



Hire/Additional Job ePAR for Active Retired Faculty

Background: This process is to be used in accordance with the [UVM Retired Faculty Software Access Guidelines](#).

1. Log in to PeopleSoft using the Human Resources Login.
2. Navigate to the ePAR Collection and select the Hire ePAR action. Select Add.
3. Search by Employee ID#, select the box next to Additional Job and click on Next.



Create UVM Hire Request

Step 1 of 8: ePAR Hire Search 




Transaction Details



ePAR Action: Hire	Action:	Document ID: Hire
ePAR #: NEXT	Reason Code:	Document Instance: 0
ePAR Status: Initial	Effective Date: 09/12/2023	Document Status: Initial / Add Entry
	Effective Seq: 0	

Employee Details

Name:	Empl ID:	Empl Rcd: 0
		Last Personnel Action:
		Last Transaction Date:

Search Criteria

First Name Search:	<input type="text"/>
Last Name Search:	<input type="text"/>
Gender:	<input type="text"/> 
Date of Birth:	<input type="text"/> 
Social Security #:	<input type="text"/>
Empl ID:	<input type="text" value="0154876"/> 

Search Results First  1-2 of 2  Last

	Sub Action	Empl ID	Empl Record	Name	First Name	Last Name	Social Security #	Gender	Date of Birth
<input type="checkbox"/>	Additional Job	0154876	0	Lockerty, Betty	BETTY	LOCKERTY	XXXXX1111	Female	01/01/XXXX
<input type="checkbox"/>	Additional Job	0154876	1	Lockerty, Betty	BETTY	LOCKERTY	XXXXX1111	Female	01/01/XXXX

4. Select the reason Additional Job.
5. Enter in the Effective Date.
6. Select No for the working less than 12 months question.
7. Enter in any Comments important to this assignment.
8. Click Next which will bring you to Personal Information which can be skipped; click Next again.



Create UVM Hire Request

Step 2 of 8: ePAR - Action/Reason



Transaction Details

ePAR Action:	Hire	Action:	Hire	Document ID:	Hire
ePAR #:	NEXT	Reason Code:	Additional Job	Document Instance:	0
ePAR Status:	Initial	Effective Date:	07/01/2023	Document Status:	Initial / Add Entry
		Effective Seq:	1		

Employee Details

Name:	Lockerty, Betty Historical ePARs	Empl ID:	0154876 Pending ePARs	Empl Rcd:	0
				Last Personnel Action:	
				Last Transaction Date:	

Action/Reason Selection

*Action: *Reason:

*Effective Date: Effective Sequence: 1 Fiscal Year: 2024

Is this a PAID staff or faculty working less than 12 months?: Yes No
*Indicate "No" for all graduate students, NPC, and 12 month employees.

PeopleAdmin Posting # - use action when posting # unavail

Comments:

Related ePARs (If Any):

254 characters remaining

9. Select Secondary Job for the Job Indicator.
10. Enter in Business Unit.
11. Enter in Department.
12. Enter in Expected End Date. The End Date should be three years from the start date (it will be required for these assignments even though it is normally only captured for grad students).
Note: It is the responsibility of the department to track when the end date is approaching and submit a Rehire ePAR for this record to request an extension of access.
13. Enter in 0950 for the Job Code.
14. Select Unclassified for the Classified Indicator.
15. Select Non Paid Faculty for the Empl Class.
16. Enter in 0.0000 for the FTE.
17. Select NU for the Union Code.
18. Click on Next and skip through the next pages until you get to the last page: Compensation.



Create UVM Hire Request

Step 4 of 7: ePAR Hire- Job Information



Transaction Details

ePAR Action:	Hire	Action:	Hire	Document ID:	Hire
ePAR #:	NEXT	Reason Code:	Additional Job	Document Instance:	0
ePAR Status:	Initial	Effective Date:	07/01/2023	Document Status:	Initial / Add Entry
		Effective Seq:	1		

Employee Details

Name:	Lockerty, Betty Historical ePARs	Empl ID:	0154876 Pending ePARs	Empl Rcd:	0
		Last Personnel Action:		Last Transaction Date:	

Work Information

*Job Indicator:	Secondary Job	Position Number:	<input type="text"/>
*Department:	52000 A&S Dean's Ofc	*Business Unit:	05 Arts And Sciences
Reports To:	<input type="text"/>	*Location:	007 Lattie Coor House
		Expected Job End Date (grad student only):	06/30/2026

Job Information

*Job Code:	0950 Active Retired Faculty	*Standard Hours:	37.50
*Classified Indicator:	Unclassified	*Empl Class:	Non Paid Faculty
Officer Code:		FTE:	0.000000
*FLSA Status:	No FLSA Required	*Union Code:	NU Non Union
		FICA Status-Employee:	Subject
		*Regular Shift:	No Shift

Previous Next

19. On the last page, Compensation, click on Attach and attach the application material, which should include the approved application package and the Chair and Dean's letter of support.
20. Click on Save.



Create UVM Hire Request

Step 7 of 7: ePAR Hire- Compensation



Transaction Details

ePAR Action:	Hire	Action:	Hire	Document ID:	Hire
ePAR #:	NEXT	Reason Code:	Hire	Document Instance:	0
ePAR Status:	Initial	Effective Date:	07/01/2023	Document Status:	Initial / Add Entry
		Effective Seq:	1		

Employee Details

Name:	Lockerty, Betty Historical ePARs	Empl ID:	0154876 Pending ePARs	Empl Rcd:	0
				Last Personnel Action:	
				Last Transaction Date:	

Compensation

Actual Salary (less than 12mo. grads only):

Job Pay Components

	Rate Code	Comp Rate		
1	<input type="text"/>	<input type="text"/>	<input type="button" value="+"/>	<input type="button" value="-"/>

Previous

21. Before you submit the ePAR, insert the Vice Provost for Faculty Affairs as an ad hoc approver, by clicking on Preview.



Update UVM Hire Request

Step 1 of 6: ePAR - Action/Reason



Transaction Details

ePAR Action:	Hire	Action:	Hire	Document ID:	Hire
ePAR #:	HIR0045379	Reason Code:	Additional Job	Document Instance:	45367
ePAR Status:	Initial	Effective Date:	07/01/2023	Document Status:	Initial / Ready
		Effective Seq:	1		

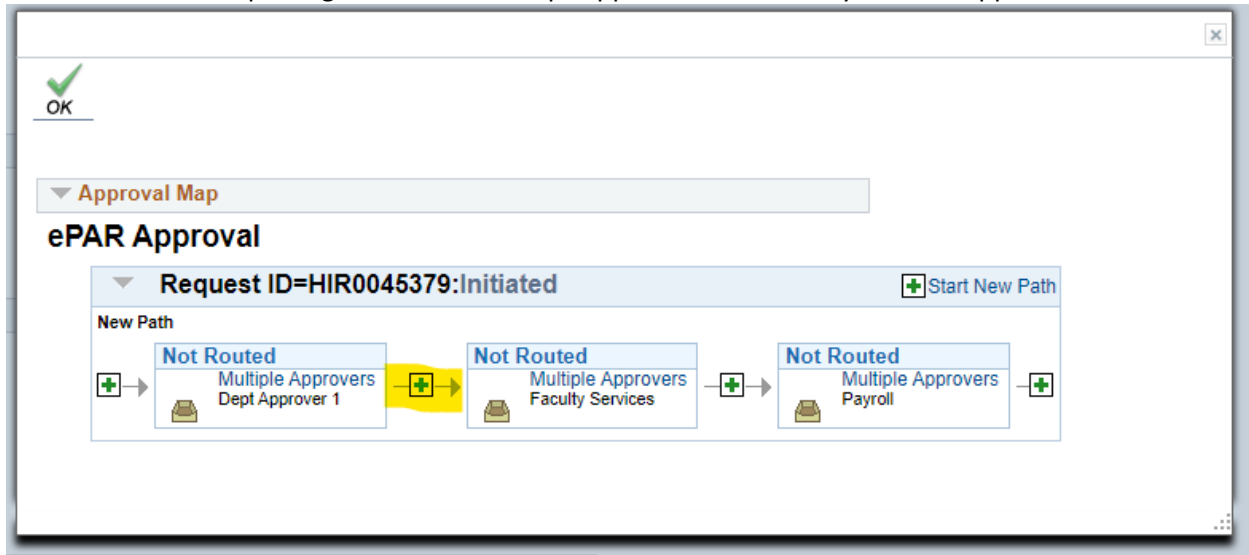
Employee Details

Name:	Lockerty, Betty Historical ePARs	Empl ID:	0154876 Pending ePARs	Empl Rcd:	0
				Last Personnel Action:	
				Last Transaction Date:	

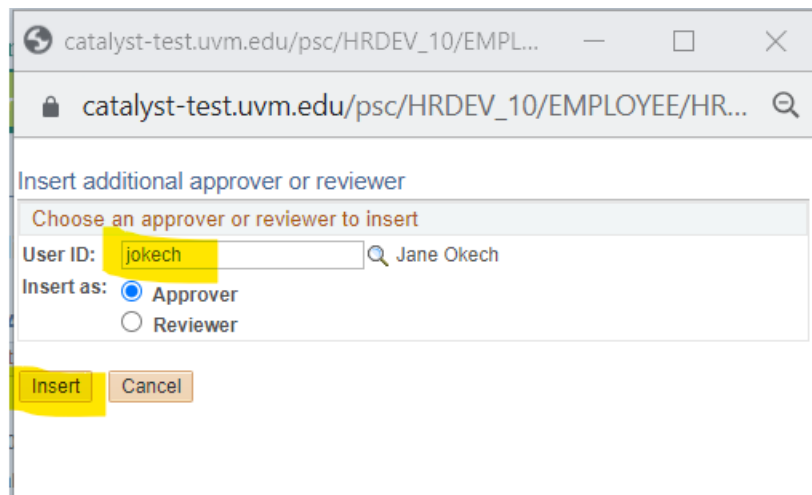
Action/Reason Selection

*Action:	<input type="text" value="Hire"/>	*Reason:	<input type="text" value="Additional Job"/>
*Effective Date:	<input type="text" value="07/01/2023"/> <input type="button" value="BY"/>	Effective Sequence:	1
		Fiscal Year:	2024

22. Click on the plus sign between the Dept Approver 1 and Faculty Services approval boxes.



23. In the box that pops up, select or enter in the NetID for the Vice Provost for Faculty Affairs and click on Insert and then OK.



24. Click on Submit to enter the ePAR into the workflow to be approved and processed.