

Pay Rate Change ePAR

<u>Note</u>: 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 <u>hrsinfo@uvm.edu</u>.

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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 <u>PeopleAdmin</u> prior to initiating the ePAR.

Navigation

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

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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



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

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

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







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

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

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

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Pay Rate Change/Correction

1. Pay Rate Change - Add





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

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

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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.

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	Click OK to return to the transaction to Submit.

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- **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 <u>PeopleAdmin</u> 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.

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

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

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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.

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11. Click Submit to route in workflow.

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

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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 <u>PeopleAdmin</u> prior to initiating the ePAR.

1. Pay Rate Change - Add



Enter Search Criteria fields and click Search
 Note: Last Name or Empl ID is recommended.

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

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

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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.





24. Click ok to return to transaction to submit.

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25. Click Submit to route in workflow.

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

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

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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.

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

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

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

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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.

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11. Click Submit to route in workflow.

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

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

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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.

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

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

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

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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.





29. Click ok to return to transaction to submit.

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30. Click Submit to route in workflow.

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

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

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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.

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

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5. Enter all fields and click Next

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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.

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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.

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11. Click Submit to route in workflow.

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

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

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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.

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

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

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

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



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

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

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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



 Enter Search Criteria fields and click Search Note: Last Name or Empl ID is recommended.

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5. Enter all fields and click Next

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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.





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9. On final page, choose Save.



\rightarrow	Save	Collaborate	Attach

Create UVM Pay Change Request

Step 8 of 8	3: ePAR - Departr	nent Budget					H	2 lelp	
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10. Click ok to return to transaction to submit.

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PAR Status	
	Warning: ePAR PAY0000836 has been saved, but not submitted.
	Click OK to return to the transaction to Submit.

11. Click Submit to route in workflow.

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

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New Path		



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 <u>ePar@uvm.edu</u>

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.