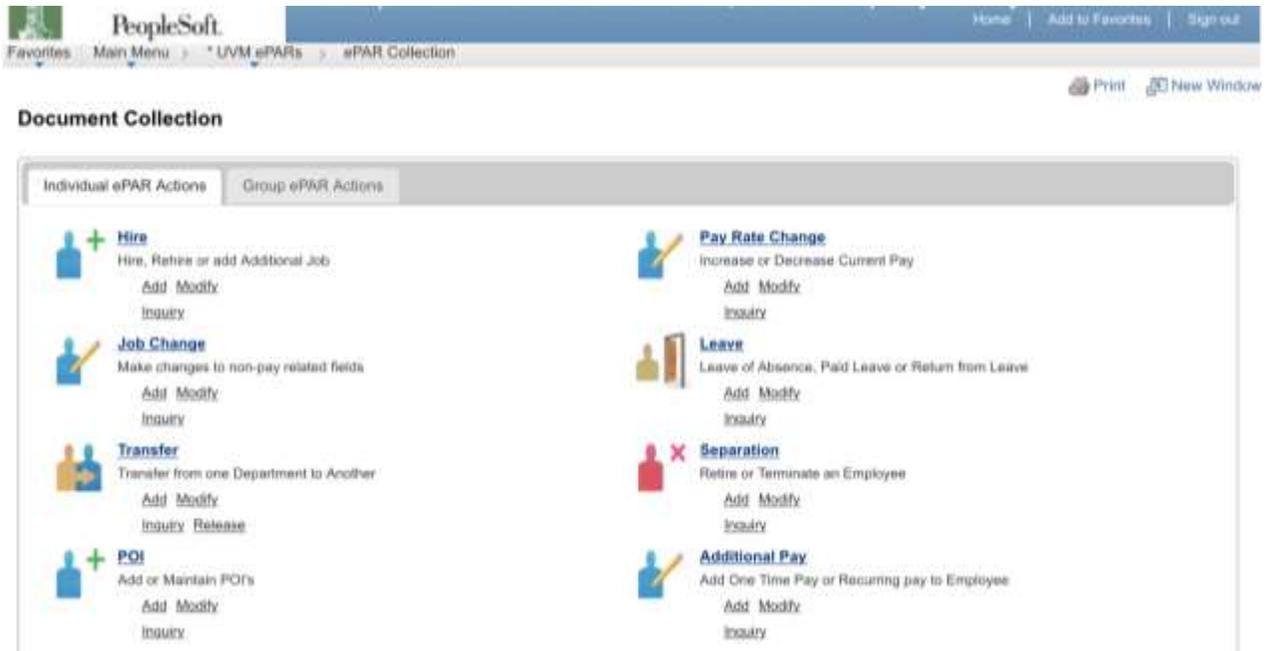


## Background

Pay Rate Change ePARs are required to increase or decrease an employee's current pay (faculty, staff, grad students). (Changes in temporary employee hourly wages are not performed via ePAR.) Remember you'll need to initiate and receive approval for most staff and many faculty pay changes in [PeopleAdmin](#) prior to initiating the ePAR.

## Navigation

1. Log in to PeopleSoft using the **Human Resources Login** [www.uvm.edu/~erp/portal](http://www.uvm.edu/~erp/portal)
2. **Navigation:** UVM ePARs>ePAR Collection and select the Pay Rate action. Select Add.

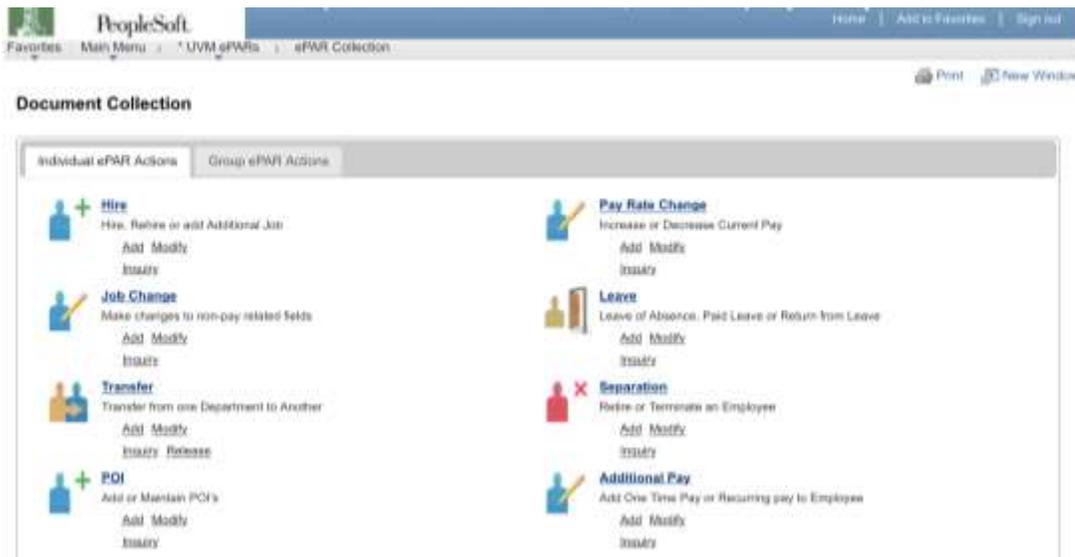




## Pay Rate Change/ Change in FTE

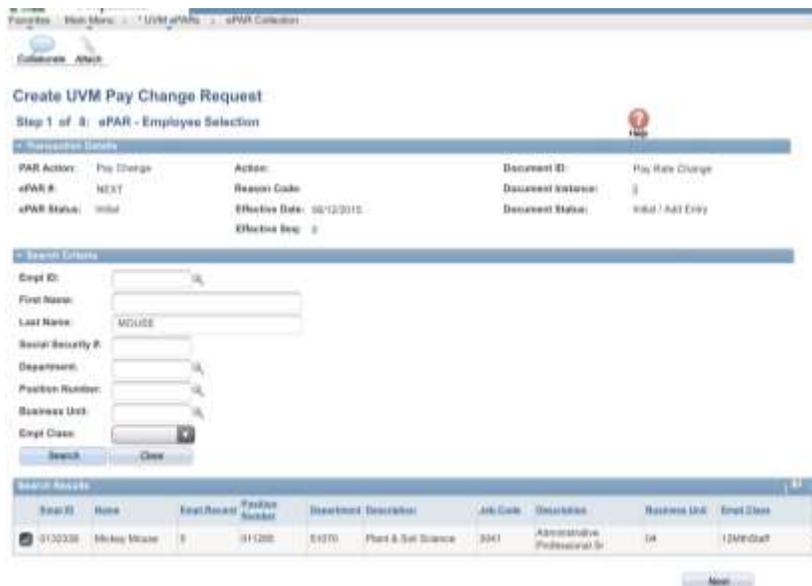
Remember you'll need to notify the employee regarding a change in FTE. A memo signed by staff member, appointment letter/contract for faculty is required to be attached to the ePAR.

### 1. Pay Rate Change - Add



### 2. Enter **Search Criteria** fields and click **Search**

**Note:** Last Name or Empl ID is recommended.





# Mini-Manual

3. Review **Search Results** and check the box for the Applicable record and click **NEXT**.

**Create UVM Pay Change Request**  
Step 1 of 3: ePAR - Employee Selection

**Transaction Details**

ePAR Action:	Pay Change	Action:	Pay Rate Change	Document ID:	
ePAR #:	NEXT	Reason Code:		Document Interest:	0
ePAR Status:	Initial	Effective Date:	02/12/2015	Document Status:	Initial / Add Entry
		Effective Seq:	0		

**Search Criteria**

Emp ID:

First Name:

Last Name:

Social Security #:

Department:

Position Number:

Business Unit:

Emp Class:

**Search Results**

Emp ID	Name	Emp Record	Position Number	Department	Description	Job Code	Description	Business Unit	Emp Class	
<input checked="" type="checkbox"/>	012238	Mikey Mouse	0	01200	04370	Plant & Soil Science	3341	Administrative Professional Sr	04	12MR-Garf

3. Choose **Pay Rate Change** in **Action** field. Choose **Change in FTE** in **Reason** field. Enter all fields and click **Next**.

**Create UVM Pay Change Request**  
Step 2 of 3: ePAR - Action/Reason

**Transaction Details**

ePAR Action:	Pay Change	Action:	Pay Rate Change	Document ID:	
ePAR #:	NEXT	Reason Code:	Change in FTE	Document Interest:	0
ePAR Status:	Initial	Effective Date:	02/12/2015	Document Status:	Initial / Add Entry
		Effective Seq:	0		

**Employee Details**

Name:  Emp ID:  Emp Post:

Last Personnel Action:

Last Transaction Date:

**Action/Reason Selection**

Action:  Reason:

Old Effective Date:  Old Effective Sequence:

New Effective Date:

New Effective Sequence:

Comments:

Related ePARs (if Any):

**Search Results**

Entered By:  Updated By:

Entered On:  Updated On:



## 4. Enter all fields and click **Next**

Step 3 of 5: ePAR Change - Job Information

PAR Action	Pay Change	Action	Pay Rate Change	Document ID	Pay Rate Change
ePAR #	1021	Reason Code	Change in FTE	Document Instance	0
ePAR Status	Open	Effective Date	10/22/2015	Document Status	Initial / Not Entry
		Effective Seq	0		

Name	Wanda Mickey	Emp ID	012210	Emp Post	0
	Historical ePARs		Reason ePARs	Last Personnel Action	
				Last Transition Date	

Job Information	Current Value	New Value
Job Indicator	Primary Job	Primary Job
Position Number	01285	01285
Business Unit	04	04
Department	0320	0320
Location Code	00	00
Reports To	00101	00101
	Admin Professional Senior Mickey Mouse	Admin Professional Senior Mickey Mouse
	Agri + Life Science	Agri + Life Science
	Plant & Soil Science	Plant & Soil Science
	100 Ag(10)	100 Ag(10)
	Assistant Professor -Interim Position	Assistant Professor -Interim Position

Job Information	Current Value	New Value
Job Code	3011	3011
Standard Hours	01.00	18.75
Standard Indicator	Classified	Classified
Empr Class	1200-000	1200-000
Officer Code	None	None
FTE	1.00000	0.66667
FLSA Status	Not FLSA Required	Not FLSA Required
Union Code	00	00
NCA Status	Subject	Subject
Regular Work	Not Applicable	Not Applicable

Previous Next

Entered By	Entered On	Modified By	Modified On

Step 4 of 5: ePAR Change - Employment, Time & Label

PAR Action	Pay Change	Action	Pay Rate Change	Document ID	Pay Rate Change
ePAR #	1021	Reason Code	Change in FTE	Document Instance	0
ePAR Status	Open	Effective Date	10/22/2015	Document Status	Initial / Not Entry
		Effective Seq	0		

Name	Wanda Mickey	Emp ID	012210	Emp Post	0
	Historical ePARs		Reason ePARs	Last Personnel Action	
				Last Transition Date	

Working Title	Current Value	New Value
	Admin Professional Senior	Admin Professional Senior

Previous Next

Entered By	Entered On	Modified By	Modified On



- Click Attach to attach required documents (letter to employee).

**Create UVM Pay Change Request**  
Step 5 of 5: ePAR Change - Compensation

**Transaction Details**

PAR Action:	Pay Change	Action:	Pay Rate Change	Document ID:	Pay Rate Change
ePAR #:	NEXT	Reason Code:	Change in FTE	Document Instance:	
ePAR Status:	Initial	Effective Date:	06/23/2015	Document Status:	Initial / Add Entry
		Effective Seq:	0		

**Employee Details**

Name:	Mouse, Mickey Historical ePARs	Empl ID:	0112138 Periodic ePARs	Empl Rcd:	
		Last Personnel Action:			
		Last Transaction Date:			

**Compensation**

Total Comp Rate Change:	Current Value	New Value
	0.000000	0.000000
Total Comp Percent Increase:	0.000	0.000

**Job Pay Components**

Current Pay Components		New Pay Components	
Rate Code	Comp Rate	Rate Code	Comp Rate
1-NAANNL	90000.00	1-NAANNL	25000

**Audit Details**

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

- Click paper clip to attach document. Click + or – to add or remove additional rows.

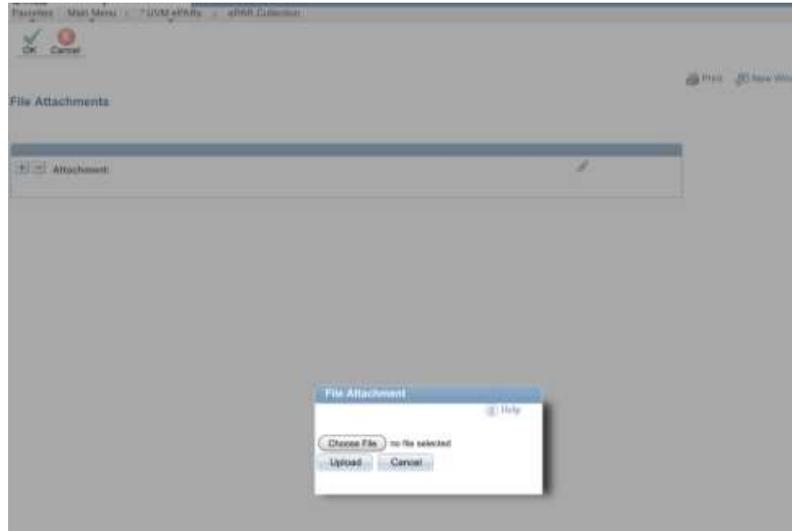
**File Attachments**

Attachment:

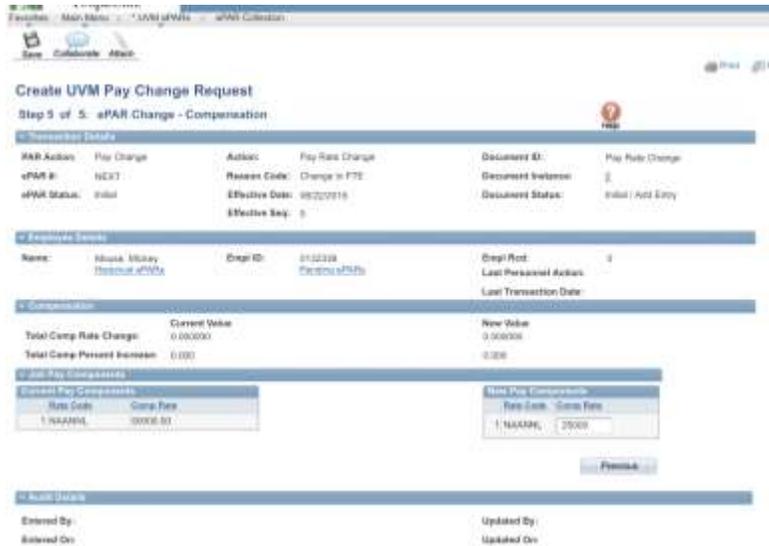


# Mini-Manual

- Click Choose File, select the applicable document and click Upload.



- On final page (Step 5 of 5), choose Save.  
**Note:** the ePAR has not been submitted yet.

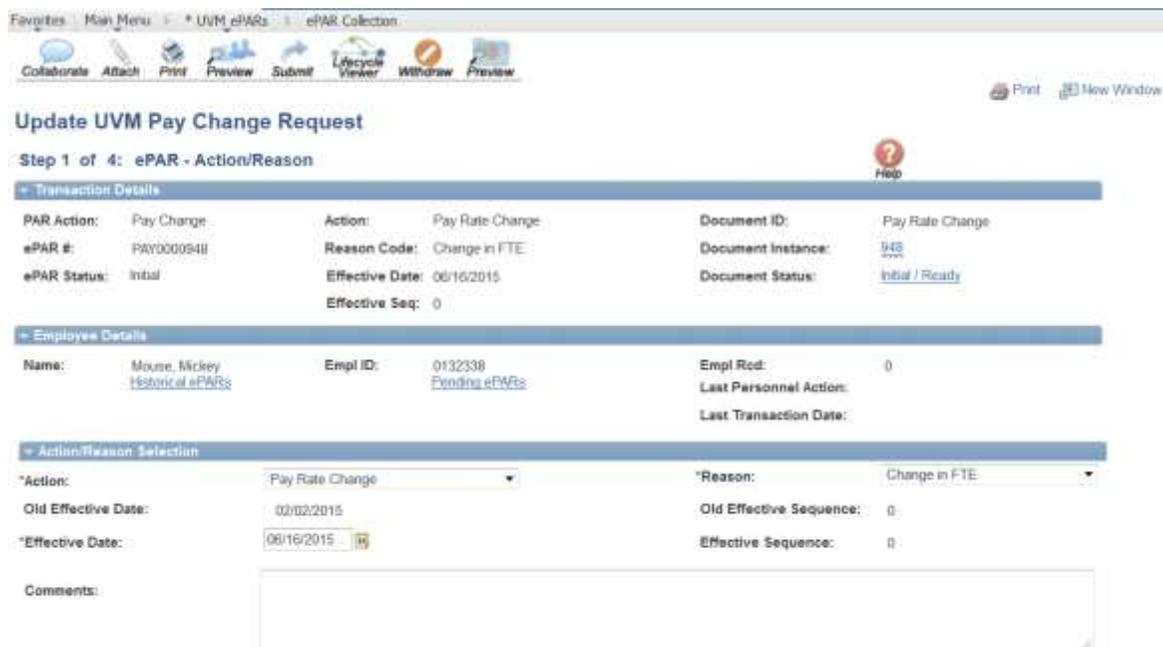




9. Click ok to return to transaction to submit.



10. Click Submit to route in workflow.





11. Approval Map is displayed. Click ok to submit ePAR.

Navigation: Favorites | Main Menu > \* LVM ePARs > ePAR Collection

OK

Submit

---

Approval Map

**ePAR Approval**

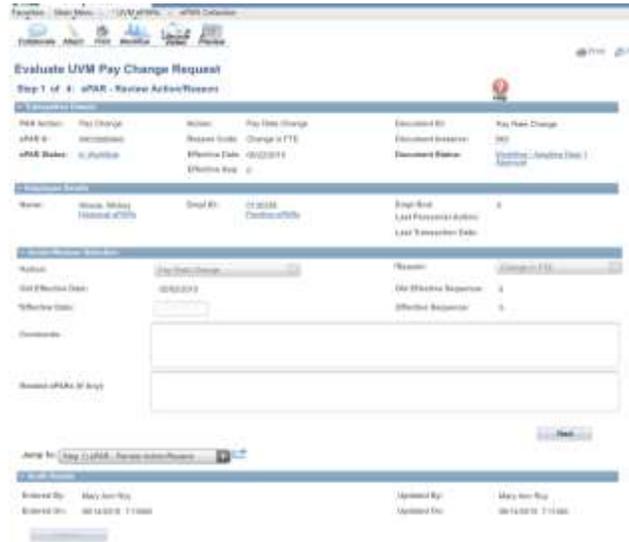
Request ID=PAY0000936:Pending

New Path

```
graph LR; A["Pending  
Multiple Approvers  
Dept Approver 1"] --> B["Not Routed  
Richard Farus  
Dept Approver 2"]; B --> C["Not Routed  
Multiple Approvers  
Human Resources"]; C --> D["Not Routed  
Multiple Approvers  
Payroll"];
```

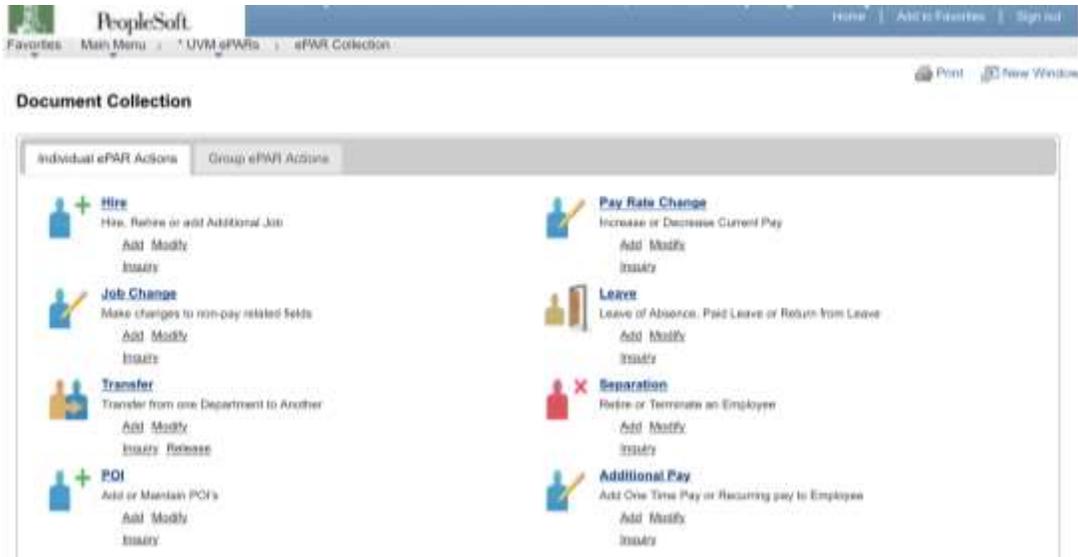


12. Document Status field reflects where ePAR is in workflow.



## Pay Rate Change/Correction

1. Pay Rate Change - Add





2. Enter **Search Criteria** fields and click **Search**

**Note:** Last Name or Empl ID is recommended.

**Create UVM Pay Change Request**  
Step 1 of 3: aPAR - Employee Selection

**Transaction Details**

PAR Action:	Pay Change	Action:		Document ID:	Pay Rate Change
aPAR #:	NEXT	Reason Code:		Document Instance:	
aPAR Status:	init	Effective Date:	02/12/2015	Document Status:	INIT / Add Entry
		Effective Seq:	0		

**Search Criteria**

Empl ID:

First Name:

Last Name:

Social Security #:

Department:

Position Number:

Business Unit:

Empl Class:

**Search Results**

Empl ID	Name	Empl Record	Profile Number	Department	Description	Job Code	Description	Business Unit	Empl Class	
<input checked="" type="checkbox"/>	010238	McKey Mouse	0	01020	01070	Plant & Soil Science	3041	Administrative Professional Sr	04	12M/Draft

3. Review **Search Results** and check the box for the Applicable record and click **NEXT**.

**Create UVM Pay Change Request**  
Step 1 of 3: aPAR - Employee Selection

**Transaction Details**

PAR Action:	Pay Change	Action:		Document ID:	Pay Rate Change
aPAR #:	NEXT	Reason Code:		Document Instance:	
aPAR Status:	init	Effective Date:	02/12/2015	Document Status:	INIT / Add Entry
		Effective Seq:	0		

**Search Criteria**

Empl ID:

First Name:

Last Name:

Social Security #:

Department:

Position Number:

Business Unit:

Empl Class:

**Search Results**

Empl ID	Name	Empl Record	Profile Number	Department	Description	Job Code	Description	Business Unit	Empl Class	
<input checked="" type="checkbox"/>	010238	McKey Mouse	0	01020	01070	Plant & Soil Science	3041	Administrative Professional Sr	04	12M/Draft





# Mini-Manual

- 6. Click Attach to attach required documents (notification or appointment letter to employee).

Employee: Main Menu: UVM ePARS: ePAR Collection

Home Dashboard Attach

### Create UVM Pay Change Request

Step 3 of 5: ePAR Change - Compensation

**Transaction Dates**

PAR Action: Pay Change	Action: Pay Rate Change	Document ID: Pay Rate Change
ePAR #: 2637	Reason Code: Correction	Document Instance: 2
ePAR Status: Initial	Effective Date: 06/22/2015	Document Status: Initial / Add Entry
Effective Seq: 0		

**Employee Details**

Name: Miska, Mickey	Empl ID: 012238	Empl Rod: 0
Thompson, ePARS	Thompson, ePARS	Last Personnel Action:
Last Transaction Date:		

**Employment Data**

	Current Value	New Value
Total Comp Rate Change:	0.00000	0.00000
Total Comp Percent Increase:	0.000	0.000

**Pay Rate Information**

Rate Code	Current Rate	New Rate
1 SALARY	2000.00	2000.00

Previous Next

**Audit Details**

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

Employee: Main Menu: UVM ePARS: ePAR Collection

Home Dashboard Attach

### Create UVM Pay Change Request

Step 4 of 5: ePAR Change - Employment, Time & Labor

**Transaction Dates**

PAR Action: Pay Change	Action: Pay Rate Change	Document ID: Pay Rate Change
ePAR #: HEKT	Reason Code: Correction	Document Instance: 2
ePAR Status: Initial	Effective Date: 06/22/2015	Document Status: Initial / Add Entry
Effective Seq: 0		

**Employee Details**

Name: Miska, Mickey	Empl ID: 012238	Empl Rod: 0
Thompson, ePARS	Thompson, ePARS	Last Personnel Action:
Last Transaction Date:		

**Employment Data**

	Current Value	New Value
Working Title:	Admin Professional Senior	Admin Professional Senior

Previous Next

**Audit Details**

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

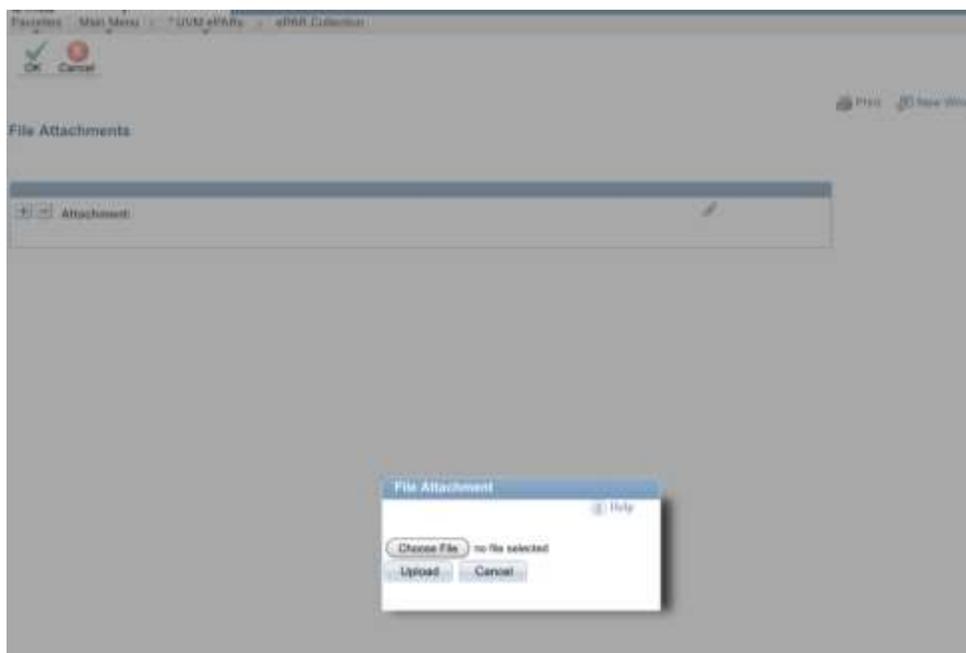


## Mini-Manual

7. Click paper clip to attach document. Click + or – to add or remove additional rows.



8. Click Choose File, select the applicable document and click Upload.





13. On final page (Step 5 of 5), choose Save.

**Note:** the ePAR has not been submitted yet.



14. Click ok to return to transaction to submit.





15. Click Submit to route in workflow.

16. Approval Map is displayed. Click ok to submit ePAR.



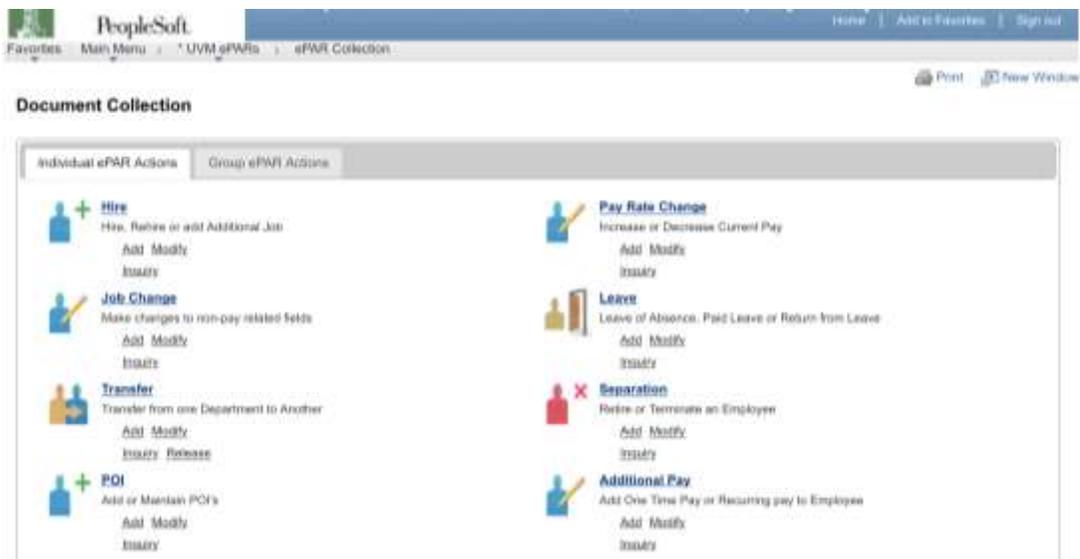
17. Document Status field reflects where ePAR is in workflow.



## Pay Rate Change/Reclassification

Remember you'll need to initiate and receive approval for a Reclassification action for staff positions in [PeopleAdmin](#) prior to initiating the ePAR.

### 1. Pay Rate Change - Add





2. Enter **Search Criteria** fields and click **Search**

**Note:** Last Name or Empl ID is recommended.

**Create UVM Pay Change Request**  
Step 1 of 3: aPAR - Employee Selection

**Transaction Details**

PAR Action:	Pay Change	Action:		Document ID:	Pay Rate Change
aPAR #:	NEXT	Reason Code:		Document Instance:	
aPAR Status:	init	Effective Date:	02/12/2015	Document Status:	INIT / Add Entry
		Effective Seq:	0		

**Search Criteria**

Empl ID:

First Name:

Last Name:

Social Security #:

Department:

Position Number:

Business Unit:

Empl Class:

**Search Results**

Empl ID	Name	Empl Record	Profile Number	Department	Description	Job Code	Description	Business Unit	Empl Class	
<input checked="" type="checkbox"/>	010238	McKey Mouse	0	01020	01070	Plant & Soil Science	3041	Administrative Professional Sr	04	12M/Daft

3. Review **Search Results** and check the box for the Applicable record and click **NEXT**.

**Create UVM Pay Change Request**  
Step 1 of 3: aPAR - Employee Selection

**Transaction Details**

PAR Action:	Pay Change	Action:		Document ID:	Pay Rate Change
aPAR #:	NEXT	Reason Code:		Document Instance:	
aPAR Status:	init	Effective Date:	02/12/2015	Document Status:	INIT / Add Entry
		Effective Seq:	0		

**Search Criteria**

Empl ID:

First Name:

Last Name:

Social Security #:

Department:

Position Number:

Business Unit:

Empl Class:

**Search Results**

Empl ID	Name	Empl Record	Profile Number	Department	Description	Job Code	Description	Business Unit	Empl Class	
<input checked="" type="checkbox"/>	010238	McKey Mouse	0	01020	01070	Plant & Soil Science	3041	Administrative Professional Sr	04	12M/Daft



# Mini-Manual

4. Choose Pay Rate Change in Action field. Choose Job Reclassification in Reason field.
5. Enter all fields and click Next

UVM Home Main Menu UVM ePARs ePAR Collection

Collaborate Attach

### Create UVM Pay Change Request

Step 3 of 5: ePAR Change - Job Information

**Transaction Details**

PAR Action:	Pay Change	Action:	Pay Rate Change	Document ID:	Pay Rate Change
ePAR #:	NEXT	Reason Code:	Job Reclassification	Document Instance:	0
ePAR Status:	Initial	Effective Date:	06/16/2015	Document Status:	Initial / Add Entry
		Effective Seq:	0		

**Employee Details**

Name:	Mouse, Mickey Historical ePARs	Empl ID:	0132338 Pending ePARs	Empl Rcd:	0
				Last Personnel Action:	
				Last Transaction Date:	

**Employment Data**

	Current Value	New Value
Working Title:	Admin Professional Senior	Manager - Amusements

PAR Action: Pay Change    Action: Pay Rate Change    Document ID: Pay Rate Change  
 Reason Code: Job Reclassification    Document Instance: 0

UVM Home Main Menu UVM ePARs ePAR Collection

Collaborate Attach

Print

Previous Next



# Mini-Manual

- 6. Click Attach to attach required documents (notification or appointment letter to employee).

**Create UVM Pay Change Request**  
Step 5 of 5: ePAR Change - Compensation

**Transaction Details**

ePAR Action:	Pay Change	Action:	Pay Rate Change	Document ID:	Pay Rate Change
ePAR #:	NEXT	Reason Code:	Job Reclassification	Document Instance:	1
ePAR Status:	Initial	Effective Date:	06/18/2015	Document Status:	Initial / Add Entry
		Effective Seq:	0		

**Employee Details**

Name:	Moose, Mickey Historical ePARs	Empl ID:	0132338 Existing ePARs	Empl Rod:	0
		Last Personnel Action:		Last Transaction Date:	

**Job Pay Components**

Current Pay Components		New Pay Components	
Rate Code	Comp Rate	Rate Code	Comp Rate
1 NAANPL	\$0000.00	1 NAANPL	10000

Previous

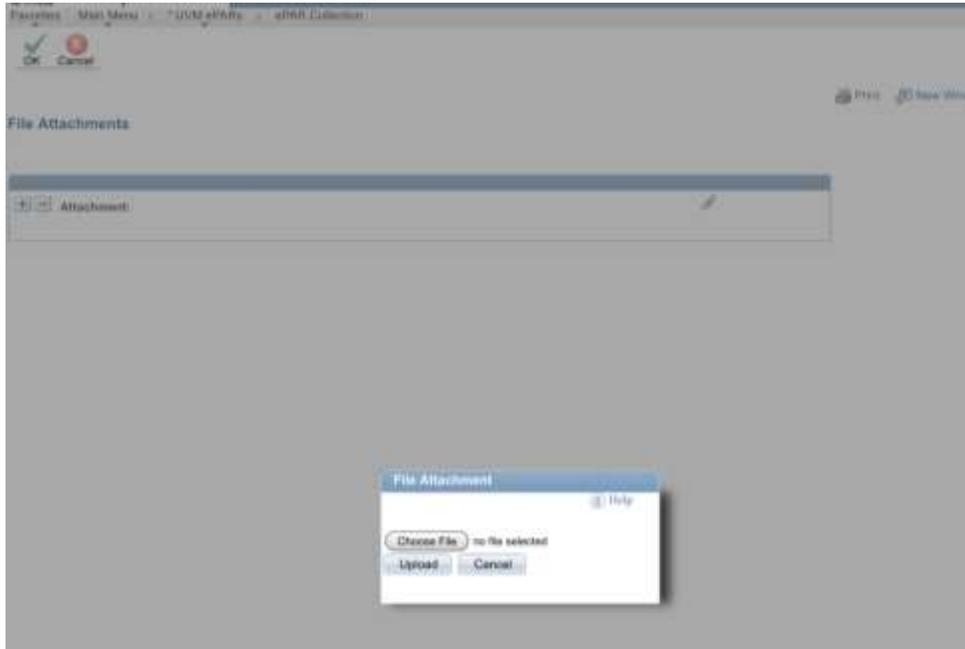
- 7. Click paper clip to attach document. Click + or – to add or remove additional rows.

**File Attachments**

Attachment:
📎



8. Click Choose File, select the applicable document and click Upload.



9. On final page (Step 5 of 5), choose Save.  
**Note:** the ePAR has not been submitted yet.

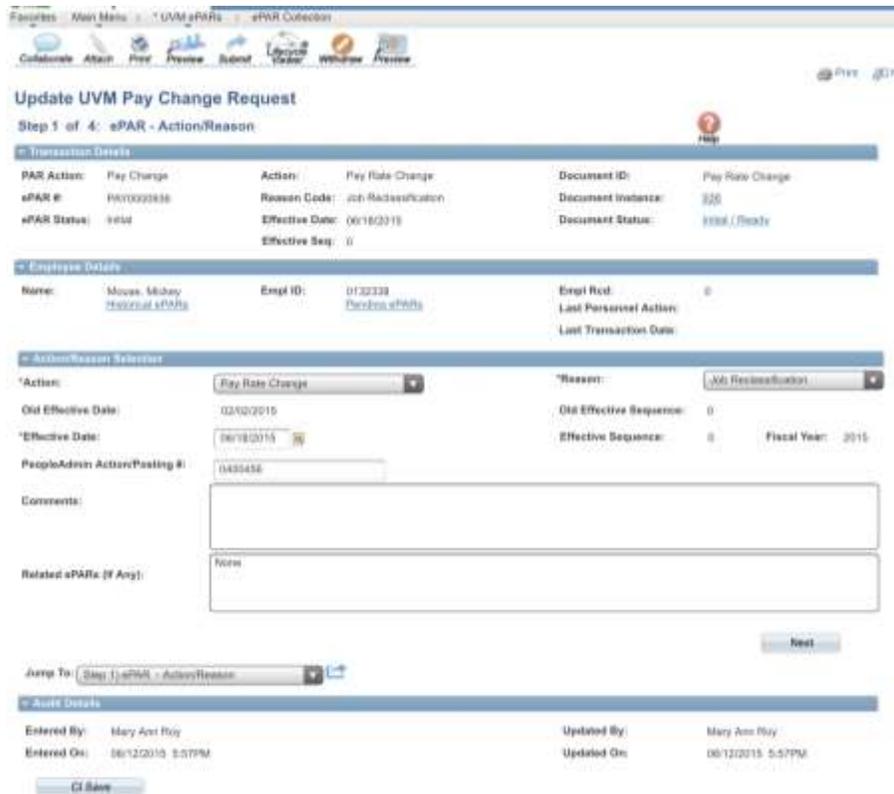




10. Click ok to return to transaction to submit.



11. Click Submit to route in workflow.





12. Approval Map is displayed. Click ok to submit ePAR.

Favorites Main Menu \* UVM ePARs ePAR Collection

OK

Submit

Approval Map

**ePAR Approval**

Request ID=PAY0000936:Pending

New Path

```

graph LR
    A["Pending  
Multiple Approvers  
Dept Approver 1"] --> B["Not Routed  
Richard Farus  
Dept Approver 2"]
    B --> C["Not Routed  
Multiple Approvers  
Human Resources"]
    C --> D["Not Routed  
Multiple Approvers  
Payroll"]
  
```

13. Document Status field reflects where ePAR is in workflow.

Favorites Main Menu \* UVM ePARs ePAR Collection

Collaborate Attach Print Workflow License Validator Preview

Evaluate UVM Pay Change Request

Step 1 of 4: ePAR - Review Action/Reason

Transaction Details

PAR Action: Pay Change	Action: Pay Rate Change	Document ID: Pay Rate Change
ePAR #: PW0000936	Reason Code: Job Reclassification	Document Instance: 936
ePAR Status: <a href="#">View Full</a>	Effective Date: 08/18/2015	Document Status: <a href="#">Workflow / Pending Dept L Approval</a>
	Effective Seq: 0	

Employee Details

Name: Mouse, Mickey	Empl ID: 0132338	Empl Rcd: 0
<a href="#">Historical ePARs</a>	<a href="#">Pending ePARs</a>	Last Personnel Action:
		Last Transaction Date:

Action/Reason Selection

*Action: <input type="text" value="Pay Rate Change"/>	*Reason: <input type="text" value="Job Reclassification"/>
Old Effective Date: 02022015	Old Effective Sequence: 0
*Effective Date: <input type="text"/>	Effective Sequence: 0 Fiscal Year: 2015
PeopleAdmin Action/Posting #: <input type="text"/>	
Comments: <input type="text"/>	
Related ePARs (if Any): <input type="text" value="None"/>	

Next

Jump To:

Audit Details

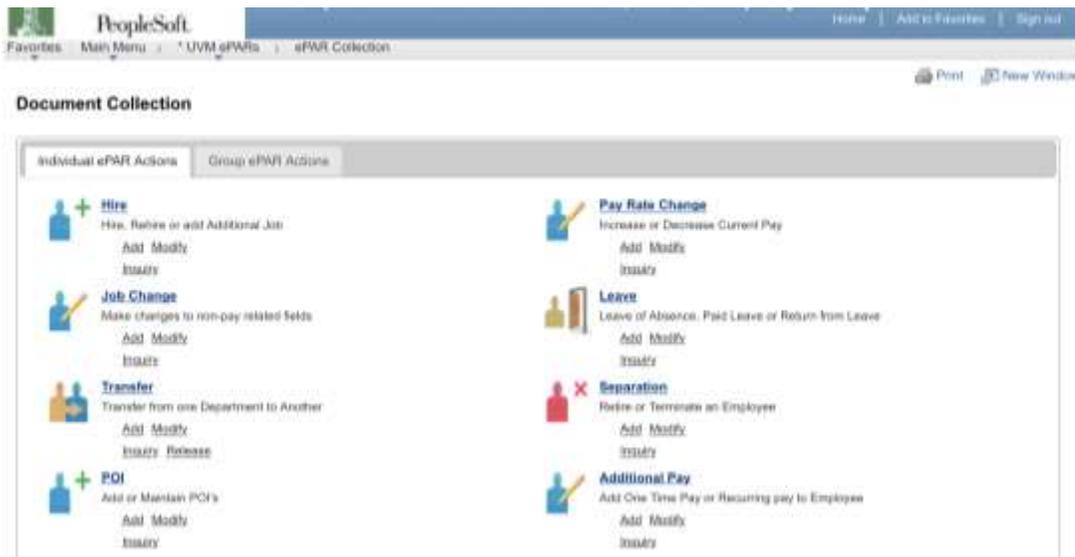
Entered By: Mary Ann Roy	Updated By: Mary Ann Roy
Entered On: 08/12/2015 5:57PM	Updated On: 08/12/2015 6:01PM



## Pay Rate Change/Off Cycle Increase

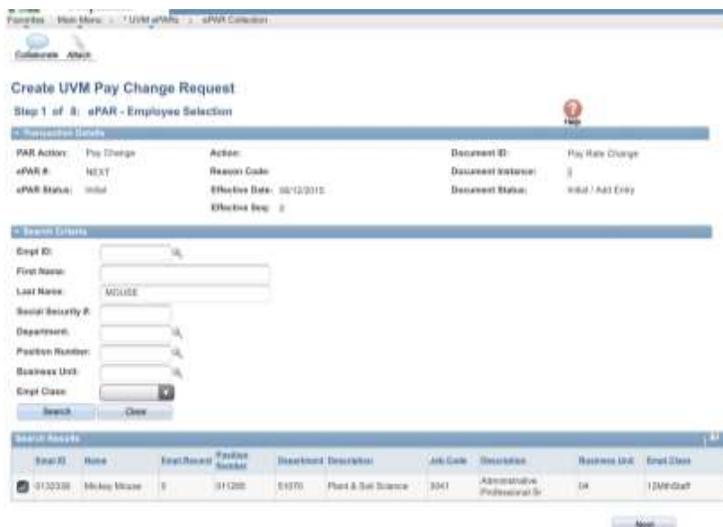
Remember you'll need to initiate and receive approval for an Off Cycle Increase action for staff positions in [PeopleAdmin](#) prior to initiating the ePAR.

### 1. Pay Rate Change - Add



### 2. Enter **Search Criteria** fields and click **Search**

**Note:** Last Name or Empl ID is recommended.





# Mini-Manual

3. Review **Search Results** and check the box for the Applicable record and click **NEXT**.

**Create UVM Pay Change Request**  
Step 1 of 3: ePAR - Employee Selection

**Search Criteria**

Emp ID:   
 First Name:   
 Last Name:   
 Social Security #:   
 Department:   
 Position Number:   
 Business Unit:   
 Emp Class:

Emp ID	Name	Emp Record	Position Number	Department	Description	Job Code	Description	Business Unit	Emp Class
012228	Mikey Mouse	0	012200	04370	Plant & Soil Science	3341	Administrative Professional Sr	04	12MR-Garf

18. Choose **Pay Rate Change** in **Action** field. Choose **Off Cycle Increase** in **Reason** field.

**Create UVM Pay Change Request**  
Step 2 of 3: ePAR - Action/Reason

**Search Criteria**

Emp ID:   
 First Name:   
 Last Name:   
 Social Security #:   
 Department:   
 Position Number:   
 Business Unit:   
 Emp Class:

Emp ID	Name	Emp Record	Position Number	Department	Description	Job Code	Description	Business Unit	Emp Class
012228	Mikey Mouse	0	012200	04370	Plant & Soil Science	3341	Administrative Professional Sr	04	12MR-Garf

**Action**:   
**Reason**:

**Effective Date**:   
**Effective Seq**:

**Comments**:





## Mini-Manual

20. Click Attach to attach required documents (notification or appointment letter to employee).

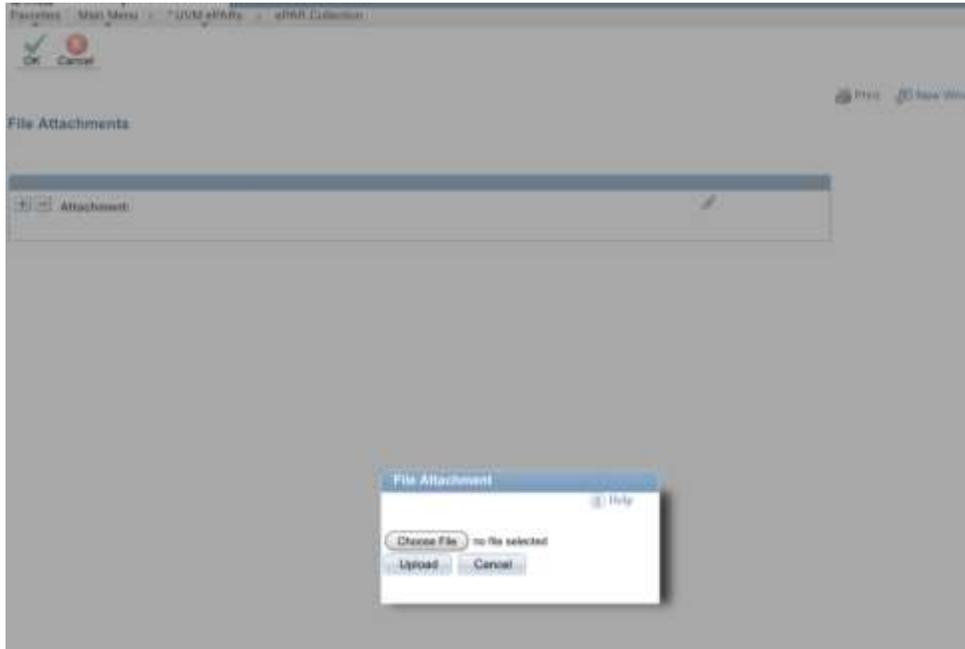


21. Click paper clip to attach document. Click + or – to add or remove additional rows.





**22. Click Choose File, select the applicable document and click Upload.**



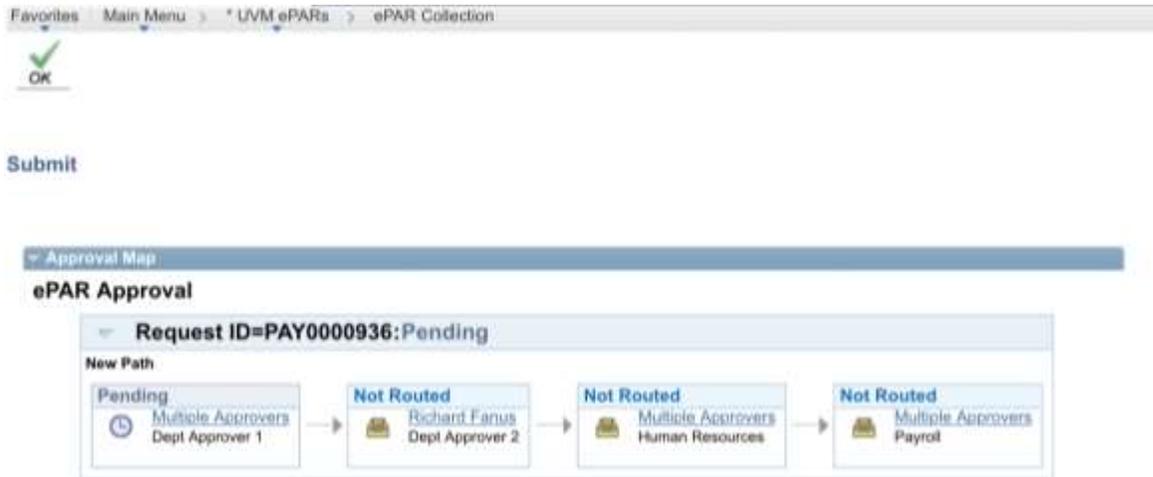
**23. On final page (Step 5 of 5), choose Save.**  
**Note: the ePAR has not been submitted yet.**



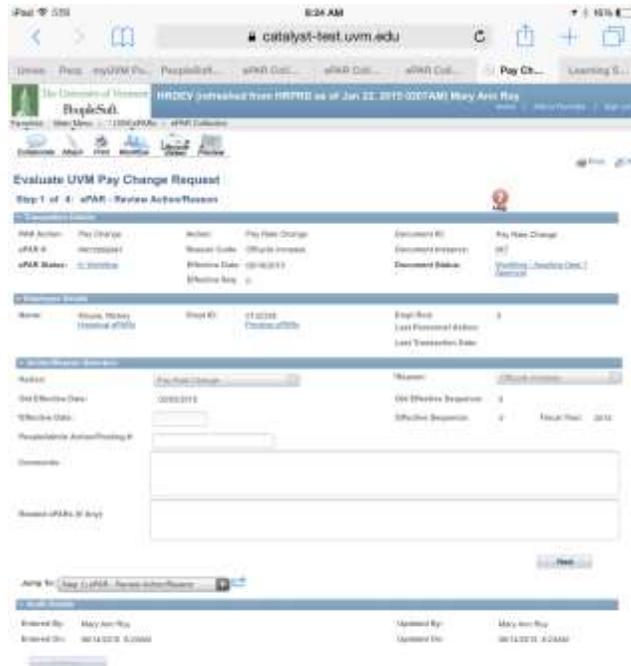




26. Approval Map is displayed. Click ok to submit ePAR.



27. Document Status field reflects where ePAR is in workflow.

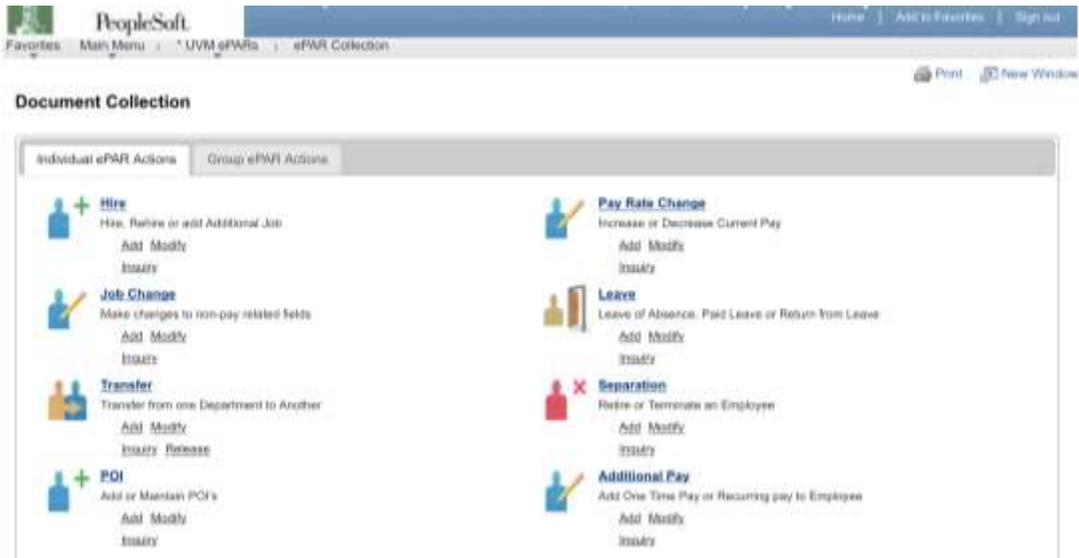




## Pay Rate Change/Other

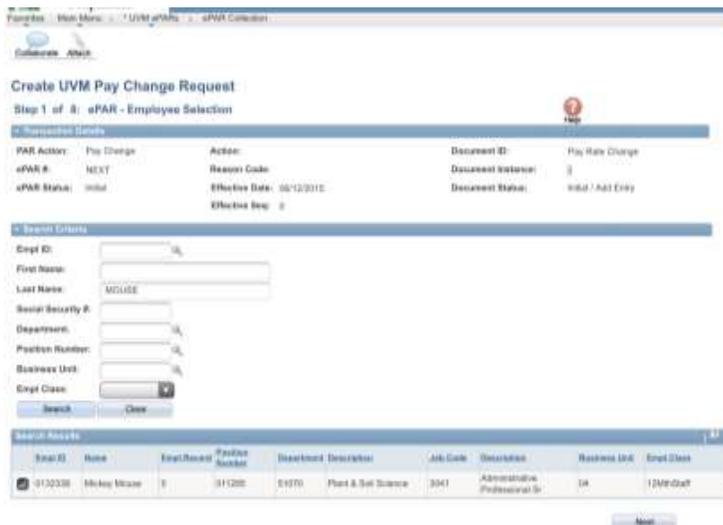
Remember you'll need to ...

### 1. Pay Rate Change - Add



### 2. Enter **Search Criteria** fields and click **Search**

**Note:** Last Name or Empl ID is recommended.





# Mini-Manual

3. Review **Search Results** and check the box for the Applicable record and click **NEXT**.

**Create UVM Pay Change Request**  
Step 1 of 3: ePAR - Employee Selection

**Search Criteria**

Emp ID:   
 First Name:   
 Last Name:   
 Social Security #:   
 Department:   
 Position Number:   
 Business Unit:   
 Emp Class:

**Search Results**

Emp ID	Name	Emp Record	Position Number	Department	Description	Job Code	Description	Business Unit	Emp Class
012228	Mikey Mouse	0	01228	0070	Plant & Soil Science	0041	Administrative Professional Sr	04	12M/Gaft

4. Choose Pay Rate Change in Action field. Choose Other in Reason field.

**Create UVM Pay Change Request**  
Step 2 of 3: Admin/Reason

**Search Criteria**

Emp ID:   
 First Name:   
 Last Name:   
 Social Security #:   
 Department:   
 Position Number:   
 Business Unit:   
 Emp Class:

**Search Results**

Emp ID	Name	Emp Record	Position Number	Department	Description	Job Code	Description	Business Unit	Emp Class
012228	Mikey Mouse	0	01228	0070	Plant & Soil Science	0041	Administrative Professional Sr	04	12M/Gaft

**Action**:   
**Reason**:   
**Effective Date**:   
**Effective Seq**:





## Mini-Manual

6. Click Attach to attach required documents (notification or appointment letter to employee).

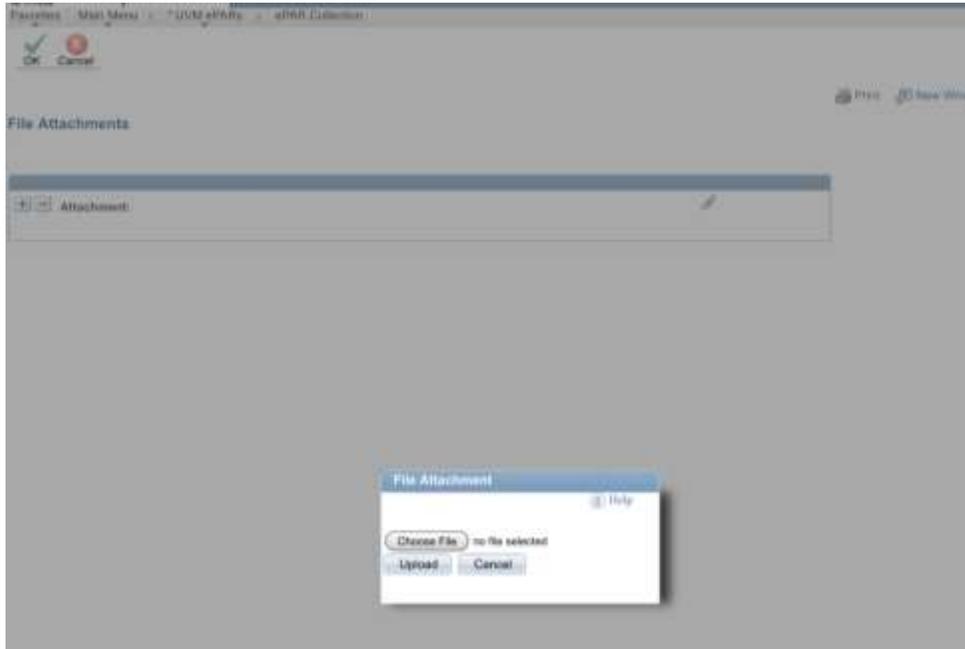


7. Click paper clip to attach document. Click + or – to add or remove additional rows.





8. Click Choose File, select the applicable document and click Upload.



9. On final page (Step 5 of 5), choose Save.  
Note: the ePAR has not been submitted yet.

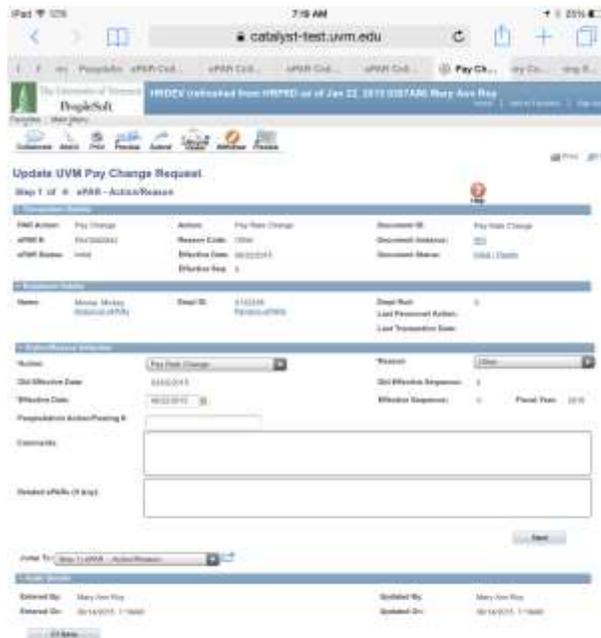




10. Click ok to return to transaction to submit.



11. Click Submit to route in workflow.

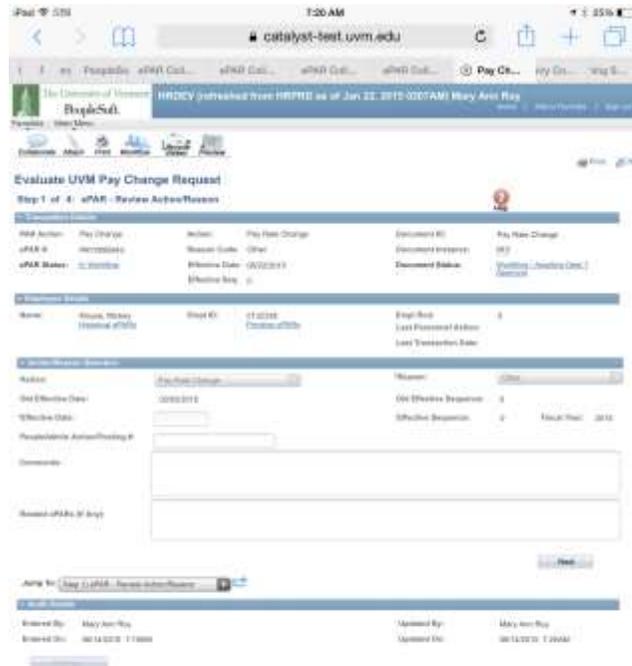




12. Approval Map is displayed. Click ok to submit ePAR.



13. Document Status field reflects where ePAR is in workflow.

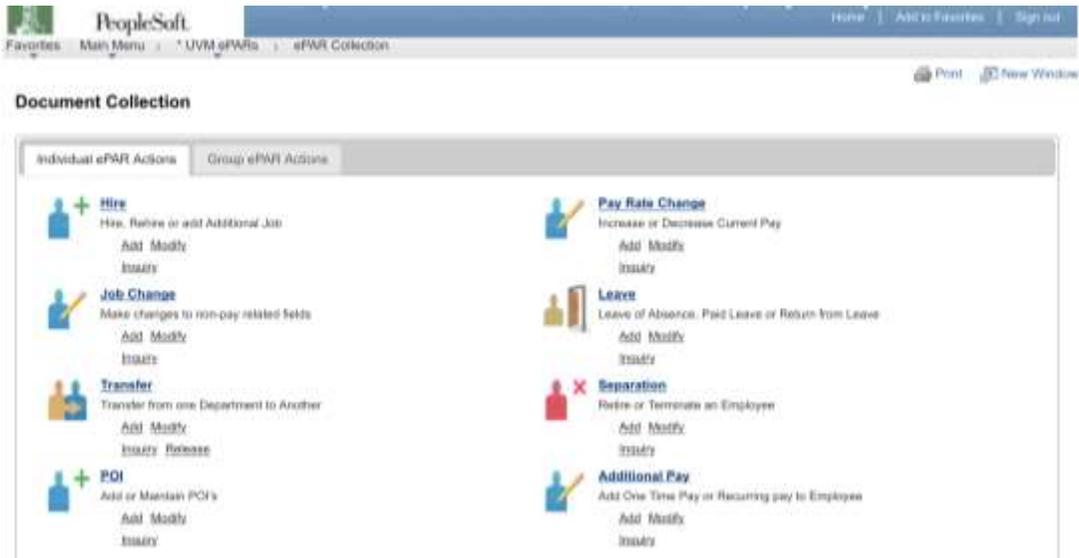




## Pay Rate Change/Probation Increase

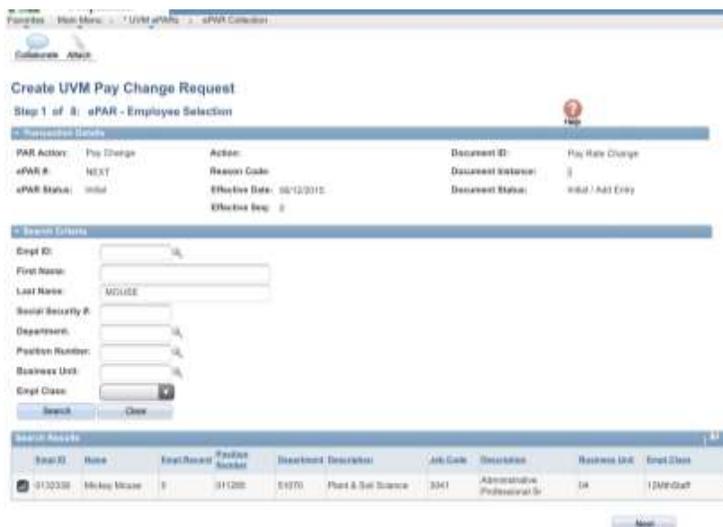
Remember you'll need to ...

### 1. Pay Rate Change - Add



### 2. Enter **Search Criteria** fields and click **Search**

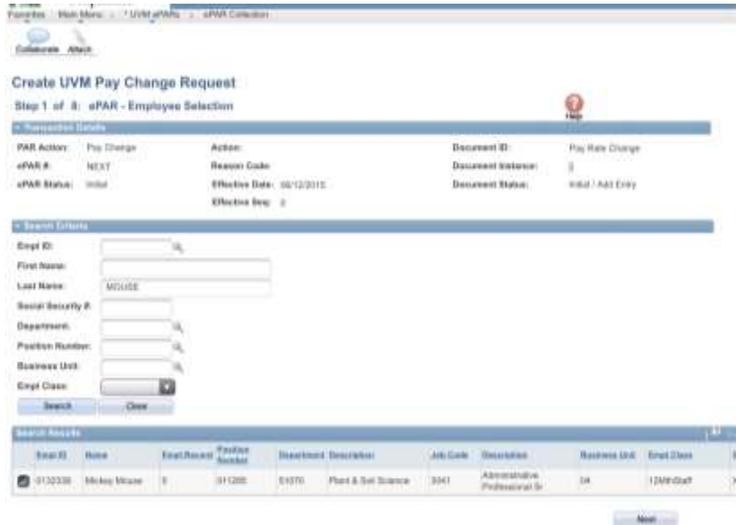
**Note:** Last Name or Empl ID is recommended.





# Mini-Manual

3. Review **Search Results** and check the box for the Applicable record and click **NEXT**.



4. Choose **Pay Rate Change** in Action field. Choose **Probation Increase** in Reason field.





## 5. Enter all fields and click **Next**

**Create UVM Pay Change Request**  
Step 6 of 6: UVM Change Administration

UVM Number	150170000	UVM#	150170000000	Department ID	150170000
UVM#	15017	Request Status	Final/Completed	Request Category	0
UVM Status	Open	Request Date	06/22/2015	Request Status	Open/In Progress
Workflow Step	0				

Name	John Smith 150170000	UVM#	150170000000	Request ID	0
				Last Requested Salary	150170000000

Job Number	150170000	Job Title	150170000
Position Number	150170000	Position Description	150170000
Request Type	0	Request Category	0
Request Date	06/22/2015	Request Status	Open/In Progress
Request Category	0	Request Status	Open/In Progress
Request Date	06/22/2015	Request Status	Open/In Progress
Request Category	0	Request Status	Open/In Progress

Job Title	150170000	Request ID	0
Request Status	Open/In Progress	Request Category	0
Request Date	06/22/2015	Request Status	Open/In Progress
Request Category	0	Request Status	Open/In Progress
Request Date	06/22/2015	Request Status	Open/In Progress
Request Category	0	Request Status	Open/In Progress

Request ID	0	Request ID	0
Request Date	06/22/2015	Request Date	06/22/2015

**Create UVM Pay Change Request**  
Step 6 of 6: UVM Change Administration

UVM Number	150170000	UVM#	150170000000	Department ID	150170000
UVM#	15017	Request Status	Final/Completed	Request Category	0
UVM Status	Open	Request Date	06/22/2015	Request Status	Open/In Progress
Workflow Step	0				

Name	John Smith 150170000	UVM#	150170000000	Request ID	0
				Last Requested Salary	150170000000

Job Title	150170000	Request ID	0
Request Status	Open/In Progress	Request Category	0
Request Date	06/22/2015	Request Status	Open/In Progress
Request Category	0	Request Status	Open/In Progress
Request Date	06/22/2015	Request Status	Open/In Progress
Request Category	0	Request Status	Open/In Progress

Request ID	0	Request ID	0
Request Date	06/22/2015	Request Date	06/22/2015



## Mini-Manual

6. Click Attach to attach required documents (notification or appointment letter to employee).

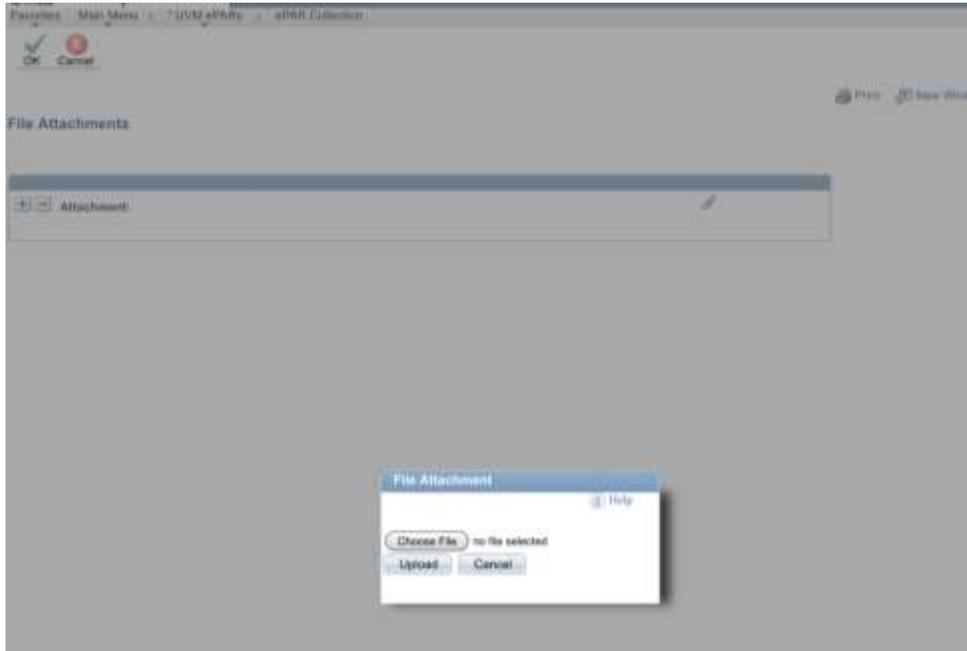


7. Click paper clip to attach document. Click + or – to add or remove additional rows.





8. Click Choose File, select the applicable document and click Upload.



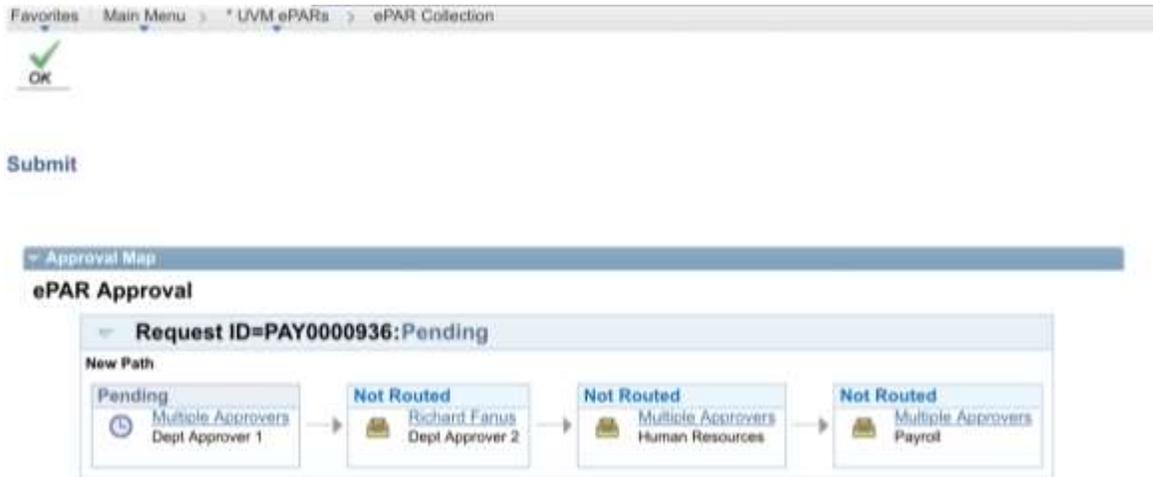
28. On final page (Step 5 of 5), choose Save.  
Note: the ePAR has not been submitted yet.



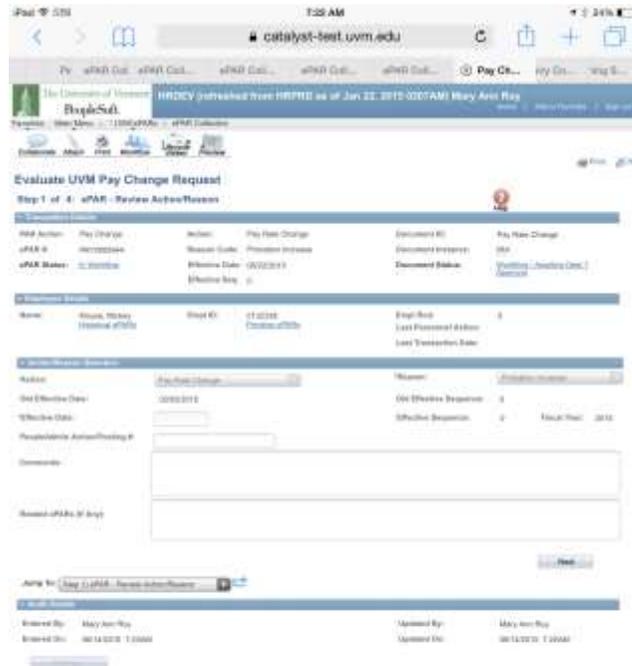




### 31. Approval Map is displayed. Click ok to submit ePAR.



### 32. Document Status field reflects where ePAR is in workflow.

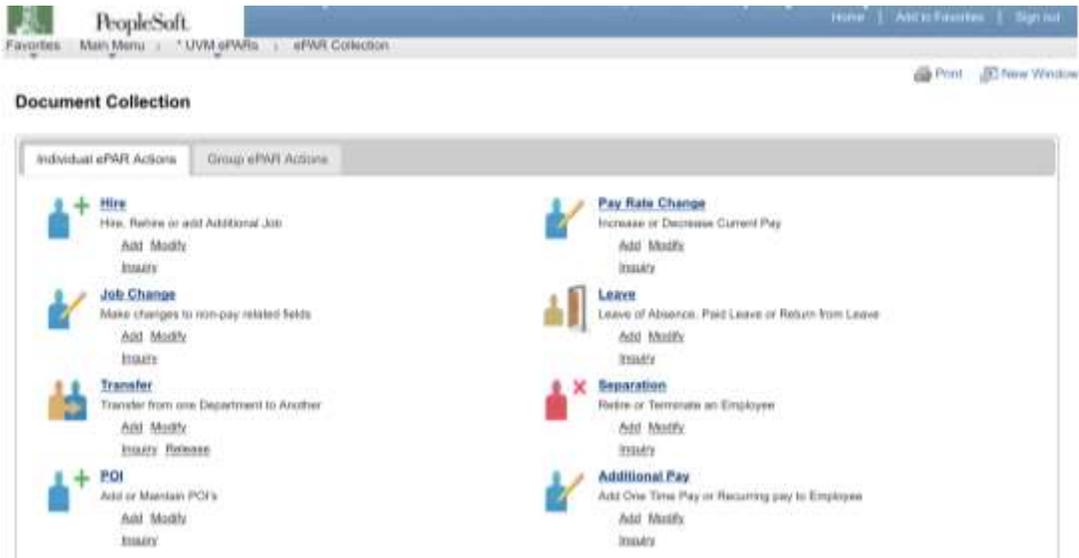




## Pay Rate Change/Promotion

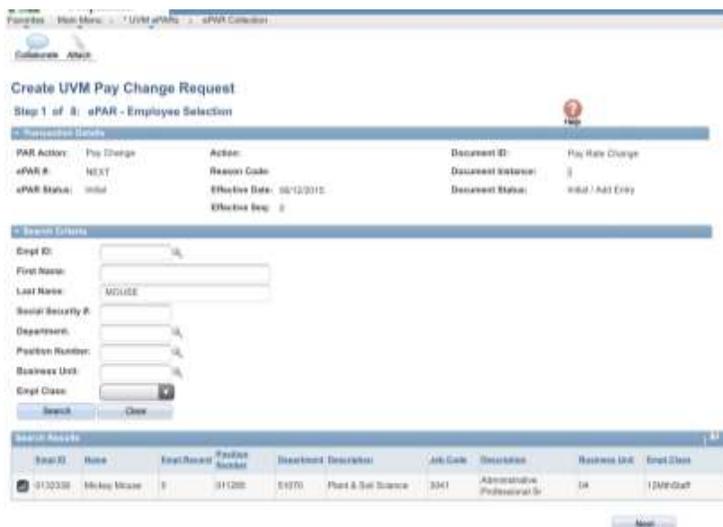
Remember you'll need to initiate and receive approval for a .....

### 1. Pay Rate Change - Add



### 2. Enter **Search Criteria** fields and click **Search**

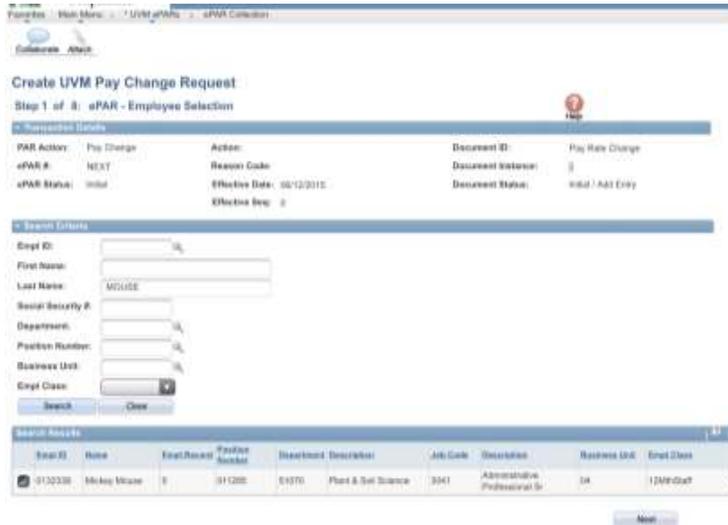
**Note:** Last Name or Empl ID is recommended.



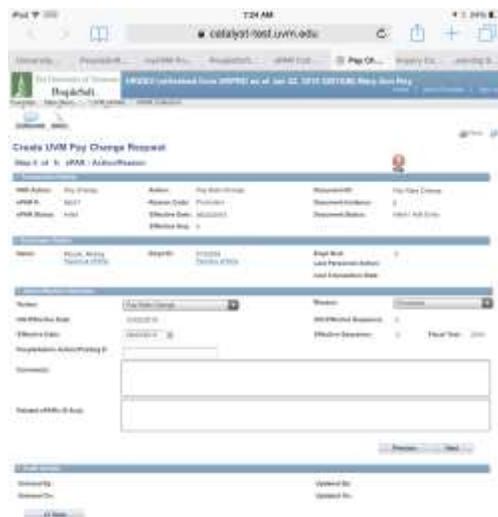


# Mini-Manual

3. Review **Search Results** and check the box for the Applicable record and click **NEXT**.



4. Choose **Pay Rate Change** in Action field. Choose **Promotion** in Reason field.





## 5. Enter all fields and click **Next**

Step 3 of 5: sMBA Change Job Information

Job Title	Job Title	Job Title	Job Title
Job Code	Job Code	Job Code	Job Code
Job Family	Job Family	Job Family	Job Family
Job Grade	Job Grade	Job Grade	Job Grade
Job Location	Job Location	Job Location	Job Location
Job Status	Job Status	Job Status	Job Status
Job Type	Job Type	Job Type	Job Type
Job Description	Job Description	Job Description	Job Description
Job Duties	Job Duties	Job Duties	Job Duties
Job Responsibilities	Job Responsibilities	Job Responsibilities	Job Responsibilities
Job Qualifications	Job Qualifications	Job Qualifications	Job Qualifications
Job Salary	Job Salary	Job Salary	Job Salary
Job Benefits	Job Benefits	Job Benefits	Job Benefits
Job Security	Job Security	Job Security	Job Security
Job History	Job History	Job History	Job History
Job Notes	Job Notes	Job Notes	Job Notes

Next

Step 4 of 5: sMBA Change Employment Term & Dates

Start Date	Start Date	Start Date	Start Date
End Date	End Date	End Date	End Date
Employment Type	Employment Type	Employment Type	Employment Type
Employment Status	Employment Status	Employment Status	Employment Status
Employment Category	Employment Category	Employment Category	Employment Category
Employment Subcategory	Employment Subcategory	Employment Subcategory	Employment Subcategory
Employment Code	Employment Code	Employment Code	Employment Code
Employment Description	Employment Description	Employment Description	Employment Description
Employment Notes	Employment Notes	Employment Notes	Employment Notes

Next



## Mini-Manual

6. Click Attach to attach required documents (notification or appointment letter to employee).

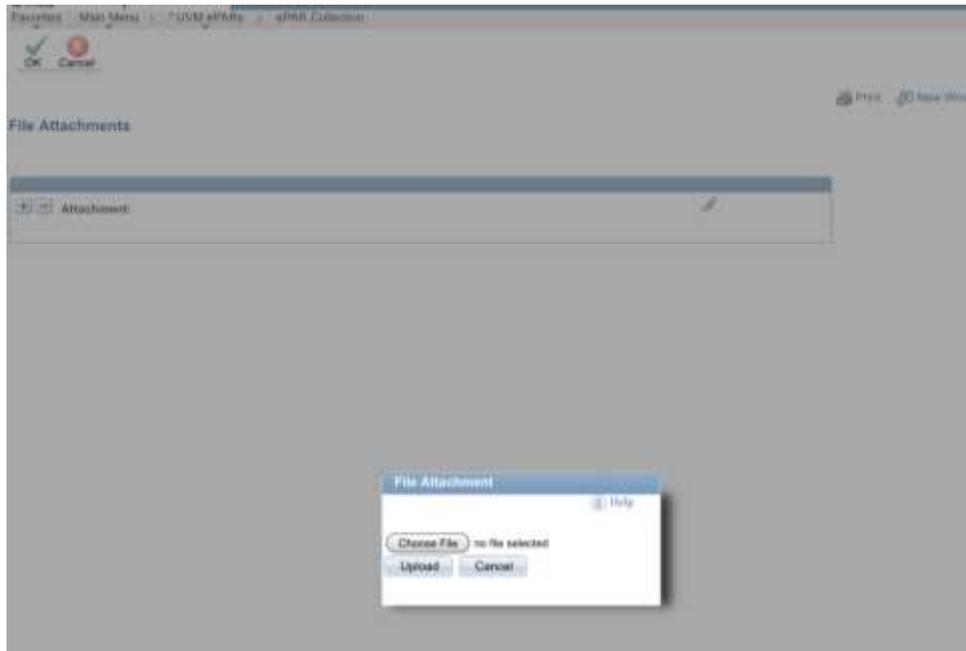


7. Click paper clip to attach document. Click + or – to add or remove additional rows.





8. Click Choose File, select the applicable document and click Upload.



9. On final page (Step 5 of 5), choose Save.

**Note:** the ePAR has not been submitted yet.





10. Click ok to return to transaction to submit.



11. Click Submit to route in workflow.

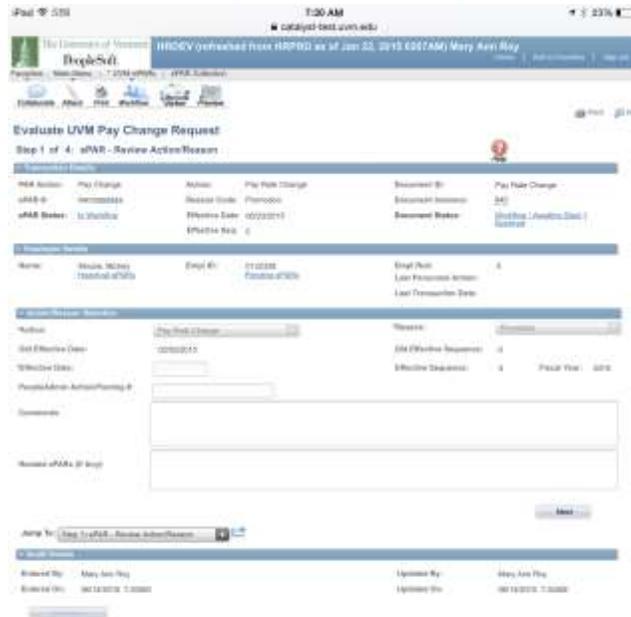




### 33. Approval Map is displayed. Click ok to submit ePAR.



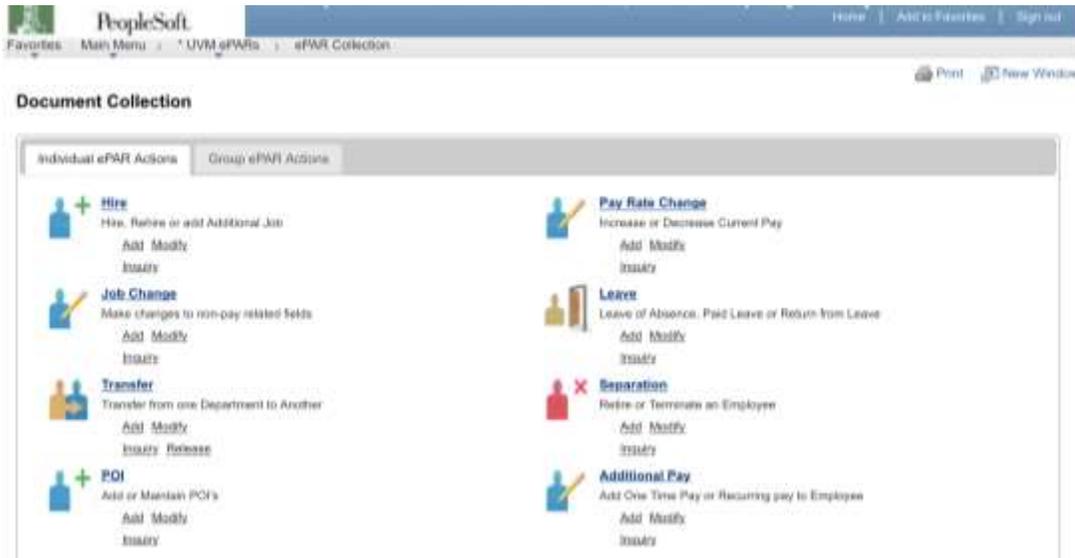
### 34. Document Status field reflects where ePAR is in workflow.





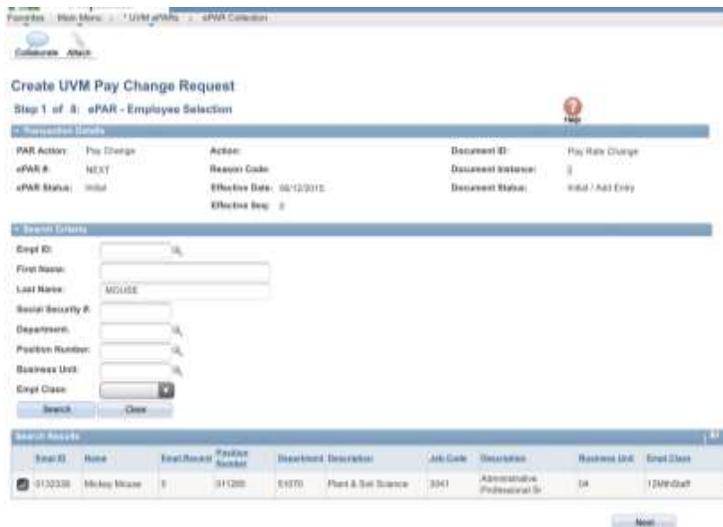
## Pay Rate Change/Shift Differential

### 1. Pay Rate Change - Add



### 2. Enter **Search Criteria** fields and click **Search**

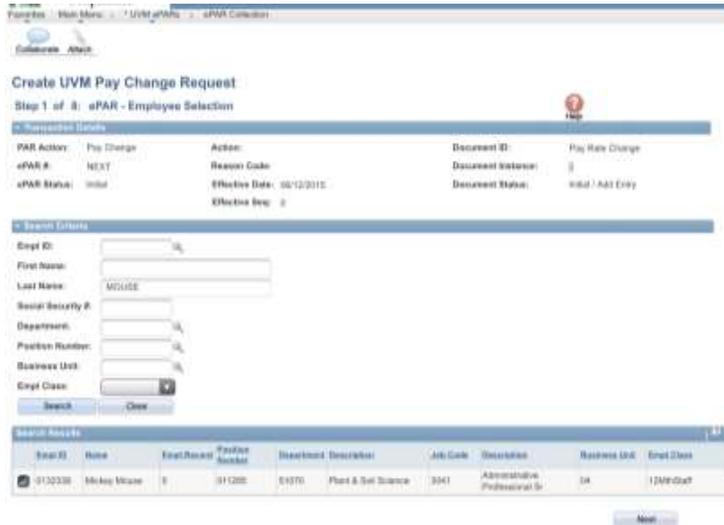
**Note:** Last Name or Empl ID is recommended.



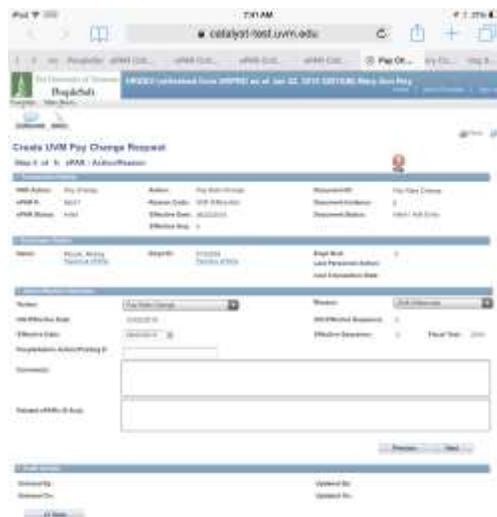


# Mini-Manual

3. Review **Search Results** and check the box for the Applicable record and click **NEXT**.



4. Choose **Pay Rate Change** in Action field. Choose **Shift Differential** in Reason field.







## Mini-Manual

6. Click Attach to attach required documents (notification or appointment letter to employee).

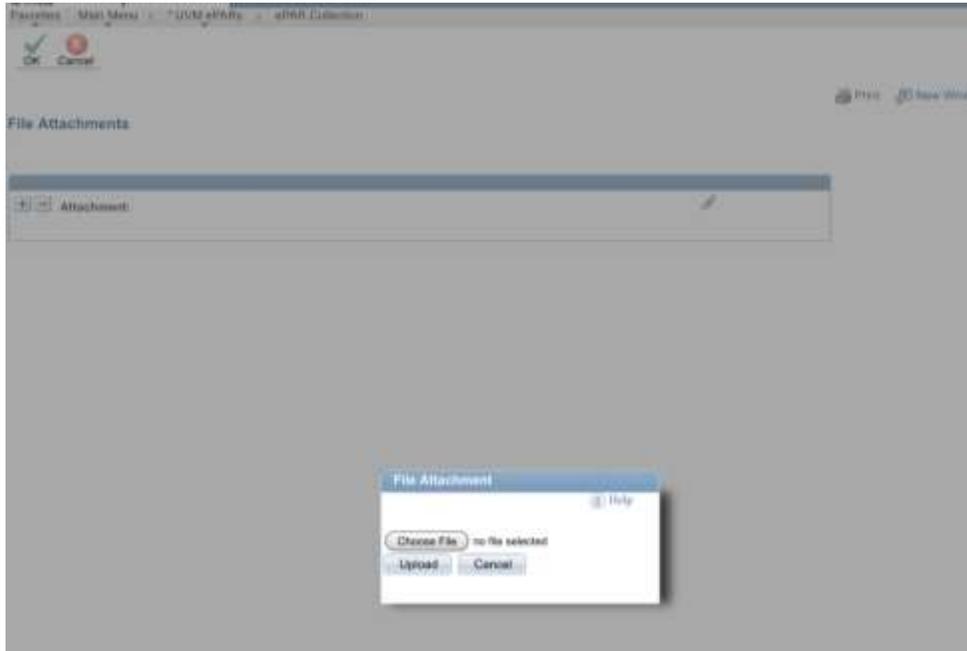


7. Click paper clip to attach document. Click + or – to add or remove additional rows.





8. Click Choose File, select the applicable document and click Upload.



9. On final page (Step 5 of 5), choose Save.

**Note:** the ePAR has not been submitted yet.

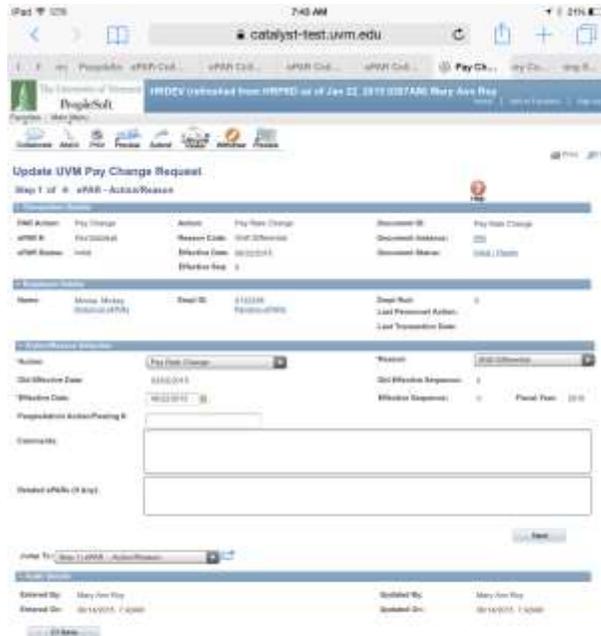




10. Click ok to return to transaction to submit.



11. Click Submit to route in workflow.

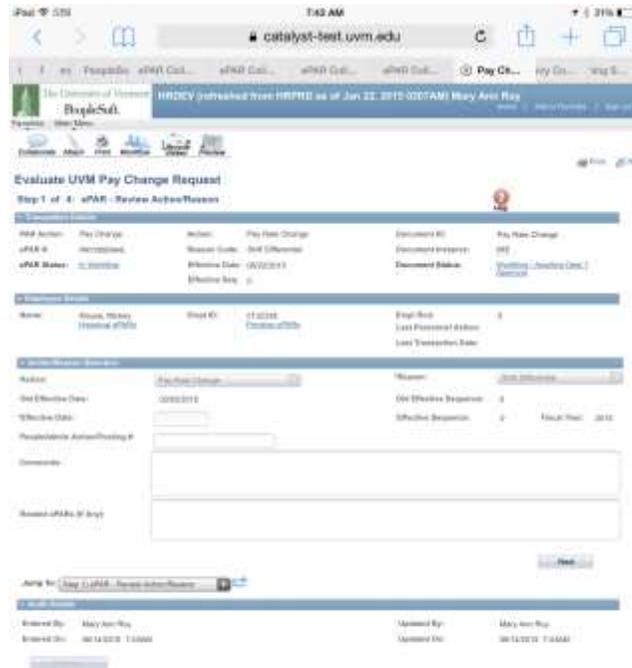




12. Approval Map is displayed. Click ok to submit ePAR.



13. Document Status field reflects where ePAR is in workflow.

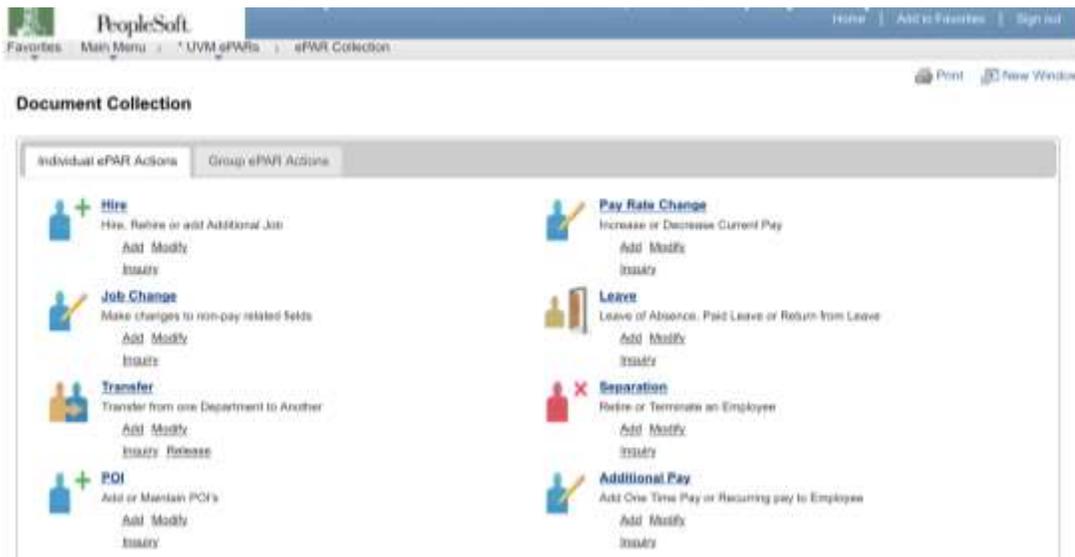




## Data Change/ Contract

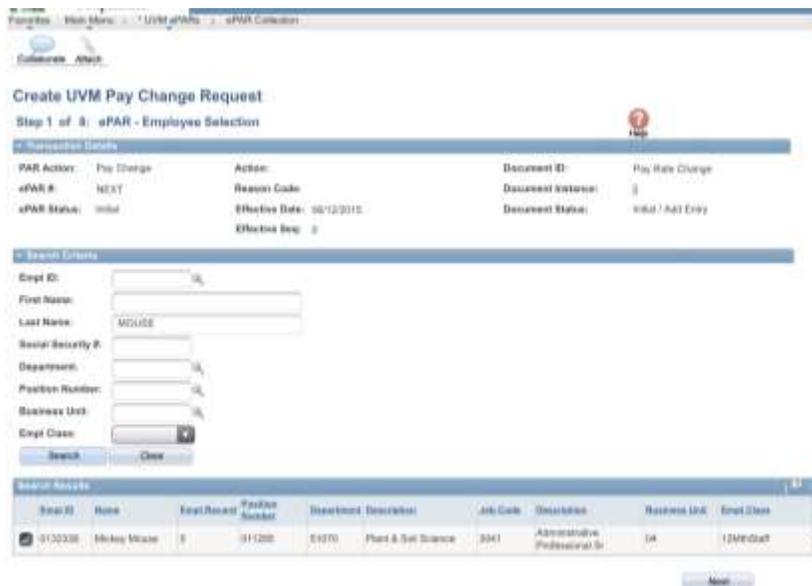
Action is initiated for semester to semester (or academic year to academic year) faculty hires with no break in service. Required: Appointment Letter

### 1. Pay Rate Change - Add



### 2. Enter Search Criteria fields and click Search

**Note:** Last Name or Empl ID is recommended.





3. Review **Search Results** and check the box for the Applicable record and click **NEXT**.

**Create UVM Pay Change Request**  
Step 1 of 3: ePAR - Employee Selection

**Transaction Details**

ePAR Action:	Pay Change	Action:		Document ID:	Pay Rate Change
ePAR #:	NEXT	Reason Code:		Document Instance:	
ePAR Status:	Initial	Effective Date:	09/12/2015	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 Results**

Empl ID	Name	Empl Record	Position Number	Department	Description	Job Code	Description	Business Unit	Empl Class	
<input checked="" type="checkbox"/>	012028	Mikey Mouse	0	01200	0070	Plant & Soil Science	0041	Administrative Professional Sr	04	12M/Garf

4. Choose **Data Change** in **Action** field. Choose **Contract** field. Enter all fields and click **Next**.

**Create UVM Pay Change Request**  
Step 2 of 3: ePAR - Action/Reason

**Transaction Details**

ePAR Action:	Pay Change	Action:	Data Change	Document ID:	Pay Rate Change
ePAR #:	NEXT	Reason Code:	Contract	Document Instance:	
ePAR Status:	Initial	Effective Date:	09/01/2015	Document Status:	Initial / Add Entry
		Effective Seq:	1		

**Employee Details**

Name:  [Historical ePARs](#)

Empl ID:  [Pending ePARs](#)

Empl Rcd:

Last Personnel Action:

Last Transaction Date:

**Action/Reason Selection**

\*Action:

\*Reason:

Old Effective Date:

Old Effective Sequence:

\*Effective Date:

Effective Sequence:  Fiscal Year: 2016

Is this a PAID staff or faculty working less than 12 months?:  Yes  No

PeopleAdmin Action/Posting #:

Comments:

Related ePARs (If Any):



## 5. Enter all fields and click **Next**

Collaborate Attach

### Create UVM Pay Change Request

Step 3 of 8: ePAR Change- Job Information



#### Transaction Details

ePAR Action:	Pay Change	Action:	Data Change	Document ID:	Pay Rate Change
ePAR #:	NEXT	Reason Code:	Contract	Document Instance:	0
ePAR Status:	Initial	Effective Date:	09/01/2015	Document Status:	Initial / Add Entry
		Effective Seq:	1		

#### Employee Details

Name:	[Redacted]	Empl ID:	[Redacted]	Empl Rcd:	0
	<a href="#">Historical ePARs</a>		<a href="#">Pending ePARs</a>	Last Personnel Action:	
				Last Transaction Date:	

#### Work Information

	Current Value	New Value
Job Indicator:	Primary Job	Primary Job
Position Number:	[Redacted]	[Redacted] <a href="#">Historical ePARs</a>
Business Unit:	05 Arts And Sciences	05 Arts And Sciences
Department:	52250 Music & Dance	52250 Music & Dance
Location Code:	145 Music Bldg	145 Music Bldg
Reports To:	001248 Chairperson-D. Toner Jr.	001248 Chairperson-D. Toner Jr.

#### Job Information

	Current Value	New Value
Job Code:	0869 Artist/Teacher	0869 Artist/Teacher
Standard Hours:	37.50	37.50
Classified Indicator:	Unclassified	Unclassified
Empl Class:	05MthPTFac	05MthPTFac
Officer Code:	None	None
FTE:		
FLSA Status:	No FLSA Required	No FLSA Required
Union Code:	NU Non Union	NU Non Union
FICA Status:	Subject	Subject
Regular Shift:	Not Applicable	Not Applicable

Previous Next



## Create UVM Pay Change Request

Step 4 of 8: ePAR Change - Faculty Services



### Transaction Details

ePAR Action: Pay Change	Action: Data Change	Document ID: Pay Rate Change
ePAR #: NEXT	Reason Code: Contract	Document Instance: <a href="#">Q</a>
ePAR Status: Initial	Effective Date: 09/01/2015	Document Status: Initial / Add Entry
	Effective Seq: 1	

### Employee Details

Name: <a href="#">[Redacted]</a>	Empl ID: <a href="#">[Redacted]</a>	Empl Rcd: 0
<a href="#">Historical ePARs</a>	<a href="#">Pending ePARs</a>	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 Appointment/Position: <input type="text"/>	<a href="#">Position History</a>
Prior Credit Hour Rate: <input type="text"/>	Prior Hourly Rate/Salary: <input type="text"/>
Number of Courses (Optional): <input type="text"/>	
Number of Course Equivalents (Optional): <input type="text"/>	

#### 2nd Most Recent Position

Most Recent Appointment/Position: <input type="text"/>	<a href="#">Position History</a>
Prior Credit Hour Rate: <input type="text"/>	Prior Hourly Rate/Salary: <input type="text"/>
Number of Courses (Optional): <input type="text"/>	
Number of Course Equivalents (Optional): <input type="text"/>	

[Previous](#) [Next](#)



## Create UVM Pay Change Request

Step 5 of 8: ePAR Change - Employment, Time & Labor



### Transaction Details

ePAR Action: Pay Change	Action: Data Change	Document ID: Pay Rate Change
ePAR #: NEXT	Reason Code: Contract	Document Instance: <a href="#">Q</a>
ePAR Status: Initial	Effective Date: 09/01/2015	Document Status: Initial / Add Entry
	Effective Seq: 1	

### Employee Details

Name: <a href="#">[Redacted]</a>	Empl ID: <a href="#">[Redacted]</a>	Empl Rcd: 0
<a href="#">Historical ePARs</a>	<a href="#">Pending ePARs</a>	Last Personnel Action:
		Last Transaction Date:

### Employment Data

	Current Value	New Value
Working Title:	Artist/Teacher	<input type="text" value="Artist/Teacher"/>

[Previous](#) [Next](#)



## Create UVM Pay Change Request

Step 6 of 8: ePAR Change - Compensation



### Transaction Details

ePAR Action:	Pay Change	Action:	Data Change	Document ID:	Pay Rate Change
ePAR #:	NEXT	Reason Code:	Contract	Document Instance:	<a href="#">Q</a>
ePAR Status:	Initial	Effective Date:	09/01/2015	Document Status:	Initial / Add Entry
		Effective Seq:	1		

### Employee Details

Name:	<a href="#">Historical ePARs</a>	Empl ID:	<a href="#">Pending ePARs</a>	Empl Rod:	0
		Last Personnel Action:		Last Transaction Date:	

### Job Pay Components

Current Pay Components	
Rate Code	Comp Rate
1 NAANNL	2627.00

New Pay Components	
Rate Code	Comp Rate
1 NAANNL	2627.0000

Previous Next



## Create UVM Pay Change Request

Step 7 of 8: ePAR Hire - Create Contract Pay



### Transaction Details

ePAR Action:	Pay Change	Action:	Data Change	Document ID:	Pay Rate Change
ePAR #:	NEXT	Reason Code:	Contract	Document Instance:	<a href="#">Q</a>
ePAR Status:	Initial	Effective Date:	09/01/2015	Document Status:	Initial / Add Entry
		Effective Seq:	1		

### Employee Details

Empl ID:	<a href="#">Historical ePARs</a>	Empl Rod:		Last Personnel Action:	
Name:	<a href="#">Pending ePARs</a>	Contract ID:		Last Transaction Date:	

### Contract Information

\*Contract End Date:

\*Contract Begin Date:

Previous Next



# Mini-Manual



## Create UVM Pay Change Request

Step 8 of 8: ePAR - Department Budget



### Transaction Details

ePAR Action: Pay Change      Action: Data Change      Document ID: Pay Rate Change  
 ePAR #: NEXT      Reason Code: Contract      Document Instance: 0  
 ePAR Status: Initial      Effective Date: 09/01/2015      Document Status: Initial / Add Entry  
 Effective Seq: 1

### Employee Details

Name: deLaurentis, Amber R.      Empl ID: 0080407      Empl Rcd: 0  
[Historical ePARs](#)      [Pending ePARs](#)      Last Personnel Action:  
 Last Transaction Date:

### Dept Budget

#### New Funding

	Department	Project	Combination Code	Account	Fund	Program	Source	Operating Unit	Function	Purpose	Pr
1	<input type="text"/>	<input type="text"/>	<input type="text"/>								

Previous

### Audit Details

6. Click Attach to attach required documents (appointment letter).



## Create UVM Pay Change Request

Step 8 of 8: ePAR - Department Budget



### Transaction Details

ePAR Action: Pay Change      Action: Data Change      Document ID: Pay Rate Change  
 ePAR #: NEXT      Reason Code: Contract      Document Instance: 0  
 ePAR Status: Initial      Effective Date: 09/01/2015      Document Status: Initial / Add Entry  
 Effective Seq: 1

### Employee Details

Name: XXXXXXXXXX      Empl ID: XXXXXX      Empl Rcd: 0  
[Historical ePARs](#)      [Pending ePARs](#)      Last Personnel Action:  
 Last Transaction Date:

### Dept Budget

#### New Funding

	Department	Project	Combination Code	Account	Fund	Program	Source	Operating Unit	Function	Purpose	Pr
1	<input type="text"/>	<input type="text"/>	<input type="text"/>								

Previous

### Audit Details

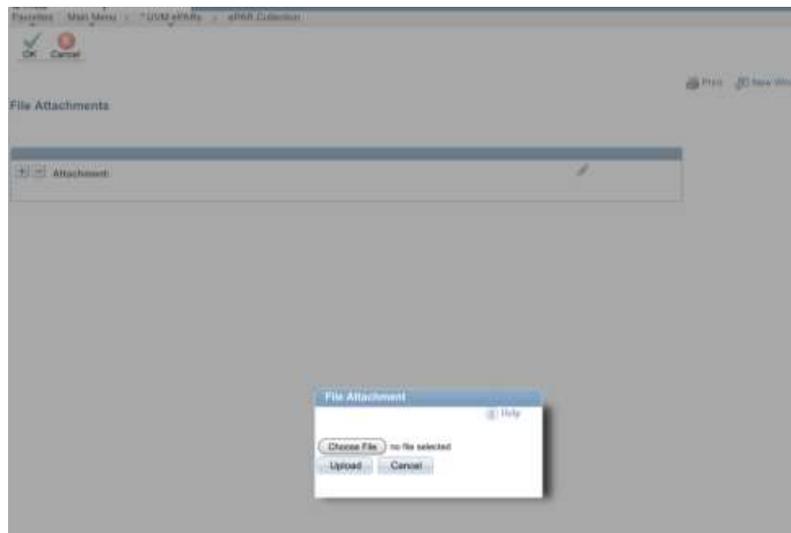


## Mini-Manual

7. Click paper clip to attach document. Click + or – to add or remove additional rows.



8. Click Choose File, select the applicable document and click Upload.





- 9. On final page, choose Save.  
**Note:** the ePAR has not been submitted yet.



## Create UVM Pay Change Request

Step 8 of 8: ePAR - Department Budget



### Transaction Details

ePAR Action:	Pay Change	Action:	Data Change	Document ID:	Pay Rate Change
ePAR #:	NEXT	Reason Code:	Contract	Document Instance:	0
ePAR Status:	Initial	Effective Date:	09/01/2015	Document Status:	Initial / Add Entry
		Effective Seq:	1		

### Employee Details

Name:	[Redacted]	Empl ID:	[Redacted]	Empl Rod:	0
	<a href="#">Historical ePARs</a>		<a href="#">Pending ePARs</a>	Last Personnel Action:	
				Last Transaction Date:	

### Dept Budget

#### New Funding

	Department	Project	Combination Code	Account	Fund	Program	Source	Operating Unit	Function	Purpose	Pr
1	<input type="text"/>	<input type="text"/>	<input type="text"/>								

Previous

### Audit Details

- 10. Click ok to return to transaction to submit.



- 11. Click Submit to route in workflow.





12. Approval Map is displayed. Click ok to submit ePAR.

Navigation: Favorites | Main Menu > \* LVM ePARs > ePAR Collection

OK

Submit

Approval Map

**ePAR Approval**

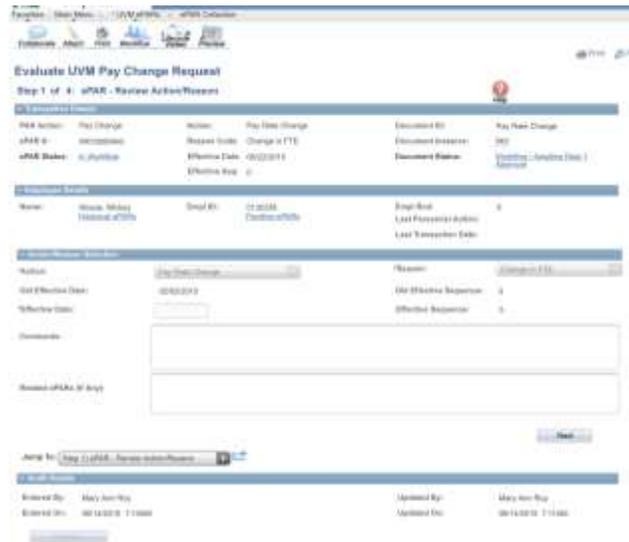
Request ID=PAY0000936: Pending

New Path

```
graph LR; A["Pending  
Multiple Approvers  
Dept Approver 1"] --> B["Not Routed  
Richard Farus  
Dept Approver 2"]; B --> C["Not Routed  
Multiple Approvers  
Human Resources"]; C --> D["Not Routed  
Multiple Approvers  
Payroll"];
```



13. Document Status field reflects where ePAR is in workflow.



## Frequently Asked Questions

**If I have questions about completing any of the fields in the ePAR, who do I contact?**

Initiators should contact their Dean's Offices for specific unit instruction. Approvers (Dean's Offices) should contact Human Resource Services.

## Resources

### Helpful Links

- [Open Lab Schedule](#)
- [PeopleSoft Sign on Screens](#)
- [Grad Mini Manual](#)
- [Employee Class Definitions](#)
- [ePAR Navigation Manual](#)



### Relevant UVM Departments

- [Human Resource Services](#)
- [Payroll Services](#)
- [Faculty Services](#)

**Suggestions? Updates?** Please send an e-mail to [ePar@uvm.edu](mailto: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.