HUMAN RESOURCES MANAGEMENT SYSTEM

PeopleSoft
Version 8.9
ePAR

University of Houston System
Training/ Reference Guide

Human Resource Management System Office
713-743-1962

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Chapter 1 – ePAR Home Page

Overview

This is an overview of the ePAR Home Page. The "My Worklist" Link, "Start a New ePAR" Link, "Resubmit, Change or Withdraw an ePAR" Link, "View an ePAR" Link and "Look Up an Archived ePAR" Link can all be found on this page.

Objectives

At the end of this chapter, you will be able to:

- Work the items on your worklist,

- Start a new ePAR form,

- Make changes to an ePAR form that has been recycled or needs to be updated,

- View an ePAR form that was submitted within the last month,

- Review an archived ePAR that was submitted more than a month ago.

ePAR Home Page

Use the ePAR Home Page to navigate to the "My Worklist" Link
Navigation: **Department Self Service > ePAR Home Page > My Worklist**

To select the link

1. Click on "My Worklist"

Electronic Personnel Action Request (ePAR) Home Page

My Worklist
Work the items that have been routed to you.

Click here

2. Click on link to work the form

Click here

Detail View   Work List Filters: [▼]

Worklist						Customize | Find | View All | First ◄ 1-2 of 2 ► Last
From	**Date From**	**Work Item**	**Worked By Activity**	**Priority**	**Link**	
Le,Thao T	03/18/2008	Evaluate Dept ePAR	eForm Routing	[▼]	ADDLPAY: Rafael R Longoria	Mark Worked Reassign
Le,Thao T	03/19/2008	Evaluate Dept ePAR	eForm Routing	[▼]	ADDLPAY: Rafael R Longoria	Mark Worked Reassign

3. Depending on your ePAR role you may Approve, Deny, Recycle or Hold the form

PeopleSoft.

Home | Worklist | Add to Favorites | Sign out

New Window | Help | Customize Page

Menu
Search:

▷ My Favorites
▷ Department Self Service
▷ Benefits
▷ Campus Community
▷ Curriculum Management
▷ Enterprise Learning
▷ Organizational Development
▷ Payroll for North America
▷ Records and Enrollment
▷ Self Service
▷ Set Up HRMS
▷ Set Up SACR
▷ Student Admissions
▷ Student Financials
▷ Records and Enrollment
▷ Self Service
▷ Set Up HRMS
▷ Set Up SACR
▷ Student Admissions
▷ Student Financials
▷ Records and Enrollment
▷ Self Service
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▷ Student Recruiting
▷ UHS HRMS Benefits
▷ UHS HRMS Budget
▷ UHS HRMS HR
▷ UHS HRMS Payroll
▷ UHS HRMS Positions
▷ Workforce Administration
▷ Workforce Development
▽ Worklist
  – Worklist
  – Worklist Details
▷ PeopleTools
▷ Reporting Tools
– P.A.S.S. (Self Service)
– My Dictionary
– My Personalizations
– My System Profile

Evaluate Additional Pay

Step 1 of 2: Evaluate Additional Pay Request

Please review the form fields below. If the form meets your approval, click Approve. If you want the initiator to make changes and resubmit the form, enter an explanatory note and click Recycle. If the form should not be executed, click Deny, which will stop processing of the form.

▼ **Current Job Info**

Name:	Rafael Longoria	**EmplID:**	0084402
Business Unit:	HR730	**Empl Rcd#:**	0
DeptID:	H0024 Dean, Architecture		Job Data
Job Code:	1010 Professor		
Reg/Temp:	Regular	**Position #:**	00010285
Empl Class:	Faculty **FTE:** 1.00	**Std Hrs:**	40.00

Form Data

Recurring? ☐   eForm ID: 304

*Earnings Code: [442] 🔍   Communication Allowance/PR

Pay Period Amount: 25.00

Pay Start Date: 01/01/2008 📅   Pay End Date: 01/31/2008 📅

Paid on separate cost center? ☐

Comments
Your Comment:

Comment History:

[Approve] [Deny] [Recycle]

[Hold]

Click Approve

New Window | Help | http

Approve this form? (24642,111)

The form will be sent on to the next approver for evaluation, or, if you are the final approver, the form will be loaded into the system. If you change anything on the form, please make note in the comments box.

Yes   No

Click Yes

Evaluate Additional Pay

Step 2 of 2: Evaluation Complete

The form will now be forwarded to the next approver, if any.

▼ Current Job Info

Name:	Rafael Longoria	EmplID:	0084402
Business Unit:	HR730	Empl Rcd#:	0
DeptID:	H0024	Dean, Architecture	Job Data
Job Code:	1010	Professor	
Reg/Temp:	Regular	Position #:	00010285
Empl Class:	Faculty	FTE: 1.00	Std Hrs: 40.00

Form Status

eForm ID: 304

You have just APPROVED this form. This action passed the form to UHM Human Resources Dept for further processing.

Go To Worklist
View This Form
Go To ePAR Home Page

Use the ePAR Home Page to navigate to the "Start a New ePAR" Link

---

Navigation: **Department Self Service > ePAR Home Page > Start a New ePAR**

To select the link

1. Click on "Start a New ePAR"

Start a New ePAR
Start a new ePAR, which will then be routed to the appropriate approvers.

Click here

---

2. Click on the forms to initiate a form action or you may select return to the ePAR Home page

Start a New electronic Personnel Action Request (ePAR)

Hire an Employee
Use this form to hire a new employee, rehire an employee, or transfer an employee into your department; or use this form to add an additional job record for an employee.
Hire an Employee

Edit Existing Job
Use this form to edit the job of an employee currently working in your department.
Edit Existing Job

Change Employment Status
Use this form to submit a termination, retirement, leave of absence or return from leave.
Change Employment Status

Additional Pay
Use this form to submit a request to add additional pay for an employee.
Additional Pay

Return to Electronic Personnel Action Request (ePAR) Home Page

> Click here to return to the home page

Use the ePAR Home Page to navigate to the "Resubmit, Change, or Withdraw an ePAR" Link

Navigation: **Department Self Service > ePAR Home Page > Resubmit, Change, or Withdraw an ePAR**

To select the link

1. Click on "Resubmit, Change, or Withdraw an ePAR"

Resubmit, Change, or Withdraw an ePAR
Make changes to an ePAR that has been recycled or needs to be updated. Only forms that have not had final approval or been processed into the system will be accessible.

> Click here

---

2. Click on the forms to resubmit, change or withdraw a form action or you may select to return to the ePAR Home page.

Resubmit, Change, or Withdraw an electronic Personnel Action Request (ePAR)

Hire an Employee
Use this link to change, resubmit or withdraw a request to hire an employee.
Update a Hire ePAR

Edit Existing Job
Use this link to change, resubmit or withdraw a request to edit a job for an employee.
Update a Job Edit ePAR

Change Employment Status
Use this link to change, resubmit or withdraw a request to change employment status for an employee.
Update a Change Employment Status ePAR

Additional Pay
Use this link to change, resubmit or withdraw a request to add additional pay for an employee.
Update an Additional Pay ePAR

Return to Electronic Personnel Action Request (ePAR) Home Page

> Click here to return to the home page

Use the ePAR Home Page to navigate to the "View an ePAR" Link

---

Navigation: **Department Self Service > ePAR Home Page > View an ePAR**

To select the link

1. Click on "View an ePAR"

View an ePAR
View a recently submitted ePAR, including workflow history and form status. ePARs submitted in the last month are listed here. This is a read-only view.

> Click here

---

2. Click on the forms to view a recently submitted ePAR within the last month or you may select to return to the ePAR Home page.

View an electronic Personnel Action Request (ePAR)

Hire an Employee
Use this link to view a request to hire an employee.
View a Hire ePAR

Edit Existing Job
Use this link to view a request to edit a job for an employee.
View a Job Edit ePAR

Change Employment Status
Use this link to view a request to change employment status for an employee.
View a Change Employment Status ePAR

Additional Pay
Use this link to view a request to add additional pay for an employee.
View an Additional Pay ePAR

Return to Electronic Personnel Action Request (ePAR) Home Page

> Click here to return to the home page

Use the ePAR Home Page to navigate to the "Look Up an Archived ePAR" Link

---

Navigation: **Department Self Service > ePAR Home Page > Look Up an Archived ePAR**

To select the link

1. Click on "Look Up an Archived ePAR"

Look Up an Archived ePAR
Review an archived ePAR. ePARs submitted more than a month ago will be listed here. This is a read-only view.

> Click here

---

2. Click on the forms to review an archived ePAR submitted more than a month ago or you may select to return to the ePAR Home page.

Look Up Archived electronic Personnel Action Request (ePAR)

Hire an Employee

Use this link to look up an archived request to hire an employee.
Look Up an Archived Hire ePAR

Edit Existing Job

Use this link to look up an archived request to edit a job for an employee.
Look Up an Archived Job Edit ePAR

Change Employment Status

Use this link to look up an archived request to change employment status for an employee.
Look Up an Archived Change Employment Status ePAR

Additional Pay

Use this link to look up an archived request to add additional pay for an employee.
Look Up an Archived Additional Pay ePAR

Return to Electronic Personnel Action Request (ePAR) Home Page

Click here to return to the home page

Chapter 2 – Hire an Employee

Overview

Use this form to hire a new employee, rehire an employee, or transfer an employee into your department; or use this form to add an additional job.

Objectives

At the end of this chapter, you will be able to:

- Explain the fields on a new hire, rehire, transfer, and additional job.

New Hire

Use the Hire Form to hire.
Navigation: **Department Self Service > ePAR Home Page > Start a new ePAR > Hire an Employee**
To initiate candidate search 1. Enter an employee id number or otherwise enter the information you have and click search.

Hire an Employee
Candidate Search

Search below for the person you wish to hire. If you know the EmplID, enter it, and click Search. Otherwise, enter the information you have and click Search.

Use the arrow icon to select a row. If your search(es) does not return any results, enter the candidate's first name, last name, and date of birth, and click search. The Add button will display. Click Add to create a new EmplID.

Search Fields

Employee ID:

*First Name: Middle Name:

*Last Name: *Date of Birth:

Social Security #:   Gender:

[Search]   [Clear]

Hire an Employee
Candidate Search

Search below for the person you wish to hire. If you know the EmplID, enter it, and click Search. Otherwise, enter the information you have and click Search.

Use the arrow icon to select a row. If your search(es) does not return any results, enter the candidate's first name, last name, and date of birth, and click search. The Add button will display. Click Add to create a new EmplID.

Search Fields

Employee ID:

*First Name: Sebastian   Middle Name:

*Last Name: Strong   *Date of Birth:

Social Security #:   Gender:

[Search]   Click Search   [Clear]

Note: If your search(es) does not return any results, enter the candidate's first name, last name, and date of birth, and click search. The Add button will display

Hire an Employee

Candidate Search

Search below for the person you wish to hire. If you know the EmplID, enter it, and click Search. Otherwise, enter the information you have and click Search.

Use the arrow icon to select a row. If your search(es) does not return any results, enter the candidate's first name, last name, and date of birth, and click search. The Add button will display. Click Add to create a new EmplID.

Search Fields

Employee ID:

*First Name: Sebastian   Middle Name:

*Last Name: Strong   *Date of Birth: 08/14/1976

Social Security #:   Gender: Male

[Search]   [Add] → Click Add   [Clear]

Your search returned no results.

2. Click Add to create a new EmplID.

Note: You will receive the following message.

A Person Record will be created in PeopleSoft HR with a new ID. Do you want to proceed? (24642,854)

If this person is or has been associated with the University of Houston System as an Employee, Student, or Student Applicant, they should already have an ID in PeopleSoft HR. Proceeding will create a duplicate ID. Only proceed if you are confident the person does not already have an ID.

[Yes]   [No] → Click Yes

3. Enter Contact Information and click next.

Menu

Search:
- My Favorites
- Department Self Service
  - ePAR Home Page
- Benefits
- Campus Community
- Enterprise Learning
- Organizational Development
- Payroll for North America
- Self Service
- Set Up HRMS
- Student Financials
- UHS HRMS Benefits
- UHS HRMS Budget
- UHS HRMS HR
- Self Service
- Set Up HRMS
- Student Financials
- UHS HRMS Benefits
- UHS HRMS Budget
- UHS HRMS HR
- Self Service
- Set Up HRMS
- Student Financials
- UHS HRMS Benefits
- UHS HRMS Budget
- UHS HRMS HR
- Self Service
- Set Up HRMS
- Student Financials
- UHS HRMS Benefits
- UHS HRMS Budget
- UHS HRMS HR
- UHS HRMS Payroll
- UHS HRMS Positions
- Workforce Administration
- Worklist
- PeopleTools
- Reporting Tools
- P.A.S.S. (Self Service)
- My Dictionary
- My Personalizations
- My System Profile
- My System Profile
- To Portal Hub

Step 1 of 6: Contact Information
Enter the contact information for the individual being hired.

Personal Info

EmplID: NEW

*First Name: Sebastian   Middle:

*Last Name: Strong   Suffix:

Home Email Address: s_x_strong@yahoo.com

Preferred Name

Prefix:

First Name: Sebastian   Middle:

Last Name: Strong   Suffix:

Home Address and Phone

Country: USA   United States

*Address 1: 2104 16th Street

Address 2:

*City: Galena Park   *State: TX   *Postal: 77547

County:

Phone:

▼ Mailing Address (if different from Home Address)

*Country: USA   United States

Address 1:

Address 2:

City: State: Postal:

[<< Search]   [Next >>] → Click here

4. Enter Identity Information and click Next.

Note: If you leave social security number blank you will receive the following message:

Hire an Employee
Step 3 of 6: Submit Personal Information

Windows Internet Explorer

⚠️ Social Security # should be entered. (24642,572)

Social Security # should be entered. If this is a new international employee without a social security #, leave field blank and secure a temporary SSN from Payroll within 30 days of hire.

[OK]

Hire an Employee
Step 2 of 6: Identity Information
Enter the identity information for the individual being hired.

Personal Info

Name: Sebastian Strong   EmplID: NEW

Identity Info

*Gender:	Male
Marital Status:	Single
*Date of Birth:	08/14/1976

☑ Eligible to Work in U.S.?

*Citizenship Status:	U.S. Citizen
Social Security #:	452318965
Highest Education Level:	
*Military Status:	No Military Service
*Ethnic Group:	NSPEC 🔍 Not Specified

☐ Waive Public Access?
☐ Disabled?

Click here

[<< Previous] [Next >>]

Note: If you enter Gender: Male and Birth date between 18 and 25 years or younger then you must enter Selective Service Information.

Hire an Employee
Selective Service
Enter the selective service information for the individual being hired.

Personal Info

Name: Sebastian Strong   EmplID: NEW

Selective Service Info

Effective Date:	
Selective Service ID:	

[<< Previous] [Next >>]

Note: The following options are available for Citizenship status. Visa/Permit information will be entered by HR.

Personal Info

Name: Sebastian Strong

Identity Info

*Gender:	Male
Marital Status:	Single
*Date of Birth:	08/14/1976
☑ Eligible to Work in U.S.?	
*Citizenship Status:	U.S. Citizen
	Auth Alien Temp
	Perm Resident
Social Security #:	U.S. Citizen
Highest Education Level:	
*Military Status:	No Military Service
*Ethnic Group:	NSPEC Not Specified

If Auth Alien Temp is selected HR enters information

5. Submit Personal Information by clicking Save & Next.

Hire an Employee
Step 3 of 6: Submit Personal Information

Personal Info

Name: Sebastian Strong   EmplID: NEW

<< Previous   Save & Next >>

Click here

Save this individual's personal information? (24642,113)

If you choose 'Yes,' this information will be immediately saved in PeopleSoft HR. If this information is not yet ready to be saved, choose 'No.'

Yes   No

Click here

6. Enter Job Information by selecting Empl Class, Reg/Temp, and Position and click Next.

Hire an Employee
Step 4 of 6: Job Information
Complete the fields below with the appropriate job information for the individual being hired.

▼ **Personal Info**

Name: Sebastian Strong   EmplID: 0883851

Job Information

*Effective Date:	05/13/2008
*Empl Class:	
*Reg/Temp:	
*Position:	

eForm ID: 41

Enter information

<< Search   Next >>

Hire an Employee

Step 4 of 6: Job Information

Complete the fields below with the appropriate job information for the individual being hired.

Personal Info

Name:	Sebastian Strong	**EmplID:**	0883851

Job Information

*Effective Date:	05/13/2008	**eForm ID:**	41
*Empl Class:	Prof/Admin		
*Reg/Temp:	Regular		
*Position:	00108063	SPVR, OFFICE	
Business Unit:	HR730	**Department:**	H0098 Dean, Law
Job Code:	D4H2	Spvr, Office	
Sal Plan:	UHE	**Salary Grade:**	066

Click here

[<< Search]   [Next >>]

---

7. Enter Compensation Information and click Next.

Hire an Employee

Step 5 of 6: Compensation

Complete the fields below with the appropriate job information for the individual being hired.

Personal Info

Name:	Sebastian Strong	**EmplID:**	0883851

Compensation

*Officer Code:	None	**eForm ID:**	41
Standard Hours:	40.00		
FTE:	1.00		
Monthly Comp:	2666.66		

Click here

[<< Previous]   [Next >>]

---

8. Finalize the form by submitting it in workflow to the next approver.

Note: You may attach a document and add comments if needed.

D My Favorites
▽ Department Self Service
  — ePAR Home Page
D Benefits
D Campus Community
D Enterprise Learning
D Organizational Development
D Payroll for North America
D Self Service
D Set Up HRMS
D Student Financials
D UHS HRMS Benefits
D UHS HRMS Budget
D UHS HRMS HR
  Self Service
D Set Up HRMS
D Student Financials
D UHS HRMS Benefits
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— P.A.S.S. (Self Service)
— My Dictionary
— My Personalizations
— My System Profile
— My System Profile
— To Portal Hub

Hire an Employee

Step 6 of 6: Finalize Form

Enter any relevant information requested where indicated and/or comments in the "Your Comment" field to be included with this form.

Personal Info

Name:	Sebastian Strong	**EmplID:**	0883851

Action & Reason

Empl Rcd#	Action	Reason
0	Hire	Hire

Attachments

Description		[Add New Document]

View	Description	File size	Author	Created Date/Time	
1 View				05/13/08 2:44:51PM	—

Comments

Your Comment:

Comment History:

Click here

[<< Previous]   [Hold]   [Submit]

Submit this form? (24642,112)

The form will be directed to the next approver, if any.

| Yes | No |

Click here

Hire an Employee

Form Finalized

The form will now be forwarded to the appropriate Approver.

▼ **Personal Info**

| Name: | Sebastian Strong | EmplID: | 0883851 |

Form Status

eForm ID: 41

You have just SUBMITTED this form. This action passed the form to UHM
Dept Business Admnstr for further processing.

Go To Worklist
View This Form
Go To ePAR Home Page

ReHire

Use the Hire Form to rehire a terminated employee.

Navigation: **Department Self Service > ePAR Home Page > Start a new ePAR > Hire an Employee**

To initiate candidate search

1. Enter an employee id number or otherwise enter the information you have and click search.

Hire an Employee

Candidate Search

Search below for the person you wish to hire. If you know the EmplID, enter it, and click Search.
Otherwise, enter the information you have and click Search.

Use the arrow icon to select a row. If your search(es) does not return any results, enter the
candidate's first name, last name, and date of birth, and click search. The Add button will display.
Click Add to create a new EmplID.

Search Fields

Employee ID:

*First Name: **Middle Name:**
Michele   Diane
*Last Name: ***Date of Birth:**
Messa
Social Security #:   **Gender:**

| Search | Click here | Clear |

2. Select the row.

Note: Person Results has three options HR - Individual has personal information in the system; Job – Individual has job information in the system; Act – Individual is an active employee in the system

Hire an Employee

Candidate Search

Search below for the person you wish to hire. If you know the EmplID, enter it, and click Search. Otherwise, enter the information you have and click Search.

Use the arrow icon to select a row. If your search(es) does not return any results, enter the candidate's first name, last name, and date of birth, and click search. The Add button will display. Click Add to create a new EmplID.

Search Fields

Employee ID: [   ]

*First Name: [Michele]   Middle Name: [Diane]
*Last Name: [Messa]   *Date of Birth: [   ] 🗓
Social Security #: [   ]   Gender: [▼]

[Search]   Click here   [Clear]

Person Results   Customize | Find | ▦   First ◄ 1 of 1 ► Last

	HR	Job	Act	EmplID	Rcd#	Name	Preferred Name	Gender	Date of Birth	National ID
1 ▷ ⓘ	✖	✖	☐	0085080	0	Michele Diane Messa	Michele Tellez	Female	---------	(Not Displayed)

Note: Contact information is pre populated with the capability for update if necessary.

▷ My Favorites
▽ Department Self Service
  — ePAR Home Page
▷ Benefits
▷ Campus Community
▷ Enterprise Learning
▷ Organizational Development
▷ Payroll for North America
▷ Self Service
▷ Set Up HRMS
▷ Student Financials
▷ UHS HRMS Benefits
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▷ Student Financials
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▷ UHS HRMS HR
▷ Set Up HRMS
▷ Student Financials
▷ UHS HRMS Benefits
▷ UHS HRMS Budget
▷ UHS HRMS HR
▷ Set Up HRMS
▷ Student Financials
▷ UHS HRMS Payroll
▷ UHS HRMS Positions
▷ Workforce Administration
▷ Worklist
▷ PeopleTools
▷ Reporting Tools
  — P.A.S.S. (Self Service)
  — My Dictionary
  — My Personalizations
  — My System Profile
  — My System Profile
  — To Portal Hub

Hire an Employee

Step 1 of 6: Contact Information

Enter the contact information for the individual being hired.

Personal Info

EmplID: 0085080
*First Name: [Michele]   Middle: [D]
*Last Name: [Tellez]   Suffix: [▼]
Home Email Address: [   ]

Preferred Name

Prefix: [▼]
First Name: [Michele]   Middle: [D]
Last Name: [Tellez]   Suffix: [▼]

Home Address and Phone

Country: USA   United States
*Address 1: [4320 Coyle St]
Address 2: [   ]
*City: [Houston]   *State: [TX] 🔍   *Postal: [77023-3547]
County: [Harris]
Phone: [713/926-3432]

▼ **Mailing Address (if different from Home Address)**

*Country: [USA 🔍]   United States
Address 1: [   ]
Address 2: [   ]
City: [   ]   State: [   ] 🔍   Postal: [   ]

Click here

[<< Search]   [Next >>]

3. Submit Personal Information.

Hire an Employee

Step 3 of 6: Submit Personal Information

Personal Info

Name: Michele Tellez   EmplID: 0085080

[<< Previous] [Save & Next >>]   Click here

Save this individual's personal information? (24642,113)

If you choose 'Yes,' this information will be immediately saved in PeopleSoft HR. If this information is not yet ready to be saved, choose 'No.'

[Yes]   [No]

Click here

4. As in a New Hire now you enter Job Information by selecting Empl Class, Reg/Temp, and Position and click Next

Hire an Employee

Step 4 of 6: Job Information
Complete the fields below with the appropriate job information for the individual being hired.

▼ **Personal Info**

Name: Michele Tellez   EmplID: 0085080

Job Information

*Effective Date: 05/13/2008 🗓   eForm ID: 51
*Empl Class: Sup. Staff
*Reg/Temp: Regular
*Position: 00108737 🔍   SECRETARY 2

Business Unit: HR730   Department: H0098   Dean, Law

Job Code: D4F5   Secretary 2

Sal Plan: UHN   Salary Grade: 063

[<< Search] [Next >>]   Click here

5. As in a New Hire enter Compensation Information and click Next.

Hire an Employee

Step 5 of 6: Compensation
Complete the fields below with the appropriate job information for the individual being hired.

▼ **Personal Info**

Name: Michele Tellez   EmplID: 0085080

Compensation

Standard Hours: 40.00   eForm ID: 51
FTE: 1.00
Hourly Comp: 12.00

[<< Previous] [Next >>]   Click here

6. Finalize the form by submitting it in workflow to the next approver.

Note: You may attach a document and add comments if needed.

Hire an Employee

Step 6 of 6: Finalize Form
Enter any relevant information requested where indicated and/or comments in the "Your Comment" field to be included with this form.

Personal Info

| Name: | Michele Tellez | EmplID: | 0085080 |

Action & Reason

Empl Rcd#	Action	Reason
0	Rehire	Rehire

Attachments

Description [   ] [Add New Document]

View	Description	File size	Author	Created Date/Time	
1 [View]				05/13/08 4:28:30PM	[–]

Click here

Comments

Your Comment:
Ms. Tellez has previous UH experience.

[<< Previous] [Hold] [Submit]

Comment History:

Submit this form? (24642,112)

The form will be directed to the next approver, if any.

[Yes] [No]

Click here

Hire an Employee

Form Finalized
The form will now be forwarded to the appropriate Approver.

Personal Info

| Name: | Michele Tellez | EmplID: | 0085080 |

Form Status

eForm ID: 59

You have just SUBMITTED this form. This action passed the form to UHM Dept Business Admnstr for further processing.

Go To Worklist
View This Form
Go To ePAR Home Page

Transfer

Use the Hire Form to transfer an employee into your department.

Navigation: **Department Self Service > ePAR Home Page > Start a new ePAR > Hire an Employee**

To initiate candidate search

1. Enter an employee id number or otherwise enter the information you have and click search.

2. Select the row.

3. As in a New Hire and a Rehire now you enter Job Information by selecting Empl Class, Reg/Temp, and Position and click Next

Hire an Employee
Step 1 of 3: Job Information
Complete the fields below with the appropriate job information for the individual being hired.

Personal Info

Name:	Arturo Tapia	EmplID:	0115743

Job Information

*Effective Date: 05/13/2008   eForm ID: 60
*Empl Class: Prof/Admin
*Reg/Temp: Regular
*Position: 00011616   Spec, Career Development

Business Unit: HR730   Department: H0098   Dean, Law
Job Code: J3R4   Spec, Career Development
Sal Plan: UHE   Salary Grade: 070

Click here

<< Search   Next >>

4. As in a New Hire and a Rehire enter Compensation Information and click Next.

Hire an Employee
Step 2 of 3: Compensation
Complete the fields below with the appropriate job information for the individual being hired.

Personal Info

Name:	Arturo Tapia	EmplID:	0115743

Compensation

*Officer Code: None   eForm ID: 60
Standard Hours: 40.00
FTE: 1.00
Monthly Comp: 3300.00

Click here

<< Previous   Next >>

5. Finalize the form by submitting it in workflow to the next approver.

Note: If an employee already has at least one active job and is transferring from another job, you must indicate a requested job action. Update the Active Job and select job record to be transferred.

Transfers

This employee already has at least one active job with the university. Is this employee transferring from another job? If so, indicate requested job action is an Update to an Active Job and select job record to be transferred.

Active Job Records

	Rcd	Status	Unit	DeptID	Department	Empl Class	Reg/Temp	Job Code	Job Title	FTE
☑	0	Active	HR730	H0155	Business Services	Prof/Admin	Regular	D3I7	Spec, Customer Service 2	1.00

*Update to an Active Job?   Yes   Select Active Job Record

Promotion, Transfer, Demotion?   Promotion   Reason: Promotion-With Pay

Action & Reason

Empl Rcd#	Action	Reason
0	Promotion	Promotion-With Pay

Attachments

Description [   ]   Add New Document

View	Description	File size	Author	Created Date/Time
1 View				05/13/08 4:43:20PM −

Comments

Your Comment:
[   ]

<< Previous   Hold   Submit

Click here

Comment History:

Submit this form? (24642,112)

The form will be directed to the next approver, if any

Yes   No

Click here

Hire an Employee

Form Finalized

The form will now be forwarded to the appropriate Approver.

▼ **Personal Info**

Name:	Arturo Tapia	EmplID:	0115743

Form Status

eForm ID: 60

You have just SUBMITTED this form. This action passed the form to UHM Dept Business Admnstr for further processing.

Go To Worklist
View This Form
Go To ePAR Home Page

Add an Additional Job

Use the Hire Form to add an additional job record for an employee..

Navigation: **Department Self Service > ePAR Home Page > Start a new ePAR > Hire an Employee**

To initiate candidate search

1. Enter an employee id number or otherwise enter the information you have and click search.

2. Enter Additional Job information by selecting Empl Class, Reg/Temp, and Position and click Next

Note: There is an option for an assignment end date.

3. Enter Additional Job Compensation Information and click Next.

Hire an Employee

Step 2 of 3: Compensation

Complete the fields below with the appropriate job information for the individual being hired.

Personal Info

| Name: | April Moreno | EmplID: | 0089300 |

Compensation

*Standard Hours:	1.00	eForm ID:	75
FTE:	0.03		
Hourly Comp:	20.00		

Click here

<< Previous   Next >>

4. Finalize the form by submitting it in workflow to the next approver.

Note: You will receive the message that the employee has at least one active job and you must verify if it is an update. In the case of an additional job record you must check no.

- My Favorites
- Department Self Service
  - − ePAR Home Page
- Benefits
- Campus Community
- Enterprise Learning
- Organizational Development
- Payroll for North America
- Self Service
- Set Up HRMS
- Student Financials
- UHS HRMS Benefits
- UHS HRMS Budget
- UHS HRMS HR
- Self Service
- Set Up HRMS
- Student Financials
- UHS HRMS Benefits
- UHS HRMS Budget
- UHS HRMS HR
- Self Service
- Set Up HRMS
- Student Financials
- UHS HRMS Benefits
- UHS HRMS Budget
- UHS HRMS HR
- Self Service
- Set Up HRMS
- Student Financials
- UHS HRMS Benefits
- UHS HRMS Budget
- UHS HRMS HR
- Set Up HRMS
- Student Financials
- UHS HRMS Benefits
- UHS HRMS Budget
- UHS HRMS HR
- UHS HRMS Payroll
- UHS HRMS Positions
- Workforce Administration
- Worklist
- PeopleTools
- Reporting Tools
- P.A.S.S. (Self Service)
- My Dictionary
- My Personalizations
- My System Profile
- My System Profile
- To Portal Hub

Hire an Employee

Step 3 of 3: Finalize Form

Enter any relevant information requested where indicated and/or comments in the "Your Comment" field to be included with this form.

Personal Info

| Name: | April Moreno | EmplID: | 0089300 |

Transfers

This employee already has at least one active job with the university. Is this employee transferring from another job? If so, indicate requested job action is an Update to an Active Job and select job record to be transferred.

Active Job Records

Rcd	Status	Unit	DeptID	Department	Empl Class	Reg/Temp	Job Code	Job Title	FTE
0	Active	HR730	H0098	Dean, Law	Prof/Admin	Regular	E9A6	Dir, Program	1.00

Note: The update to active job is No and the new record is displayed.

*Update to an Active Job?   No

Action & Reason

Empl Rcd#	Action	Reason
1	Hire	Hire

Attachments

| Description | | Add New Document |

View	Description	File size	Author	Created Date/Time	
1 View				05/14/08 8:23:21AM	−

Comments

Your Comment:

Comment History:

Click here

<< Previous   Hold   Submit

Submit this form? (24642,112)

The form will be directed to the next approver, if any.

| Yes | No |

Cick here

Hire an Employee
Form Finalized
The form will now be forwarded to the appropriate Approver.

▼ Personal Info

Name: April Moreno   **EmplID:** 0089300

Form Status

eForm ID: 75

You have just SUBMITTED this form. This action passed the form to UHM
Dept Business Admnstr for further processing.

Go To Worklist
View This Form
Go To ePAR Home Page

Chapter 3 – Job Change - Edit existing job

Overview

Use this form to edit the job of an employee currently working in your department

Objectives

At the end of this chapter, you will be able to:

- Explain the fields on a job change that allow for promotions, transfers, pay rate changes and FTE changes within your department.

Promotion with Pay

Use the Job Change form for Promotions with Pay.
Navigation: **Department Self Service > ePAR Home Page > Start a new ePAR > Edit Existing Job**
To initiate search 1. Enter an employee id number or otherwise enter the information you have and click search.

2. Complete the fields with the appropriate job information that is being changed and click Next.

Note: You must enter effective date and a new position number.

Job Information

*Effective Date:	06/01/2008
Empl Class:	Prof/Admin
Reg/Temp:	Regular
Position Number:	00011543 Spec, Career Development

eForm ID: 89

Business Unit:	HR730	Department:	H0098 Dean, Law
Job Code:	J3R4	Spec, Career Development	
Sal Plan:	UHE	Salary Grade:	070

Click here

<< Search   Next >>

---

3. Enter Compensation Information and click Next.

Change Job Data

Step 2 of 3: Compensation

Complete the fields below with the appropriate job information that is being changed.

▼ Current Job Info

Name:	Judy Clark	EmplID:	0083745
Business Unit:	HR730	Empl Rcd#:	0
DeptID:	H0098 Dean, Law		Job Data
Job Code:	E9C9 Coord, Program		
Reg/Temp:	Regular	Position #:	00109106
Empl Class:	Prof/Admin FTE: 1.00	Std Hrs: 40.00	

Compensation

*Officer Code:	None	eForm ID:	90
Standard Hours:	40.00		
FTE:	1.00		
Monthly Comp Rate:	3681.60		
Change Amt:	0.00	Change Percent:	0.00 %

Click here

<< Previous   Next >>

---

4. Finalize the form by submitting it in workflow to the next approver.

Note: Select whether this job action is a Promotion, Transfer, or Demotion. If this job action is a Transfer or Demotion, indicate the Reason for the action.

Change Job Data

Step 3 of 3: Finalize Form

Enter any relevant information requested where indicated and/or comments in the "Your Comment" field to be included with this form.

▼ Current Job Info

Name:	Judy Clark	EmplID:	0083745
Business Unit:	HR730	Empl Rcd#:	0
DeptID:	H0098 Dean, Law		Job Data
Job Code:	E9C9 Coord, Program		
Reg/Temp:	Regular	Position #:	00109106
Empl Class:	Prof/Admin FTE: 1.00	Std Hrs: 40.00	

Job Action

Select whether this job action is a Promotion, Transfer, or Demotion. If this job action is a Transfer or Demotion, indicate the Reason for the action.

Promotion, Transfer, Demotion?   Promotion   Reason: Promotion-With Pay

Action(s) & Reason(s)

Action	Reason
1 Promotion	Promotion-With Pay

Attachments

Description	Add New Document

View	Description	File size	Author	Created Date/Time	
1 View				05/14/08 9:59:40AM	

Comments

Your Comment:

Click here

<< Previous   Submit

Comment History:

Submit this form? (24642,112)

The form will be directed to the next approver, if any.

Yes   No   Click here

Change Job Data

Form Finalized

The form will now be forwarded to the appropriate Approver.

▼ Current Job Info

Name:	Judy Clark	EmplID:	0083745
Business Unit:	HR730	Empl Rcd#:	0
DeptID:	H0098	Dean, Law	
Job Code:	E9C9	Coord, Program	Job Data
Reg/Temp:	Regular	Position #:	00109106
Empl Class:	Prof/Admin	FTE: 1.00	Std Hrs: 40.00

Form Status

eForm ID: 93

You have just SUBMITTED this form. This action passed the form to UHM
Dept Business Admnstr for further processing.

Go To Worklist
View This Form
Go To ePAR Home Page

Transfer

Use the Job Change form for Transfers.

Navigation: **Department Self Service > ePAR Home Page > Start a new ePAR > Edit Existing Job**

To initiate search

1. Enter an employee id number or otherwise enter the information you have and click search.

Select An Employee

Enter any information you have and click Search. Leave fields blank for a list of all values.

/ Find an Existing Value \

EmplID:	begins with ▼	0398424
Empl Rcd Nbr:	= ▼	
Name:	begins with ▼	
Last Name:	begins with ▼	
Department:	begins with ▼	🔍

☐ Case Sensitive   Click here

Search   Clear   Basic Search   💾 Save Search Criteria

2. Complete the fields with the appropriate job information that is being changed and click Next.

Change Job Data

Step 1 of 3: Enter Job Change Details
Complete the fields below with the appropriate job information that is being changed.

▼ Current Job Info

Name:	Andrew Meissen	**EmplID:**	0398424
Business Unit:	HR730	**Empl Rcd#:**	0
DeptID:	H0098 Dean, Law		
Job Code:	5200 Non-Ben Non-Exempt Staff		Job Data
Reg/Temp:	Temporary	**Position #:**	01003493
Empl Class:	Support Staff **FTE:** 0.38	**Std Hrs:**	15.00

Job Information

*Effective Date: [   ] 🗓   eForm ID: 119

Empl Class: [Sup. Staff ▼]

Reg/Temp: [Temporary ▼]

Need Assignment End Date? ☐

Position Number: [01003493] 🔍   Non-Ben Non-Exempt Staff

Business Unit:	HR730	**Department:**	H0098	Dean, Law
Job Code:	5200	Non-Ben Non-Exempt Staff		
Sal Plan:	TPN	**Salary Grade:**	UNG	

[<< Search]   [Next >>]

Job Information

*Effective Date: [05/30/2008] 🗓   eForm ID: 119

Empl Class: [Sup. Staff ▼]

Reg/Temp: [Temporary ▼]

Need Assignment End Date? ☐

Position Number: [01002726] 🔍   Non-Ben Non-Exempt Staff

Business Unit:	HR730	**Department:**	H0098	Dean, Law
Job Code:	5200	Non-Ben Non-Exempt Staff		
Sal Plan:	TPN	**Salary Grade:**	UNG	

Click here

[<< Search]   [Next >>]

---

3. Enter Compensation Information if necessary and click Next.

Change Job Data

Step 2 of 3: Compensation
Complete the fields below with the appropriate job information that is being changed.

▼ Current Job Info

Name:	Andrew Meissen	**EmplID:**	0398424
Business Unit:	HR730	**Empl Rcd#:**	0
DeptID:	H0098 Dean, Law		Job Data
Job Code:	5200 Non-Ben Non-Exempt Staff		
Reg/Temp:	Temporary	**Position #:**	01003493
Empl Class:	Support Staff **FTE:** 0.38	**Std Hrs:**	15.00

Compensation

eForm ID: 119

Standard Hours: [1.00]

FTE: 0.03

Hourly Comp Rate: [10.00]

Change Amt: 0.00   **Change Percent:**   0.00 %

Click here

[<< Previous]   [Next >>]

4. Finalize the form by submitting it in workflow to the next approver

Change Job Data

Step 3 of 3: Finalize Form

Enter any relevant information requested where indicated and/or comments in the "Your Comment" field to be included with this form.

▼ Current Job Info

Name:	Andrew Meissen	EmplID:	0398424
Business Unit:	HR730	Empl Rcd#:	0
DeptID:	H0098	Dean, Law	Job Data
Job Code:	5200	Non-Ben Non-Exempt Staff	
Reg/Temp:	Temporary	Position #:	01003493
Empl Class:	Support Staff	FTE: 0.38	Std Hrs: 15.00

Action(s) & Reason(s)

Action	Reason	
1 Transfer	New Assignment	Future Dated Rows to be Deleted

Attachments

Description [   ] Add New Document

View	Description	File size	Author	Created Date/Time	
1 View				05/14/08 10:49:06AM	−

Comments

Your Comment: [   ]

Comment History: [   ]

<< Previous   Submit

Click here

Submit this form? (24642,112)

The form will be directed to the next approver, if any.

Yes   No

Click here

Change Job Data

Form Finalized

The form will now be forwarded to the appropriate Approver.

▼ Current Job Info

Name:	Andrew Meissen	EmplID:	0398424
Business Unit:	HR730	Empl Rcd#:	0
DeptID:	H0098	Dean, Law	Job Data
Job Code:	5200	Non-Ben Non-Exempt Staff	
Reg/Temp:	Temporary	Position #:	01003493
Empl Class:	Support Staff	FTE: 0.38	Std Hrs: 15.00

Form Status

eForm ID: 119

You have just SUBMITTED this form. This action passed the form to UHM Dept Business Admnstr for further processing.

Go To Worklist

View This Form

Go To ePAR Home Page

Pay Rate Change

Use the Job Change form for Pay Rate Changes.

Navigation: **Department Self Service > ePAR Home Page > Start a new ePAR > Edit Existing Job**

To initiate search

1. Enter an employee id number or otherwise enter the information you have and click search.

Select An Employee

Enter any information you have and click Search. Leave fields blank for a list of all values.

/ **Find an Existing Value** \

EmplID:	begins with ▾	0328074
Empl Rcd Nbr:	= ▾	
Name:	begins with ▾	
Last Name:	begins with ▾	
Department:	begins with ▾	🔍

☐ Case Sensitive

[Search]   [Clear]   Basic Search 💾 Save Search Criteria

2. Enter Effective Date of Pay Rate Change and click Next.

Step 1 of 3: Enter Job Change Details
Complete the fields below with the appropriate job information that is being changed.

▼ **Current Job Info**

Name:	Rosemarie Castano	EmplID:	0328074
Business Unit:	HR730	Empl Rcd#:	0
DeptID:	H0098	Dean, Law	Job Data
Job Code:	E9B6	Mgr, Program	
Reg/Temp:	Regular	Position #:	01008736
Empl Class:	Prof/Admin	FTE: 1.00	Std Hrs: 40.00

Job Information

*Effective Date:		📅	eForm ID: 126
Empl Class:	Prof/Admin ▾	
Reg/Temp:	Regular ▾	
Position Number:	01008736 🔍	Mgr, Program
Business Unit:	HR730	Department: H0098	Dean, Law
Job Code:	E9B6	Mgr, Program
Sal Plan:	UHE	Salary Grade: 068

[<< Search]   [Next >>]

Job Information

*Effective Date:	06/01/2008 📅	eForm ID: 126
Empl Class:	Prof/Admin ▾	
Reg/Temp:	Regular ▾	
Position Number:	01008736 🔍	Mgr, Program
Business Unit:	HR730	Department: H0098	Dean, Law
Job Code:	E9B6	Mgr, Program
Sal Plan:	UHE	Salary Grade: 068

Click here

[<< Search]   [Next >>]

3. Enter Compensation Information and click Next.

Note: You may enter multiple compensation rates on the form.

4. Finalize the form by submitting it in workflow to the next approver

Submit this form? (24642,112)

The form will be directed to the next approver, if any.

| Yes | No |

Click here

Change Job Data

Form Finalized

The form will now be forwarded to the appropriate Approver.

▼ Current Job Info

Name:	Rosemarie Castano		**EmplID:**	0328074
Business Unit:	HR730		**Empl Rcd#:**	0
DeptID:	H0098	Dean, Law		Job Data
Job Code:	E9B6	Mgr, Program		
Reg/Temp:	Regular		**Position #:**	01008736
Empl Class:	Prof/Admin	**FTE:** 1.00	**Std Hrs:**	40.00

Form Status

eForm ID: 126

You have just SUBMITTED this form. This action passed the form to UHM Dept Business Admnstr for further processing.

Go To Worklist
View This Form
Go To ePAR Home Page

Chapter 4 – Change Employment Status

Overview

Use this form to submit a termination, retirement, leave of absence or return from leave.

Objectives

At the end of this chapter, you will be able to:

- Explain the fields on a termination, retirement, leave of absence or return from leave.

Termination, retirement, leave of absence or return from leave

Use the Change Employment Status form to terminate, retire, place on leave or return an employee from leave.
Navigation: **Department Self Service > ePAR Home Page > Start a new ePAR > Change Employment Status**
To select an employee 1. Enter an employee id number or search by name

Note: The "Effective Date" should be the first day of the new status. Please select from the actions and reasons provided. Enter any relevant comments in the "Your Comment" field to be included with this form.

2. Enter Term/Leave/Retire Information

Change Employment Status

Step 1 of 1: Enter Term/Leave/Retire Information

Complete the Change Employment Status form below. The "Effective Date" should be the first day of the new status.

Please select from the actions and reasons provided. Enter any relevant comments in the "Your Comment" field to be included with this form.

Current Job Info

Name:	Kimberly Paul	EmplID:	0156928
Business Unit:	HR730	Empl Rcd#:	0
DeptID:	H0024	Dean, Architecture	Job Data
Job Code:	D6X7	Asst, Financial 2	
Reg/Temp:	Regular	Position #:	01003974
Empl Class:	Support Staff	FTE: 1.00	Std Hrs: 40.00

Form Data

*Effective Date: _____ eForm ID: 958

*Action: _____

*Reason: _____

Attachments

Description: _____ Add New Document

View	Description	File size	Author	Created Date/Time	
1 View				04/14/08 9:05:42AM	−

Comments

Your Comment: _____

<< Search | Submit

Comment History: _____

List of Action/Reasons for Change Employment Status Form

Leave of Absence	EDU	Education
Leave of Absence	FML	Family and Medical Leave Act
Leave of Absence	HEA	Health Reasons
Leave of Absence	MIL	Military Service
Leave of Absence	PAR	Parental Leave
Leave of Absence	PRS	Personal Reasons
Leave of Absence	STD	Short Term Disability
Leave of Absence	SUS	Suspension
Leave of Absence	WCO	Workmans Compensation
Paid Leave of Absence	ESL	Extended Sick Leave
Paid Leave of Absence	FML	FMLA
Paid Leave of Absence	MIL	Military Service
Paid Leave of Absence	PAR	Parental Leave
Paid Leave of Absence	SLP	Sick Leave Pool
Retirement	DIO	Disability ORP Retiree

Retirement	DIS	Disability Retirement
Retirement	DIT	Disability TRS Retiree
Retirement	ORP	ORP Retiree
Retirement	RET	Retirement
Retirement	TRS	TRS Retiree
Return from Leave	REC	Recall from Suspension
Return from Leave	REL	Return From Disability
Return from Leave	RFL	Return from Leave
Return from Leave	RWC	Return From Worker's Comp
Termination	ASN	Assignment End
Termination	DEA	Death
Termination	IAT	Involuntary-Attendance
Termination	IGM	Involuntary-Gross Misconduct
Termination	IJA	Involuntary-Job Abandonment
Termination	IMI	Involuntary-Misconduct
Termination	IMS	Involuntary-Misstmnt on Applic
Termination	INV	Involuntary
Termination	IOT	Involuntary - Other Reason
Termination	PFR	Involuntary -- Performance
Termination	PRO	Involuntary-Under Probation
Termination	RIF	Involuntary-Reduction in Force
Termination	VOL	Voluntary

3. Click Submit and the form will be sent to the next Approver in Work Flow.

Click Submit

Click Yes

Change Employment Status

Form Finalized

The form will now be forwarded to the appropriate Approver.

▼ **Current Job Info**

Name:	Kimberly Paul	EmplID:	0156928
Business Unit:	HR730	Empl Rcd#:	0
DeptID:	H0024 Dean, Architecture		Job Data
Job Code:	D6X7 Asst, Financial 2		
Reg/Temp:	Regular	Position #:	01003974
Empl Class:	Support Staff FTE: 1.00	Std Hrs: 40.00	

Form Status

eForm ID: 958

You have just SUBMITTED this form. This action passed the form to UHM
Human Resources Dept for further processing.

Go To Worklist

View This Form

Go To ePAR Home Page

Chapter 5 – Additional Pay

Overview

Use this form to submit a request to add additional pay for an employee.

Objectives

At the end of this chapter, you will be able to:

- Explain the fields on a request for additional pay.

Additional Pay

Use the Additional Pay Form to submit a request to add additional pay for an employee.
Navigation: **Department Self Service > ePAR Home Page > Start a new ePAR > Additional Pay**
To select an employee 1. Enter an employee id number or search by name.

2. Enter earnings code, pay period amount and any comment you may have. Then click Submit.

Add Additional Pay

Step 1 of 1: Enter Additional Pay Details

Complete the Additional Pay form below. Enter any relevant comments in the "Your Comment" field to be included with this form.

▼ **Current Job Info**

Name:	Kathleen Lechon	EmplID:	0088545
Business Unit:	HR730	Empl Rcd#:	0
DeptID:	H0024	Dean, Architecture	
Job Code:	D5H8	Asst, Administrative	Job Data
Reg/Temp:	Regular	Position #:	00010294
Empl Class:	Prof/Admin Staff FTE: 1.00	Std Hrs: 40.00	

Form Data

Recurring? ☐   eForm ID: 959

*Earnings Code: [   ] 🔍

Pay Period Amount: [0.00]

Paid on separate cost center? ☐

Attachments

Description [   ] [Add New Document]

View	Description	File size	Author	Created Date/Time	
1 View				04/14/08 9:13:47AM	⊟

Comments

Your Comment:
[   ]

[<< Search] [Submit]

Comment History:
[   ]

List of Earnings Codes:

125	Employee Awards/Payroll
441	Auto Allowance/Payroll
442	Communication Allowance/PR
455	Human Subject Testing/Payroll
460	Additional Compensation
990	Other Earnings
991	Miscellaneous Compensation
992	UHCL Professorships

Note: If the additional pay is recurring, the "Recurring?" box should be checked and the pay start date and end date should be entered.

Add Additional Pay

Step 1 of 1: Enter Additional Pay Details

Complete the Additional Pay form below. Enter any relevant comments in the "Your Comment" field to be included with this form.

▼ Current Job Info

Name:	Kathleen Lechon	**EmplID:**	0088545
Business Unit:	HR730	**Empl Rcd#:**	0
DeptID:	H0024 Dean, Architecture		Job Data
Job Code:	D5H8 Asst, Administrative		
Reg/Temp:	Regular	**Position #:**	00010294
Empl Class:	Prof/Admin Staff **FTE:** 1.00	**Std Hrs:**	40.00

Click if recurring

Form Data

Recurring? ☑   eForm ID: 959

*Earnings Code: 442 🔍 Communication Allowance/PR

Pay Period Amount: 50.00

*Pay Start Date: 05/01/2008 📅   Pay End Date: 06/30/2008 📅

Enter start date

Enter end date

Paid on separate cost center? ☐

Attachments

Description [_____] [Add New Document]

View	Description	File size	Author	Created Date/Time	
1 View				04/14/08 9:13:47AM	−

Comments

Your Comment:
[_____]

[<< Search] [Submit]

Comment History:
[_____]

Note: If the additional pay is to be paid on a separate cost center, check the "Paid on separate cost center?" box and enter cost center information.

Form Data

Recurring? ☑   eForm ID: 959

*Earnings Code: 442 🔍 Communication Allowance/PR

Pay Period Amount: 50.00

*Pay Start Date: 05/01/2008 📅   Pay End Date: 06/30/2008 📅

Paid on separate cost center? ☑

*Cost Center: 00730-32955

Enter cost center string

Attachments

Description [_____] [Add New Document]

View	Description	File size	Author	Created Date/Time	
1 View				04/14/08 9:13:47AM	−

Comments

Your Comment:
[_____]

[<< Search] [Submit]

3. Click Submit and the form will be sent to the Approver in Work Flow.

UHS HRMS Payroll
UHS HRMS Positions
Workforce Administration
Worklist
PeopleTools
Reporting Tools
Financial Aid
P.A.S.S. (Self Service)
My Dictionary
My Personalizations
My System Profile
My System Profile
To Portal Hub

Comments

*Your Comment:

Comment History:

<< Previous   Submit

Click Submit

Menu

Search:

▷ My Favorites
▽ Department Self Service
— ePAR Home Page
▷ Benefits
▷ Campus Community
▷ Enterprise Learning
▷ Organizational Development
▷ Payroll for North America
▷ Self Service
▷ Set Up HRMS
▷ Set Up SACR

Submit this form? (24642,112)

The form will be directed to the next approver, if any.

Yes   No

Click yes

My Favorites
▽ Department Self Service
— ePAR Home Page
▷ Benefits
▷ Campus Community
▷ Curriculum Management
▷ Enterprise Learning
▷ Organizational Development
▷ Payroll for North America
▷ Records and Enrollment
▷ Self Service
▷ Set Up HRMS
▷ Set Up SACR
▷ Student Admissions
▷ Student Financials
▷ Student Recruiting
▷ UHS HRMS Benefits
▷ UHS HRMS Budget
▷ UHS HRMS HR
▷ UHS HRMS Payroll
▷ UHS HRMS Positions
▷ Workforce Administration
▷ Workforce Development
▷ Worklist
▷ PeopleTools
▷ Reporting Tools
— P.A.S.S. (Self Service)
— My Dictionary
— My Personalizations
— My System Profile
— To Portal Hub

Add Additional Pay

Form Finalized

The form will now be forwarded to the appropriate Approver.

▼ Current Job Info

Name:	Kathleen Lechon	**EmplID:**	0088545
Business Unit:	HR730	**Empl Rcd#:**	0
DeptID:	H0024 Dean, Architecture		
Job Code:	D5H8 Asst, Administrative		Job Data
Reg/Temp:	Regular	**Position #:**	00010294
Empl Class:	Prof/Admin Staff **FTE:** 1.00	**Std Hrs:**	40.00

Form Status

eForm ID: 959

You have just SUBMITTED this form. This action passed the form to UHM
Human Resources Dept for further processing.

Go To Worklist
View This Form
Go To ePAR Home Page

Chapter 6 – Links on the Forms

Overview

The "Go To Worklist", "View This Form" and "Go to ePAR Home Page" links are located on the bottom of the finalize page.

Objectives

At the end of this chapter, you will be able to:

- To navigate to each of the three links.

Use the links to navigate to the designated areas

To select the "Go To Worklist" link

1. Click on the link

To select the "View This Form" link
2.. Click on the link

Update Change Employment Status
Step 2 of 2: Update Complete
The form will now be forwarded to the appropriate Approver.

Current Job Info

Name:	Stephen Fox	EmplID:	0084965
Business Unit:	HR730	Empl Rcd#:	0
DeptID:	H0024	Dean, Architecture	Job Data
Job Code:	1070	Lecturer/Non-Ben	
Reg/Temp:	Temporary	Position #:	01008593
Empl Class:	Faculty	FTE: 0.20	Std Hrs: 8.00

Form Status

eForm ID: 296

You have just RESUBMITTED this form. This action passed the form to UHM Human Resources Dept for further processing.

Go To Worklist
View This Form
Go To ePAR Home Page

Click on the link

Step 1 of 3: Form Contents and Comments

This page displays the data that was entered on the form and associated comments.

Current Job Info

Name:	Stephen Fox	EmplID:	0084965
Business Unit:	HR730	Empl Rcd#:	0
DeptID:	H0024	Dean, Architecture	Job Data
Job Code:	1070	Lecturer/Non-Ben	
Reg/Temp:	Temporary	Position #:	01008593
Empl Class:	Faculty	FTE: 0.20	Std Hrs: 8.00

Form Data

Effective Date:	04/18/2008	eForm ID:	296
Action:	Termination		
Reason:	Voluntary		

Click Next

Comments

Comment History:

<< Previous   Next >>

Step 2 of 3: Form History

This page displays the workflow transaction history that was processed on the form.

FormList Fields

eForm ID:	296	Workflow Form Status:	Pending
Workflow Form Type:	TERMLVRET		

Original Operator: 0166276   Le,Thao T
Original DateTime: 03/18/2008 10:48:56AM

Last Operator: 0089155   Benham,Mary
Last By Alternate Operator:
Last DateTime: 03/19/2008 10:46:49AM

Next Approving RoleUser:
Next Approving RoleName: GT_UHM_HC_HR_DEPT   Who can work this form?

> Note: You can click this link to see who can work the form

Transaction Log

Customize | Find | [icon]   First [◄] 1-2 of 2 [►] Last

Log Instance	Current DateTime	Role Name	User ID	User Description	Form Action	For Rolename	Alternate User ID	Workflow Form Status		
1	1 03/18/2008 10:48:56AM	GT_UHM_HC_INITIATOR	0166276	Le,Thao T	Submit			Pending	+	−
2	2 03/19/2008 10:46:49AM	GT_UHM_HC_COLLEGE/DIVISION	0089155	Benham,Mary	Resubmit			Pending	+	−

<< Previous   Next >>

Current Form Worklist Items

0080765	Clay,Deborah R	gnielsen@central.uh.edu
0087804	Chelette,Sara B	cponzio@uh.edu
0090407	Virgin,Juanita	SNester@uh.edu
0096405		SNester@uh.edu
0106008	Ponzio,Carla Yzabella	cponzio@uh.edu
0813207	Oliver,Mandisa Clair	gnielsen@central.uh.edu
SVMOON	Moon,Steve-ePAR Consultant	steve@gideontaylor.com

Return

To select the "Go To ePAR Home Page" link
3. Click on the link.

Update Change Employment Status

Step 2 of 2: Update Complete

The form will now be forwarded to the appropriate Approver.

▼ Current Job Info

Name:	Stephen Fox	EmplID:	0084965
Business Unit:	HR730	Empl Rcd#:	0
DeptID:	H0024 Dean, Architecture		Job Data
Job Code:	1070 Lecturer/Non-Ben		
Reg/Temp:	Temporary	Position #:	01008593
Empl Class:	Faculty FTE: 0.20	Std Hrs:	8.00

Form Status

eForm ID: 296

You have just RE SUBMITTED this form. This action passed the form to UHM Human Resources Dept for further processing.

Go To Worklist
View This Form
Go To ePAR Home Page

> Click on the link

PeopleSoft.

Menu

Search:

▷ My Favorites
▽ Department Self Service
  — ePAR Home Page
▷ Benefits
▷ Campus Community
▷ Curriculum Management
▷ Enterprise Learning
▷ Organizational Development
▷ Payroll for North America
▷ Records and Enrollment
▷ Self Service
▷ Set Up HRMS
▷ Set Up SACR
▷ Student Admissions
▷ Student Financials
▷ Student Recruiting
▷ UHS HRMS Benefits
▷ UHS HRMS Budget
▷ UHS HRMS HR
▷ UHS HRMS Payroll
▷ UHS HRMS Positions
▷ Workforce Administration
▷ Workforce Development
▷ Worklist
▷ PeopleTools
▷ Reporting Tools
  — P.A.S.S. (Self Service)
  — My Dictionary
  — My Personalizations
  — My System Profile
  — To Portal Hub

Electronic Personnel Action Request (ePAR) Home Page

My Worklist
Work the items that have been routed to you.

Start a New ePAR
Start a new ePAR, which will then be routed to the appropriate approvers.

Resubmit, Change, or Withdraw an ePAR
Make changes to an ePAR that has been recycled or needs to be updated. Only forms that have not had final approval or been processed into the system will be accessible.

View an ePAR
View a recently submitted ePAR, including workflow history and form status. ePARs submitted in the last month are listed here. This is a read-only view.

Look Up an Archived ePAR
Review an archived ePAR. ePARs submitted more than a month ago will be listed here. This is a read-only view.

Chapter 7 – Attachments

Overview

The Attachments section is located on the bottom of the finalize form page.

Objectives

At the end of this chapter, you will be able to:

- To add and delete attachments.

Use the links to navigate to the designated forms. The attachments window will display.

Note: This functionality will only be available for Add, Evaluate, and Update Task. View and View Archive tasks will have a "View Attachment" button.

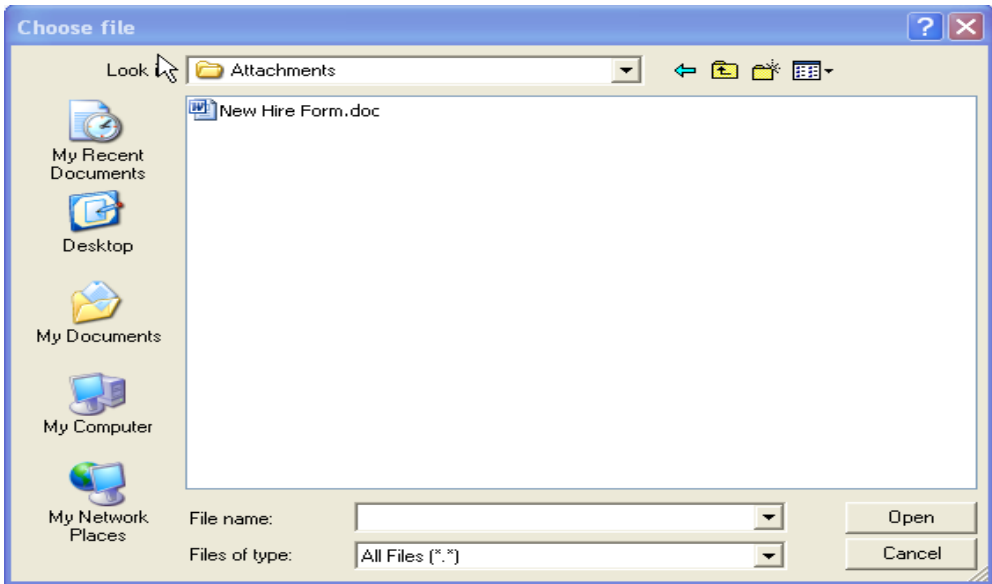1. To attach a file you must first enter a description and select the "Add New Document" Button.

2. Now you can upload your file by clicking on the browse button.

Note: Only PDF, TXT, TIF, DOC, RTF and XLS file types are allowed

3. This will open up a window that will allow you to search for the file

4. Select your file and click " Upload Image"

5. Click on "Return to ePAR Form" to navigate back to the original document.

Note: You have the option to view a file you uploaded and to delete a file you uploaded.

Chapter 8 – General References

Overview

The references section will include information about the forms that will be useful while navigating through ePAR.

Form Messages

Note: Form messages are warnings that will appear when information needs to be corrected or if more information is needed it should be added in the comments section of the form. The following is a break down of messages by form:

Hire:
- Missing Social Security #:
    - Message Text (Message #572):
        - Social Security # should be entered.
    - Message Description:
        - Social Security # should be entered. If this is a new international employee without a social security #, leave field blank and secure a temporary SSN from Payroll within 30 days of hire.

Hire/Job Change:
- Comp Rate (Monthly) greater than Pay Grade Max:
    - Message Text (Message #558):
        - Comp Rate is greater than the max rate for position's Pay Plan (1), Grade (2), which is (3) per month.
    - Form Message Text (Message #573):
        - Comp Rate is greater than the max rate for position's Pay Plan and Grade.
    - Message Description:
        - The Comp Rate is greater than the maximum monthly rate for the position's Pay Plan and Grade at 1.00 FTE. Resubmit a new ePAR, edit Comp Rate, or provide explanation in Comments Section.

- Comp Rate (Monthly) less than Pay Grade Min:
    - Message Text (Message #559):
        - Comp Rate is less than the min rate for position's Pay Plan (1), Grade (2), which is (3) per month.
    - Form Message Text (Message #574):
        - Comp Rate is less than the min rate for position's Pay Plan and Grade.
    - Message Description:
        - The Comp Rate is less than the minimum monthly rate for the position's Pay Plan and Grade at 1.00 FTE. Resubmit a new ePAR, edit Comp Rate, or provide explanation in Comments Section.

- Comp Rate (Monthly) less than FLSA Min:
    - Message Text (Message #567):

Comp Rate is less than the FLSA min monthly salary, or $1,971.66.

Message Description:

Requested Comp Rate is below the minimum monthly salary for exemption from the provisions of FLSA, or $1,971.66. Correct the Comp Rate or provide explanation in Comments section.

- Comp Rate (Hourly) greater than Pay Grade Max:

    Message Text (Message #560):

    Comp Rate is greater than the max rate for position's Pay Plan (1), Grade (2), which is (3) per hour.

    Form Message Text (Message #575):

    Comp Rate is greater than the max rate for position's Pay Plan and Grade.

    Message Description:

    The Comp Rate is greater than the maximum hourly rate for the position's Pay Plan and Grade. Resubmit a new ePAR, edit Comp Rate, or provide explanation in Comments Section.

- Comp Rate (Hourly) less than Pay Grade Min:

    Message Text (Message #561):

    Comp Rate is less than the min rate for position's Pay Plan (1), Grade (2), which is (3) per hour.

    Form Message (Message #576):

    Comp Rate is less than the min rate for position's Pay Plan and Grade.

    Message Description:

    The Comp Rate is less than the minimum hourly rate for the position's Pay Plan and Grade. Resubmit a new ePAR, edit Comp Rate, or provide explanation in Comments Section.

- Temp Position – Benefits-eligible:

    Message Logic:

    Sum of FTE of active faculty and staff job records is greater than or equal to .50 and requested assignment end date is greater than or equal to 4 ½ months

    Message Text (Message #562):

    Requested job action appears to create a benefits-eligible employment status.

    Message Description:

    Requested job action appears to create a benefits-eligible employment status. Resubmit a new ePAR for a Reg position, edit Std Hrs or Assignment End Date, or provide explanation in Comments Section.

- Reg Position – Non-benefits-eligible:

    Message Logic:

    Sum of FTE of active faculty and staff job records is less than .50

    Message Text (Message #563):

    Requested job action appears to create a non-benefits-eligible employment status.

    Message Description:

    Requested job action appears to create a non-benefits-eligible employment status. Resubmit a new ePAR for a Temp position, or provide explanation in Comments Section.

- Grad Asst Position – Non-benefits-eligible:
  - Message Logic:
    - Sum of FTE of active graduate assistant job records is less than .50 or requested assignment end date is less than 4 ½ months
  - Message Text (Message #564):
    - Requested job action appears to create an employment status that is not insurance-eligible.
  - Message Description:
    - Requested job action appears to create an employment status that is not insurance-eligible. Resubmit a new ePAR for a non-benefits-eligible position, edit Std Hrs or Assignment End Date, or provide explanation in Comments.

- Multiple Campus Reg Positions:
  - Message Logic:
    - Request is to create a benefits-eligible job record, and employee has an active benefits-eligible job record at another component campus
  - Message Text (Message #565):
    - Requested job action appears to create benefits-eligible appointments at more than one campus.
  - Message Description:
    - Requested job action appears to create benefits-eligible appointments at more than one component campus. Resubmit a new ePAR for a non-benefits-eligible position, or provide explanation in Comments Section.

- # of Incumbents exceeds Max Head Count for Position:
  - Message Text (Message #550):
    - Requested action creates Head Count of (4), which exceeds Maximum Head Count of (5) for position.
  - Form Message Text (Message #549):
    - Requested job action exceeds maximum head count for the position selected.
  - Message Description:
    - Requested job action exceeds maximum head count for the position selected. Select another position or provide explanation in Comments.

  (1) Applicable Pay Plan
  (2) Applicable Pay Grade
  (3) Applicable Min/Max Pay Grade Comp Rate
  (4) # of Incumbents
  (5) Max Head Count

Employment Status Change:
> None

Additional Pay:
- Earning Codes that Require Comments
  > Message Text (Message #1158):
  > > Earn Code selected requires explanation for additional pay.
  > Message Description:
  > > Submit explanation in Comments Section or resubmit request as job record action.

- Invalid Cost Center
  > Message Text (Message #1159):
  > > Invalid Cost Center
  > Message Description:
  > > Enter another cost center or uncheck "Paid on separate cost center?" to charge additional pay to position on job record. If cost center is valid but not in PeopleSoft HR, provide cost center and associated chartfields in Comments Section.

Form Actions

Note: Form Actions identify the status of a form as it is routed through Workflow. Attached is a matrix of the different form actions:

Form Action	Form Menu	Created by Role	Form Status	Workflow	Worklist	E-mail Notification
Add	Start a New	Initiator/Evaluator(s)*	Pending	Forwards to next Evaluator	Posted on Next Evaluator's Worklist	Yes
Hold	Add**, Update***	Initiator/Evaluator(s)	On Hold	Removed from Workflow	Removed from Worklist	No
Resubmit	Update**	Initiator/Evaluator(s)	Pending	Forwards to next Evaluator	Posted on Next Evaluator's Worklist	Yes
Withdraw	Update**	Evaluator(s)	Withdrawn	Removed from Workflow	Removed from Worklist	No
Approve	Evaluate	Evaluator(s)	Evaluator(s) - Partially Approved, Final Evaluator - Authorized	Forwards to Next Evaluator, if any	Posted on Next Evaluator's Worklist, if any	Yes
Deny	Evaluate	Evaluator(s)	Denied	Removed from Workflow	Removed from Worklist	Yes
Recycle	Evaluate	Evaluator(s)	Pending	Returned to Initiator or Evaluator Originating ePAR	Posted on Initiator Worklist	Yes

*Evaluator(s) with Add Task

**Hold Action only available on Add Hire ePAR

**Update available to all Evaluators within ePAR Workflow

Form Status

Form Status	Created by Role	Created by Action	Form Status Definition	View Access
Pending	Initiator/Evaluator(s)*	Add, Recycle, Resubmit	Action initiated, recycled, or resubmtted. No approvals.	View only (30 days)
On Hold	Initiator/Evaluator(s)	Hold	Action placed on hold. Form processing suspended until resubmitted or withdrawn.	View only (30 days)
Withdrawn	Initiator/Evaluator(s)	Withdraw	Action withdrawn. Form processing ends.	View only (30 days)
Denied	Evaluator(s)	Deny	Action denied. Form processing ends.	View only (30 days)
Partially Approved	Evaluator(s)	Approved	Action approved by one or more Evaluators, but not approved by Last Evaluator (HR/Payroll).	View only (30 days)
Authorized	Last Evaluator	Approved	Action approved by HR or Payroll. Form ready to be executed.	View only (30 days)
In Error	System	Authorized (Last Approval)	Action erred when submitted for entry into PeopleSoft HRMS.	View only (30 days)
Executed	System	Authorized (Last Approval)	Action entered into PeopleSoft HRMS.	View and Archive

*Evaluator(s) with Add Task

Workflow

Note: Workflow allows you to move forms through for approval and entry into the system. You may access your work list via the main HRMS Home Page or through the links made available on the forms.

PeopleSoft.

Personalize Content | Logout

Home | Worklist | Add to Favorites | Sign out

Help

Click Here

Menu

Search:

▷ My Favorites
▷ Department Self Service
▷ Benefits
▷ Campus Community
▷ Curriculum Management
▷ Enterprise Learning
▷ Organizational Development
▷ Payroll for North America
▷ Records and Enrollment
▷ Self Service
▷ Set Up HRMS
▷ Set Up SACR
▷ Student Admissions
▷ Student Financials
▷ Student Recruiting
▷ UHS HRMS Benefits
▷ UHS HRMS Budget
▷ UHS HRMS HR
▷ UHS HRMS Payroll
▷ UHS HRMS Positions
▷ Workforce Administration
▷ Workforce Development
▷ Worklist
▷ PeopleTools
▷ Reporting Tools
– P.A.S.S. (Self Service)
– My Dictionary
– My Personalizations
– My System Profile
– To Portal Hub

You can reassign your worklist items by clicking on "Reassign".

Click here

Detail View   Work List Filters: [▼]

Worklist   Customize | Find | View All | ▦   First ◄ 1 of 1 ► Last

From	Date From	Work Item	Worked By Activity	Priority	Link		
Le,Thao T	03/19/2008	Evaluate Dept ePAR	eForm Routing	[▼]	ADDLPAY: Rafael R Longoria	Mark Worked	Reassign

User ID: [   ] 🔍

Comment: [   ]

[OK]   [Cancel]   [Refresh]

Note: You will enter new User ID and select OK. The task will be routed to new user.

You can view the form and work it by clicking on the link.

Detail View   Work List Filters: [▼]

Click here

Worklist   Customize | Find | View All | ▦   First ◄ 1 of 1 ► Last

From	Date From	Work Item	Worked By Activity	Priority	Link		
Le,Thao T	03/19/2008	Evaluate Dept ePAR	eForm Routing	[▼]	ADDLPAY: Rafael R Longoria	Mark Worked	Reassign

Evaluate Additional Pay

Step 1 of 1: Evaluate Additional Pay Request

Please review the form fields below. If the form meets your approval, click Approve. If you want the initiator to make changes and resubmit the form, enter an explanatory note and click Recycle. If the form should not be executed, click Deny, which will stop processing of the form.

▼ Current Job Info

Name:	Rafael Longoria	EmplID:	0084402
Business Unit:	HR730	Empl Rcd#:	0
DeptID:	H0024	Dean, Architecture	Job Data
Job Code:	1010	Professor	
Reg/Temp:	Regular	Position #:	00010285
Empl Class:	Faculty	FTE: 1.00	Std Hrs: 40.00

Form Data

Recurring? ☐   eForm ID: 323

*Earnings Code: [125] 🔍   Employee Awards/Payroll

Pay Period Amount: [60.00]

Pay Start Date: [01/01/2008] 📅   Pay End Date: [01/31/2008] 📅

Paid on separate cost center? ☐

Attachments

Note: You should make sure that your Workflow Attributes are checked off in your "My System Profile"

PeopleSoft   Home | Worklist | Add to Favorites | Sign out

Menu

Search: [   ] »

▷ My Favorites
▷ Department Self Service
▷ Benefits
▷ Campus Community
▷ Curriculum Management
▷ Enterprise Learning
▷ Organizational Development
▷ Payroll for North America
▷ Records and Enrollment
▷ Self Service
▷ Set Up HRMS
▷ Set Up SACR
▷ Student Admissions
▷ Student Financials
▷ Student Recruiting
▷ UHS HRMS Benefits
▷ UHS HRMS Budget
▷ UHS HRMS HR
▷ UHS HRMS Payroll
▷ UHS HRMS Positions
▷ Workforce Administration
▷ Workforce Development
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▷ Reporting Tools
– P.A.S.S. (Self Service)
– My Dictionary
– My Personalizations
– My System Profile
– To Portal Hub

General Profile Information

Benham,Mary

Password

Change password

Change or set up forgotten password help

Personalizations

Your current language preference is: English

My preferred language for reports and email is: [English ▼]

Currency Code: [ ] 🔍

Default Mobile Page: [   ] 🔍

Alternate User

If you will be temporarily unavailable, you can select an alternate user to receive your routings.

Alternate User ID: [   ] 🔍

From Date: [   ] 📅   (example:12/31/2000)

To Date: [   ] 📅   (example:12/31/2000)

Workflow Attributes

☑ Email User   ☑ Worklist User

Miscellaneous User Links

[💾 Save]

Both should be selected to receive email notifications and to see your Work list

You can select an alternate user if you will be unavailable by entering information in the Alternate User section.

Alternate User

If you will be temporarily unavailable, you can select an alternate user to receive your routings.

Alternate User ID: [   ] 🔍

From Date: [   ] 📅 (example:12/31/2000)

To Date: [   ] 📅 (example:12/31/2000)

E-mail Notifications

Note: E-mail notifications will be sent out to Initiators and Evaluators when a work list item is generated. There will be a link asking you to log on or if you already logged on it will take you to the form in ePAR. Please note that you should check on the "Email User" box in My System Profile to receive the emails.

PeopleSoft.

| Home | Worklist | Add to Favorites | Sign out

Menu
Search:
[   ] (»)
▷ My Favorites
▷ Department Self Service
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▷ UHS HRMS Benefits
▷ UHS HRMS Budget
▷ UHS HRMS HR
▷ UHS HRMS Payroll
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▷ Workforce Development
▷ Worklist
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— P.A.S.S. (Self Service)
— My Dictionary
— My Personalizations
— My System Profile
— To Portal Hub

General Profile Information
Benham,Mary

Password
Change password
Change or set up forgotten password help

Personalizations
Your current language preference is: English
My preferred language for reports and email is: [English ▾]
Currency Code: [   ] 🔍
Default Mobile Page: [   ] 🔍

Alternate User
If you will be temporarily unavailable, you can select an alternate user to receive your routings.
Alternate User ID: [   ] 🔍
From Date: [   ] 📅   (example:12/31/2000)
To Date: [   ] 📅   (example:12/31/2000)

Workflow Attributes
☑ Email User   ☑ Worklist User
Miscellaneous User Links
💾 Save

Click here

Extra line breaks in this message were removed.

From: ⚪ satst@central.uh.edu   Sent: Sun 3/23/2008 10:38 AM
To: smedellin@uh.edu
Cc:
Subject: [eForms] Worklist Item: Evaluate request to CHANGE JOB Jose Orlando Vazquez.

```
*******************************
This email was generated by a
DEVELOPMENT system. Its contents
do not reflect real business.
*******************************
You have a pending worklist item to evaluate the following request. You may follow the link below to work this item.

Form ID: 408    Status: PENDING
Request: CHANGE JOB Jose Orlando Vazquez, EmplID 0128828 Requested by Trevino,Tommie C on Sun, Mar 23 08, 09:51:24 AM


Last Action: This form was RESUBMITTED by Trevino,Tommie C.

Last Comment:


Previous Comments:



Link To Evaluate Job Change
http://columba.fast.uh.edu:8510/psp/sa89tst/EMPLOYEE/HRMS/c/G_FORMS.G_FORM_JOBC_E.GBL?Page=G_FORM_JOBC_E_CHRL&Action=U?&G_FORM_ID=408

Link To View Job Change
http://columba.fast.uh.edu:8510/psp/sa89tst/EMPLOYEE/HRMS/c/G_FORMS.G_FORM_JOBC_V.GBL?Page=G_FORM_JOBC_V_CHRL&Action=U?&G_FORM_ID=408



+++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++
Notice to Recipient:  Unless otherwise specifically indicated, the information contained in this e-mail message is confidential and is
only intended for the review and use of the above-named person(s).  If the reader of this message is not the intended recipient, you are
hereby notified that the recipient is strictly prohibited from any use, storage, dissemination, distribution, or copying of this
communication.  If you have received this e-mail message in error, please delete this message immediately.  Thank you.
```

Here are the links

Note: Disclaimer

Comments

Note: Comments in ePAR will be part of an electronic personnel file. All comments should be as accurate and concise as possible.

Note: Comments in ePAR will be part of an electronic personnel file. All comments should be as accurate and concise as possible.