Step 3: ePAR Hire-Personal Information

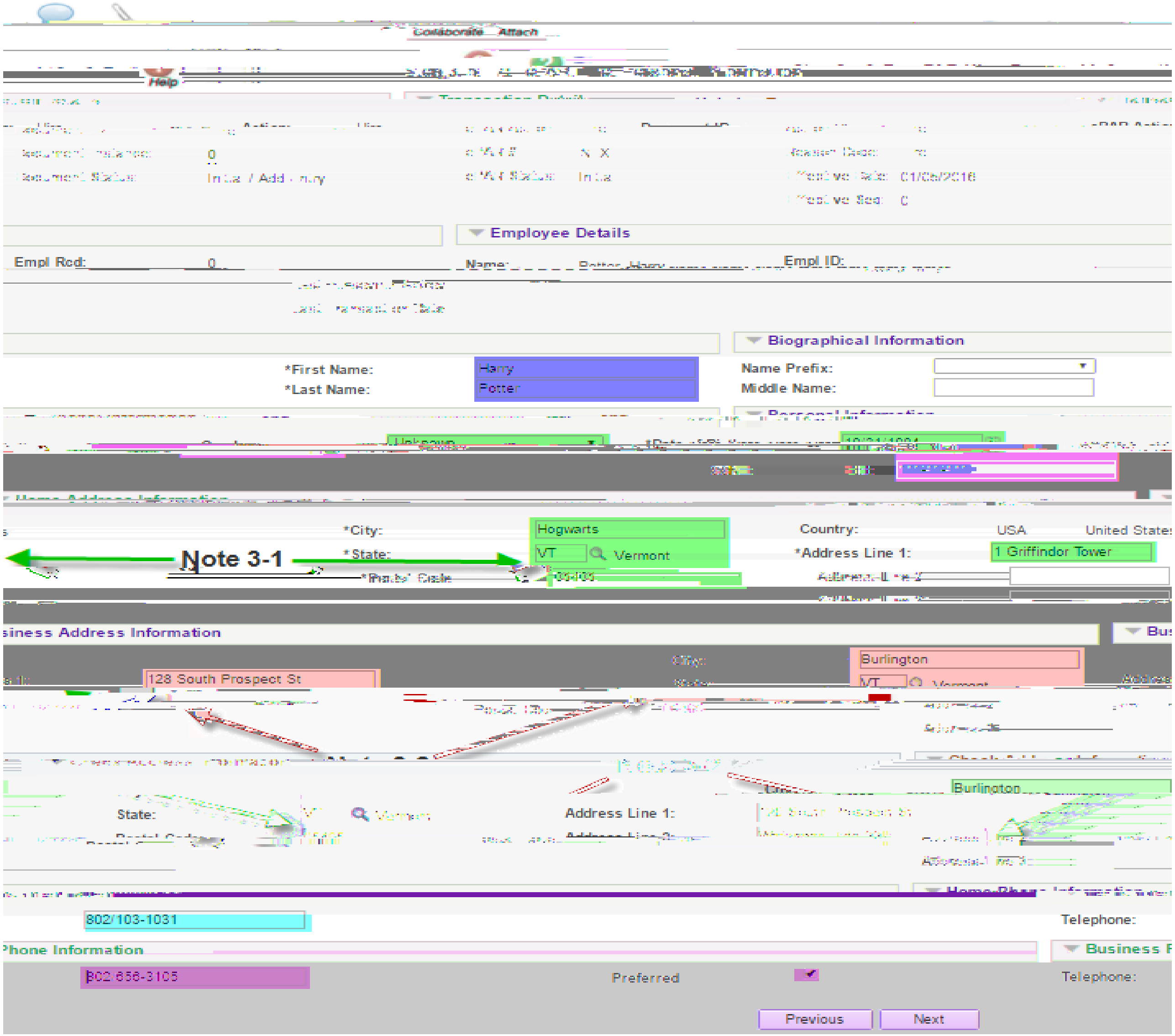
A. Complete the required fields (indicated by *). Include details in optional fields as they are available. Fields open for editing, required or otherwise, are highlighted. These fields may allow for the ePAR to be processed quicker with less follow-up from approvers.

B. Fields open for editing, required or otherwise, are highlighted.

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 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. For all on campus employees the check address should be: Payroll Service - 237 Waterman Building, Burlington VT 05405.

C. Once fields have been completed, click Next to proceed to Step 4.



Empl Rcd: 0

Name: Potter,Harry

Empl ID:

*First Name: Harry

*Last Name: Potter

Name Prefix:

Middle Name:

*City: Hogwarts

*State: VT Vermont

Country: USA United States

*Address Line 1: 1 Griffindor Tower

128 South Prospect St

City: Burlington

VT Vermont

State:

Address Line 1:

Burlington

802/103-1031

Telephone:

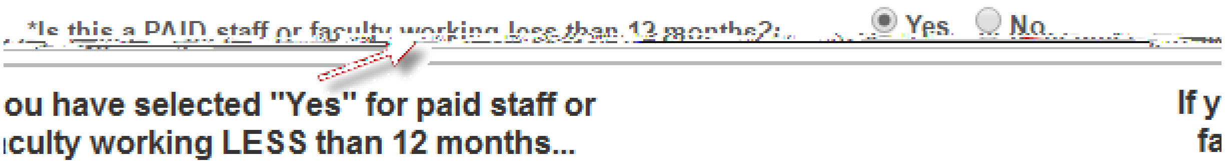
802 656-3105

Preferred ✓

Telephone:

Step 8: ePAR-Hire Create Contract Pay Less than 12 month paid Faculty or Staff ONLY

A. This page only appears if you have indicated that the employee is a paid faculty or staff member working less than 12 months.

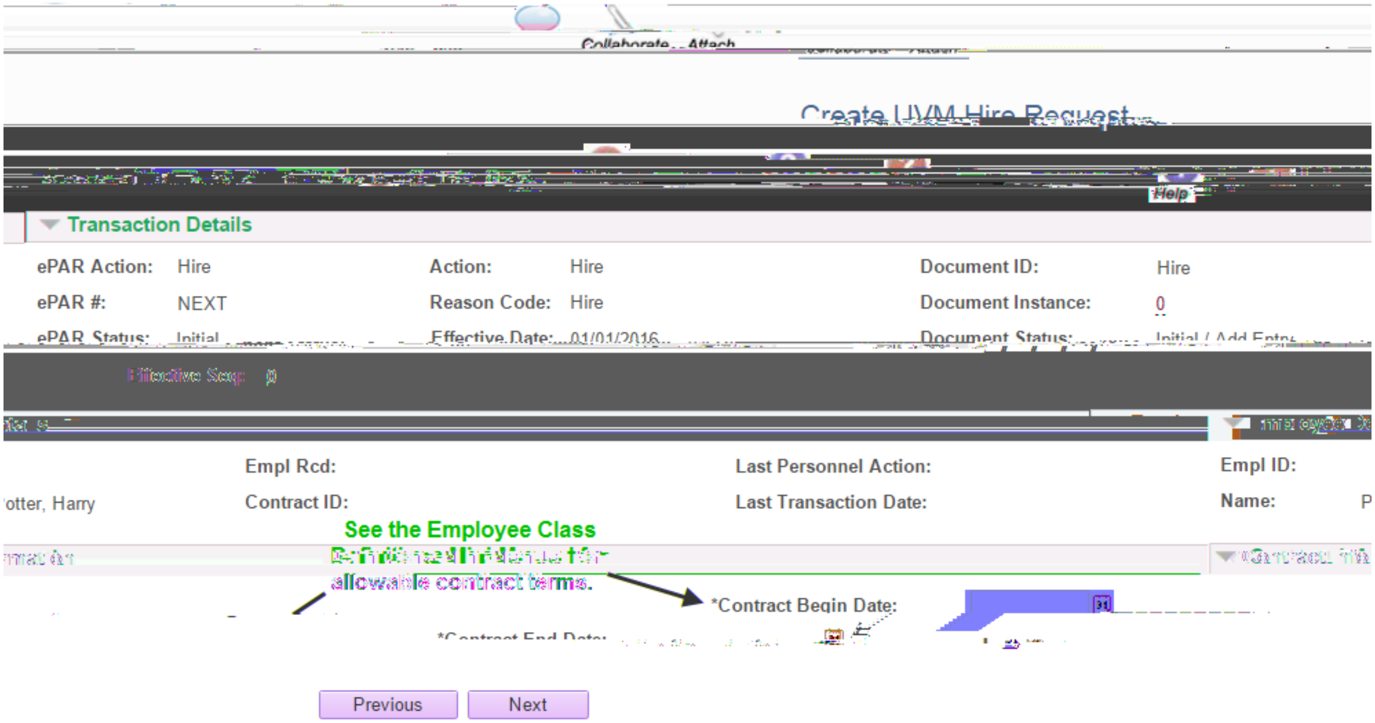


*Is this a PAID staff or faculty working less than 12 months? ● Yes ○ No

If you have selected "Yes" for paid staff or faculty working LESS than 12 months...

B. Use the [Employee Class Definitions Mini Manual]() for allowable contract terms for staff or faculty working less than 12 months.

C. Once fields have been completed, click Next to proceed to Step 9.



Create UVM Hire Request

Transaction Details

ePAR Action: Hire
ePAR #: NEXT
ePAR Status: Initial
Action: Hire
Reason Code: Hire
Effective Date: 01/01/2016
Document ID: Hire
Document Instance: 0
Document Status: Initial / Add Entry
Effective Seq: 0

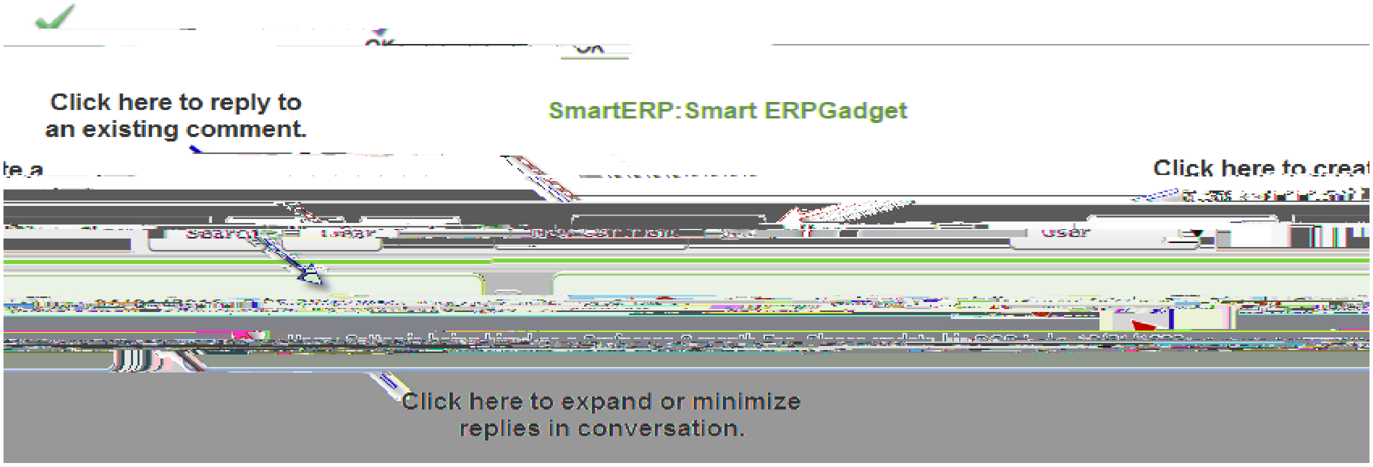
Empl ID:
Name: Potter, Harry
Empl Rcd:
Contract ID:
Last Personnel Action:
Last Transaction Date:

See the Employee Class Definitions Mini Manual for allowable contract terms.

*Contract Begin Date:
*Contract End Date:

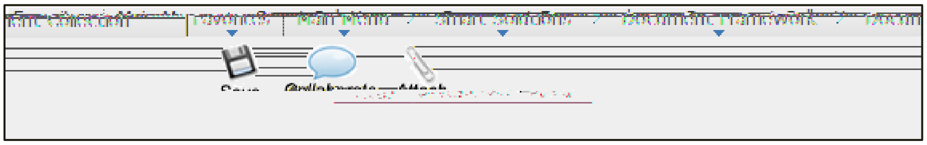
Step 9: ePAR Hire-Department Budget

A. Search by either Department or Project to retrieve the correct combo code. For Kronos employees, enter Department 00001 and Combo Code **Kronos_fscm1**. You may enter any number of combo codes and appropriate distribution %ôs, 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 PeopleSoft.


OK
Click here to reply to an existing comment.
SmartERP:Smart ERPGadget
te a
Click here to creat
Search
Clear
User
Click here to expand or minimize replies in conversation.

Step 10: ePAR Hire- Save and Submit for Approval

A. At this time your ePAR is ready for processing. Once all information has been entered Click the “Save” icon.


Save
Collaborate
Attach

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

[redacted]

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

D. The “Lifecycle Viewer” icon will be where the status of the ePAR within the Work Flow can be viewed.

[redacted]

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 Login
ePAR Best Practices
Graduate Student Mini Manual
Action/Reason Definitions Mini Manual
Employee Class Definitions
ePAR Navigation Manual
ePAR Mini Manual Page

Suggestions? Updates? Please send an e-mail to ePar@uvm12 792 reW* nBT/F2 11.04 Tf1 0 0 168 .finiti