HUMAN RESOURCES MANAGEMENT SYSTEM

PeopleSoft Version 8.9 ePAR

University of Houston System Training/ Reference Guide

Human Resource Management System Office 713-743-1962

TABLE OF CONTENTS

Chapter 1 – ePAR Home Page	3
My Worklist	4
Start a New ePAR	5
Resubmit, Change, or Withdraw an ePAR	6
View an ePAR	7
Look Up an Archived ePAR	8
Chapter 2 – Hire an Employee	0
Hire a new employee1	0
Rehire an employee1	5
Transfer an employee1	9
Add an additional job record2	2
Chapter 3 – Job Change - Edit Existing Job	5
Promotion with Pay2	5
Transfer	7
Pay Rate Change	0
Chapter 4 – Change Employment Status	3
Termination, Retirement, LOA and RLOA 3	3
Chapter 5 – Additional Pay	7
Request for additional pay	7
Chapter 6 - Links on the Forms4	
Go to Worklist4	1
View This Form4	2
Go To ePAR Home Page4	3
Chapter 7 - Attachments4	5
Chapter 8 - General References4	8
Form Messages	
Form Actions	51
Form Statuses	52
Workflow	52
E-mail Notifications	54
Comments	.55

Chapter 1 – ePAR Home Page

Overview

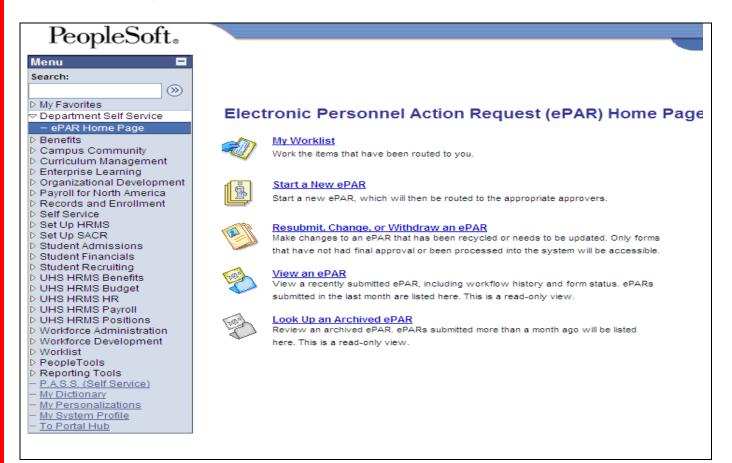
This is an overview of the ePAR Home Page. The "My Worklist" Link, "Start a New ePAR" Link, "Resubmit, Change or Withdraw an ePAR" Link, "View an ePAR" Link and "Look Up an Archived ePAR" Link can all be found on this page.

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.

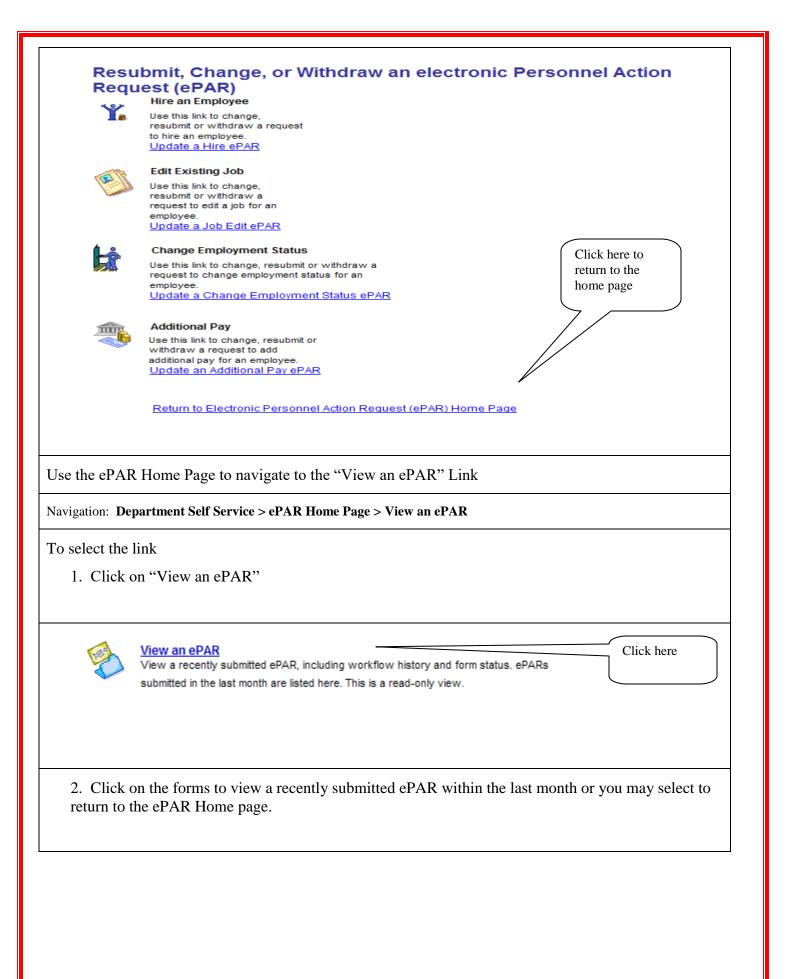
ePAR Home Page



Jse the ePAR Hom	e Page to navigate to the "My Worklist" Link
Vavigation: Departme	nt Self Service > ePAR Home Page > My Worklist
To select the link 1. Click on "M	y Worklist"
My Worklin	ersonnel Action Request (ePAR) Home Page
2. Click on line	c to work the form
Detail View	Work List Filters:
Worklist Date Fr From Date Fr Le, Thao T 03/18/2 Le, Thao T 03/19/2	ePAR
PeopleSoft. Menu Search: Department Self Service Department Self Service Denefits Campus Community	Home Worklist Add to Favorites Sign out New Window Help Customize Page Imp Evaluate Additional Pay Step 1 of 2: Evaluate Additional Pay Request
 Campus Community Curriculum Management Enterprise Learning Organizational Development Payroll for North America Records and Enrollment Set Up HRMS Set Up HRMS Student Financials Records and Enrollment Sel Up SACR Set Up SACR Set Up SACR 	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 EmpID: 0084402 Business Unit: HR730 EmpIRcd#: 0 DeptiD: H0024 Job Code: 1010 Professor Reg/Temp: Regular Position #: 0010285
 Student Financials Kecorss and Enholiment Self Service Set Up HRMS Set Up SACR Student Financials Student Financials Kecords and Enholiment Self Service Set Up SACR Set Up SACR Student Admissions Student Recruiting UHS HRMS Budget UHS HRMS Budget 	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 Pay Paid on separate cost center?

	Home Worklist Add to Favorites
	New Window Help
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 please make note in the comments box. Yes No Click Yes Click Yes	e loaded into the system. If you change anything on the form
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.	
<u>Go To Worklist</u> <u>View This Form</u> <u>Go To ePAR Home Page</u>	
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¥.	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. <u>Hire an Employee</u>	
	Edit Existing Job Use this form to edit the job of an employee currently working in your department. Edit Existing Job	
L ř	Change Employment Status Use this form to submit a termination, retirement, leave of absence or return from leave. <u>Change Employment Status</u>	Click here to return to the home page
	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	/
	Home Page to navigate to the "Resubmit, Change, or Withdra partment Self Service > ePAR Home Page > Resubmit, Change, or Wit	
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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

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

Click here to

return to the home page

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 Click here to return to the home page

Return to Electronic Personnel Action Request (ePAR) 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.

Clarket Search Search below for the person you wish to hire. If you know the Emplifie, enter it, and click Search. Search below for the person you wish to hire. If you know the Emplifie, enter it, and click Search. Search below for the person you wish to hire. If you know the Emplifie, enter it, and click Search. Search below for the person you wish to hire. If you know the Emplifie, enter it, and click Search. Search below for the person you wish to hire. If you know the Emplifie, enter it, and click Search. Search below for the person you wish to hire. If you know the Emplifie, enter it, and click Search. Search below for the person you wish to hire. If you know the Emplifie, enter it, and click Search. Search below for the person you wish to hire. If you know the Emplifie, enter it, and click Search. Search below for the person you wish to hire. If you know the Emplifie, enter it, and click Search. Search below for the person you wish to hire. If you know the Emplifie, enter it, and click Search. Search below for the person you wish to hire. If you know the Emplifie, enter it, and click Search. Search below for the person you wish to hire. If you know the Emplifie, enter it, and click Search. Search below for the person you wish to hire. If you know the Emplifie, enter it, and click Search. Search below for the person you wish to hire. If you know the Emplifie, enter it, and click Search. Search below for the person you wish to hire. If you know the Emplifie, enter it, and click Search. Search below for the person you wish to hire. If you know the Emplifie, enter it, and click Search. Search below for the person you wish to hire. If you know the Emplifie, enter it, and click Search. Search below for the person you wish to hire. If you know the Emplifie, enter it, and click Search. Search below for the person you wish to hire. If you know the Emplifie, enter it, and click Search. Search below for the person you wish to hire.
Search below for the person you wish to hire. If you know the EmpliD, enter it, and click Search. Deschart the information you have and click Search. The Add button will display. Click Add to create a new EmpliD. Search Fledd Search Trist Name:
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 Fmployee ID: *First Name: *Last Name: *Last Name: *Last Name: *Last Name: *Last Name: *Last Name: *Last Name: *Clear Clea
*First Name: *Last Name: *Date of Birth: Social Security #: Gender: Search Clear
*Last Name: *Date of Birth: Social Security #: Gender: Search Clear Hire an Employee Candidate Search Clear Search below for the person you wish to hire. If you know the EmplID, enter it, and click Search. Use the arrow icon to select alrow. 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. Search Fields
Candidate Search Search below for the person you wish to hire. If you know the EmpIID, enter it, and click Search. Otherwise, enter the information you have and click Search. Use the arrow icon to select alrow. 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 EmpIID. Search Fields
Employee ID.
*First Name: Sebastian *Last Name: *Date of Birth: Strong Social Security #: Gender: Search Click Search Clear

Hir🗟 an En	nployee	
Candidate Se	earch	
	the person you wish to hire. If you know the EmpIID, enter it, and click Search. he information you have and click Search.	
	n to select a row. If your search(es) does not return any results, enter the	
	ame, last name, and date of birth, and click search. The Add button will display. e a new EmplID.	
arch Fields		
Employee I		
*First Name	: Middle Name:	
Sebastian		
*Last Name Strong	* *Date of Birth: 08/14/1976 🛐	
Social Secu		
	Male	
Search	Add Clear	
Your sear	ch returned no results.	
2. Click Ad	ld to create a new EmplID.	
	I receive the following message. be created in PeopleSoft HR with a new ID. Do you want to proceed? (24642,854)	
Person Record will b		
Person Record will t this person is or has eopleSoft HR. Procee Yes No	be created in PeopleSoft HR with a new ID. Do you want to proceed? (24642,854) s been associated with the University of Houston System as an Employee, Student, or Student Applicant, they should already have an ID in eding will create a duplicate ID. Only proceed if you are confident the person does not already have an ID.	
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4. Enter Identity Info	rmation and click Next.
Note: If you leave so	cial security number blank you will receive the following message:
•	• • • • • • •
Hire an Employe	
Step 3 of 6: Submit P	ersonal Information
Windows Internet Ev	plorer
Pe Windows Internet Exp	# should be entered. (24642,572)
Na 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
· N – ·	
Hare an Employe	e
Step 2 of 6: Identity In	
Enter the identity information	for the individual being hired.
D	
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 Q Not Specified
Waive Public Access?	Click here
Disabled?	
	<< Previous Next >>
	ender: Male and Birth date between 18 and 25 years or younger then you
must enter Selective	Service Information.
Nire an Emplo	yee
Selective Service Enter the selective service	e information for the individual being hired.
Personal Info	
	astian Strong EmplID: NEW
Selective Service Info	
Effective Date:	
Selective Service ID:	
	<< Previous Next >>

Note: The following options are available for Citiz	enship status. Visa/Permit information will be
entered by HR.	-
Personal Info	

<complex-block></complex-block>	Personal Info			
Status Image: Image	Name: Sebastian Stron	g		
Name: Second Bit of the second bit of	Identity Info			
TAUK Alke 1 cmp is secure security of Tauk alke 1 cmp is secure security of the alker 1 cmp is secure secure secure information Secure security of the alker 1 cmp is secure secure secure information Secure secure secure information Secure secure secure information The alker 1 cmp is secure secure secure information Secure secure secure information by clicking Save & Next. Hire an Employee Secure secure information? (2642,113) Hyou choose Yes, this information is not yet ready to be saved, choose Yes No Click here Step 4 of 8: Job Information by selecting Empl Class, Reg/Temp, and Position and click Next. Hire an Employee Step 4 of 8: Job Information Complete the fields below with the appropriate job information for the individual being hired. Foreouted Info Marrier Sebastian Strong Empl D: 0833851 Sep 4 of 8: Job Information Secure infor	*Gender:	Male 🗸		
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Step 4 of 6: Jo Complete the fields	below with the appropria	te job information for the i	individual being hi	
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Business Unit:				Click here
Job Code:	HR730 Departmer		aw	
Sal Plan:	UHE Salary Gra			\rightarrow
	011E			
		<< Search	Next >>	
7. Enter Compen	sation Information and	d click Next.		
Hire an Emp	loyee			
Step 5 of 6: Con	pensation			
Complete the fields t	elow with the appropriate jo	b information for the individ	ual being hired.	
				_
 Personal Info 				
Name: Seba	stian Strong	EmplID: 088	33851	
	stian Strong	EmpliD: 088	33851	
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Compensation *Officer Code: Standard Hours:	- None 40.00	-		Click here
Compensation *Officer Code: Standard Hours: FTE:	Vone 40.00 1.00	-		Click here
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Submit this form? (24642,112)	
The form will be directed to the ne	ext approver, if any.
Yes <u>No</u>	Click here
N	
alire an Employee	
Form Finalized	
The form will now be forwarded	to the appropriate Approver.
✓ Personal Info	
	Ig EmpliD: 0883851
Name: Sebastian Stror	
Form Status	
eForm ID: 41	form. This action passed the form to UHM
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<u>View This Form</u> Go To ePAR Home Page	
ReHire	
Renire	
Use the Hire Form to rehire a ter	minated employee.
Navigation: Department Self Service	> ePAR Home Page > Start a new ePAR > Hire an Employee
To initiate candidate search	
1 Enter an employee id nur	ber or otherwise enter the information you have and click search.
1. Enter un employee le num	loer of other wise enter the information you have and enex search.
Hire an Employee	
Candidate Search	
Search below for the person you wish Otherwise, enter the information you h	to hire. If you know the EmpIID, enter it, and click Search.
	/our search(es) does not return any results, enter the d 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: Messa	*Date of Birth:
Social Security #:	Gender:
Search Cli	ck 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

n

Search below for the person you wish to hire. If you know the EmpIID, 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:	Middl	e Name:					
Michele	Dian	e					
*Last Name:	*Date	of Birth:					
Messa		31					
Social Security #:	Gend	er:					
Search	Click	here	Clear				
Person Results					<u>Customiz</u>	<u>ce Find</u> 🏪 🛛 Fil	rst 🛃 1 of 1 🕑 Last
HR Job	Act <u>EmpIID</u>	Rcd# N	<u>Name</u>	Preferred Name	Gender	Date of Birth	National ID
1 🖻 🖲 🔛 🗌	0085080	0 1	Michele Diane Messa	Michele Tellez	Female		(Not Displayed)

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

My Favorites	Hiro an E	mployee						
Department Self Service	Hire all E	Inployee						
- ePAR Home Page	Stop 1 of 6:	Contact Information						
> Benefits								
Campus Community	Enter the contact	ct information for the individ	lual being hired.					
Enterprise Learning								
Organizational Development								
Payroll for North America	Personal Info							
Self Service	1 or oon an into							
Set Up HRMS	EmplID:	0085080						
Student Financials		-						
UHS HRMS Benefits	*First Name:	Michele	Middle: D					
> UHS HRMS Budget		-						
UHS HRMS HR Self Service	*Last Name:	Tellez	Suffix:	*				
Set Up HRMS		-						
Student Financials	Home Email							
UHS HRMS Benefits	Address:							
UHS HRMS Budget	D (199	-						
UHS HRMS HR	Preferred Nam	ie						
Self Service Set Up HRMS								
Set Up HRMS Student Financials	Prefix:		~					
UHS HRMS Benefits	First Name:	Michele	Middle: D					
UHS HRMS Budget	First Name:	Imichele	Middle:					
UHS HRMS HR	Last Name:	Tellez	Suffix:	*				
Self Service	Last Name.	Tellez	Sumx.					
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Student Financials UHS HRMS Benefits	Home Address	and Phone						
UHS HRMS Benefits								
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Set Up HRMS	*Address 1:	4320 Coyle St						
Student Financials UHS HRMS Benefits	Address 2:							
UHS HRMS Budget								
UHS HRMS HR	*City:	Houston	*State: TX		3-3547			
UHS HRMS Payroll								
UHS HRMS Positions	County:	Harris						
Workforce Administration	Phone:	713/926-3432						
Worklist	Filone.	10/020-0402						
PeopleTools								
Reporting Tools	Mailing Addr	ress (if different from Hom	ie Address)					
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🕅 Hiro on 🗖	Personal Information.	
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Step 3 of 6:	Submit Personal Informatio	n
Personal Info		
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		<< Previous Save & Next >>
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	n Employee	
	of 6: Job Information the fields below with the appropriat	te job information for the individual being hired.
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Job Inform		
*Effective *Empl Cla		eForm ID: 51
*Reg/Tem		
	00108737 Q SECF	RETARY 2
*Position:		
*Position: Business	Unit: HR730 Departmen	t: H0098 Dean, Law
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Business Job Code Sal Plan: 5. As in a l Hire an <u>Step 5 of</u> Complete the Name: Compensation Standard Hoo FTE:	Employee	2 de: 063 Click here Click here A Information and click Next. Job Information for the individual being hired. EmpilD: 0085080 EForm ID: 51

	may attach a docun	nent and add o	ommer	nts if needed.		
Hire an	Employee					
	6: Finalize Form vant information requested	where indicated on	dior.comp	popto in the "Your Cor	nmont" field t	a ha included with thi
Enter any rele	vant mormation requested	where indicated an	a/or comm	nents in the Your Cor	nment held t	o be included with this
▼ Personal In	fo					
Name:	Michele Tellez		EmplID:	0085080		
Action & Rea Empl Rcd#	son Action		Reason			
0	Rehire		Rehire			
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Description				Add New Document		
View	Description File size	Author		ed Date/Time		Click here
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Your Comme Ms. Tellez has	nt: previous UH experience.	<u>~</u>		<u>k</u>		
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se the fille form to transfer	r an employee into your department.
avigation: Department Self Ser	vice > ePAR Home Page > Start a new ePAR > Hire an Employee
o initiate candidate search	
1 Enter an amployee id a	number or otherwise enter the information you have and click search
1. Enter an employee for	number or otherwise enter the information you have and click search.
Hire an Employee	
Candidate Search	wish to hire. If you know the EmpIID, enter it, and click Search.
Otherwise, enter the information y	
	v. If your search(es) does not return any results, enter the , and date of birth, and click search. The Add button will display.
Click Add to create a new EmplID. learch Fields	
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Social Security #:	Gender:
Search	Click here Clear
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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 Arturo Tapia EmpliD: 0115743 Name: Job Information 05/13/2008 🛐 *Effective Date: eForm ID: 60 Prof/Admin ~ *Empl Class: ~ Regular *Reg/Temp: *Position: 00011616 C Spec, Career Development Click here Business Unit: HR730 Department: H0098 Dean, Law Job Code: J3R4 Spec, Career Development Salary Grade: 070 Sal Plan: UHE << Search Next >> Г 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. $\Box_{\overline{S}}$ Personal Info Name: Arturo Tapia EmpliD: 0115743 Compensation Click here ~ *Officer Code: None eForm ID: Standard Hours: 40.00 FTE: 1.00 Monthly Comp: 3300.00 << Previous Next >> Г

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		ersity. Is this employee transferring fro	m another job? If so,		
indicate requested job action is a Active Job Records	n Update to an Active Job and	select job record to be transferred.			
	ID Department Class	Reg/Temp <u>Job</u> Job Title	FTE		
	<u>Class</u>				
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*Update to an Active Job?					
Promotion, Transfer, Demoti	on? Promotion	Reason: Promotion-Wit	h Pay		
Action & Reason		Passan			
Empl Rcd# Action 0 Promotion		<u>Reason</u> Promotion-With Pay			
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Description		Add New Documen	t		
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				Click here	
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	mployee				
Form Finaliz					
		to the appropriate Ap	prover.		
▼ Personal Info					
Name:	Arturo Tapia		EmpliD:	0115743	
Form Status					
eForm ID:	60				
		form. This action pa ther processing.	ssed the form to	UHM	
Dept Business A					
Go To Worklist View This Form	an Road				
Dept Business A	<u>ne Page</u>				

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.

Hire an Employee
Candidate Search Search below for the person you wish to hire. If you know the EmpIID, 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.
Employee ID: 0089300
*First Name: Middle Name: *Last Name: *Date of Birth: Social Security #: Gender: Search Click here Clear
Person Results Customize Find H First 🗐 1 of 1 🕑 Last
HR Job Act EmpliD Rcd# Name Preferred Name Gender Date of Birth National ID 1 0 X X 0089300 0 April Moreno April F Moreno Female
 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.
Step 1 of 3: Job Information Complete the fields below with the appropriate job information for the individual being hired.
▼ Personal Info
Name: April Moreno EmpliD: 0089300
Job Information
*Effective Date: 05/14/2008 🛐 eForm ID: 75
*Empl Class: Sup. Staff 🗸
*Empl Class: Sup. Staff *Reg/Temp: Temporary
*Empl Class: Sup. Staff *Reg/Temp: Temporary Need Assignment End Date?
*Empl Class: Sup. Staff *Reg/Temp: Temporary Need Assignment End Date?

Business Unit:

Job Code:

Sal Plan:

HR730

5200

TPN

Department:

Salary Grade:

H0098

UNG

Non-Ben Non-Exempt Staff

Dean, Law

Next >>

<< Search

Click here

Hire an Employee 2. Complete the fields below with the appropriate job information for the individual being hired. * Personal Info * Mire: April Moreno * Standard Hours: 0.003 * Standard Hours: 0.03 * Hourty Comp: 20.00 * Standard Hours: 0.03 Hourty Comp: 20.00 * Arrist Hours: 0.03 Hourty Comp: 20.00 * Arrist Research Hours: 0.03 Hourty Comp: 20.00 * Arrist Research Hours: 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 verify if it is an update. In the case of an additional job record you must check no. * Mire an Employee Standard Browsee * Bandist Standard Browsee * Organization Research Information requested where indicated andor comments in the 'Your Comment' field to be individed with this form. * Percention Emplity: 0.093300 * Composite Form Research Emplity: 0.093300 * Organization Research Information requested where indicated andor comments in the 'Your Comment' field to be indicuded with this form. <td< th=""><th>u mus</th></td<>	u mus
Complete the fields below with the appropriate job information for the individual being hired.	u mus
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Name: April Moreno EmpilD: 0089300 Compensation * Standard Hours: 1.00 eForm ID: 75 FTE: 0.03 Click here Hourty Comp: 20.00 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 verify if it is an update. In the case of an additional job record you must check no. Mire an Employee Step 3 of 3: Finalize Form Energis Learning Organization Bevelopment Fire any relevant information requested where indicated and/or comments in the 'Your Comment' field to be included with this form. • Personal Info 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 Set Barries • Subdent Financials April Moreno EmpilD: 0089300 • Unst HKMS Budget Transfers	u mus
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Note: You will receive the message that the employee has at least one active job and you verify if it is an update. In the case of an additional job record you must check no. • My Favorites • Parentise Service • Department Self Service • Employee • Benefits • Campus Community • Organizational Development Enter any relevant information requested where indicated and/or comments in the "Your Comment" field to be included with this form. • Paryoll for North America • Personal Info • Set Up HRMS • April Moreno • UHS HRMS Benefits • UHS HRMS Benefits • UHS HRMS Benefits • UHS HRMS Buget	u mus
Note: You will receive the message that the employee has at least one active job and you verify if it is an update. In the case of an additional job record you must check no. • My Favorites • Parentise Service • Department Self Service • Employee • Benefits • Campus Community • Organizational Development Enter any relevant information requested where indicated and/or comments in the "Your Comment" field to be included with this form. • Paryoll for North America • Personal Info • Set Up HRMS • April Moreno • UHS HRMS Benefits • UHS HRMS Benefits • UHS HRMS Benefits • UHS HRMS Buget	u mus
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D Set Up HRMS Name: April Moreno EmplD: 0089300 D Student Financials D UHS HRMS Benefits Transfers D UHS HRMS Budget Transfers	
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Set Up HRMS Active Job action is an oppare to an Active Job and select to record to be transferred. Note: The update Note: The update	
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✓ Personal Name:	Info April Moreno		EmpliD:	0089300	
	April Moreno		EmpliD:	0089300	

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.

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 < 0083745
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.
Step 1 of 3: Enter Job Change Details Complete the fields below with the appropriate job information that is being changed.
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 Information *Effective Date: eForm ID: 89
Empl Class: Prof/Admin 🗸
Reg/Temp: Regular 🗸
Position Number: 00109106 Coord, Program
Business Unit: HR730 Department: H0098 Dean, Law
Job Code: E9C9 Coord, Program
Sal Plan: UHE Salary Grade: 064

*Effective Date:	06/01/2008 🛐 eForm ID: 89
Empl Class:	
	Prof/Admin Regular V
Reg/Temp: Position Numb	
Business Unit:	HR730 Department: H0098 Dean, Law Click here
Job Code:	J3R4 Spec, Career Development
Sal Plan:	UHE Salary Grade: 070
	<< Search Next >>
Enter Compensa	ation Information and click Next.
My Favorites Department Self Service	Change Job Data
– ePAR Home Page Benefits Campus Community	Step 2 of 3: Compensation Complete the fields below with the appropriate job information that is being changed.
Enterprise Learning Organizational Development Payroll for North America	
Self Service Set Up HRMS	▼ Current Job Info
Student Financials UHS HRMS Benefits UHS HRMS Budget	Name: Judy Clark EmpIID: 0083745 Business Unit: HR730 EmpI Rcd#: 0
UHS HRMS HR Self Service Set Up HRMS	DeptID: H0098 Dean, Law Job Data Job Code: E9C9 Coord, Program
Student Financials JHS HRMS Benefits JHS HRMS Budget	Reg/Temp: Regular Position #: 00109106
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JHS HRMS Benefits JHS HRMS Benefits	Compensation *Officer Code: None eForm ID: 90
JHS HRMS HR Student Financials	Standard Hours: 40.00
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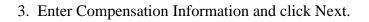
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Pay Rate Change

Use the Job Char	ige form for Pa	y Rate Changes.		
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*Effective Date: Empl Class: Reg/Temp: Position Numb Business Unit: Job Code: Sal Plan: Job Informa *Effectiv Empl Cla Reg/Ter	tion e Date: 06/01 ass: Prof/ np: Regular	Mgr, Program Department: Ho Mgr, Program Salary Grade: 064 1/2008 3 Admin ular 8736 Agr, Pr	oos Dean, Law s <u>Search Next>></u> eForm ID: 126	
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*Effective Date: Empl Class: Reg/Temp: Position Numbe Business Unit: Job Code: Sal Plan: Job Informat *Effective Empl Cla Reg/Tem Position Busines	Prof/Admin Regular 01008736 HR730 E986 UHE UHE tion e Date: 06/01 ass: Prof/ np: Regular Number: 0100 ass Unit: HR73 de: E986	Mgr, Program Department: Ho Mgr, Program Salary Grade: 068 1/2008 Admin ular 8736 Mgr, Pr 30 Department: 6 Mgr, Program	oos Dean, Law s <u>Search Next>></u> eForm ID: 126 rogram H0098 Dean, Law m	Click here
*Effective Date: Empl Class: Reg/Temp: Position Numbe Business Unit: Job Code: Sal Plan: *Effective Empl Cla Reg/Tem Position Business Job Cod	Prof/Admin Regular 01009736 HR730 E986 UHE UHE tion e Date: 06/01 ass: Prof/ np: Regular Number: 0100 ass Unit: HR73	Mgr, Program Department: Ho Mgr, Program Salary Grade: 068 1/2008 Admin ular 8736 Mgr, Pr 30 Department: 6 Mgr, Program	oos Dean, Law s <u>Search Next>></u> eForm ID: 126 rogram H0098 Dean, Law m	



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

-		
 ▷ My Favorites ▽ Department Self Service - ePAR Home Page 	Change Job Data Step 2 of 3: Compensation	
Benefits Campus Community Denterprise Learning Organizational Development Payroll for North America Def Service	Complete the fields below with the appropriate job information that is being changed.	
 Set Up HRMS Student Financials UHS HRMS Benefits UHS HRMS Budget 	Name: Rosemarie Castano EmplID: 0328074 Business Unit: HR730 Empl Rcd#: 0	
 > UHS, HRMS, HR > Selt Service > Set Up HRMS > Student Financials > UHS HRMS Benefits > UHS HRMS Budget 	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	
 > UHS, HRMS, HR > Self Service > Set Up HRMS > Student Financials > UHS HRMS Benefits > UHS HRMS Budget 	Compensation *Officer Code: None • Form ID: 126	
 UHS HRMS HR Self Service Set Up HRMS Student Financials UHS HRMS Benefits 	Standard Hours: 40.00 FTE: 1.00	
 ▷ UHS HRMS Budget ▷ UHS HRMS HR ▷ Set Up HRMS ▷ Student Financials ▷ UHS HRMS Benefits ▷ UHS HRMS Budget 	Comp Rates Find First € 1-2 of 2 Last *Reason Code: Job Reclassification •Monthly Comp Rate: 3800.00 • • Change Amt: 466.67 Change Percent: 14.00 % • • • • •	
 ▷ UHS HRMS HR ▷ UHS HRMS Payroll ▷ UHS HRMS Positions ▷ Workforce Administration ▷ Worklist 	*Reason Code: State Mandated Increa *Monthly Comp Rate: 3876.00 Change Amt: 76.00 Change Percent: 2.00 % Click here	
PeopleTools Reporting Tools - P.A.S.S. (Self Service)	<< Previous Next >>	

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

My Favorites	Step 3 of 3: F	Finalize Fo	m								
Department Self Service	Enter any relevan	t information r	equested v	vhere ind	icated and/or	comments i	the "Your Comment	" field to be i	included with this	form.	
– ePAR Home Page											
Benefits											
Campus Community	Current Job Int										
Enterprise Learning	 Current Job In 	10									
Organizational Development											
Payroll for North America	Name:	Rosemarie C	astano			EmplID:	0328074				
Self Service	Business Unit:	HR730				Empl Rcd#:	0				
Set Up HRMS	Dusiness unit.	HR730				Empiricu#.	0				
Student Financials JHS HRMS Benefits	DeptID:	H0098	Dean, La	w			Job Data				
JHS HRMS Budget	Job Code:	E9B6	Mgr. Proc	ram			JUD Data				
UHS HRMS HR Self Service		Regular	mgi, 110g	Jan	Position #	01008736					
Set Up HRMS		-					,				
Student Financials	Empl Class:	Prof/Admin	FTE:	1.00	Std Hrs:	40.00					
UHS HRMS Benefits											
JHS HRMS Budget	Action(s) & Reas	on(s)									
JHS HRMS HR Self Service	Action				Reason						
Set Up HRMS	1 Pay Rate Ch	nange			Job Reclass	ification					
Student Financials	2 Pay Rate Ch	-			State Mandat	ed Increase					
JHS HRMS Benefits	,										
UHS HRMS Budget	Attachments										
JHS HRMS HR Self Service											
Set Up HRMS	Description					Add N	ew Document				
Student Financials											
JHS HRMS Benefits	View	Description	File size	Author	Ci	eated Date/	Time				
JHS HRMS Budget											
JHS HRMS HR	1 View				05	5/14/08 11:3	3:35AM -				
JHS HRMS Payroll JHS HRMS Positions									Click here		
Norkforce Administration	Comments										
Worklist	Your Comment:										
PeopleTools	Tour comment.			~ 🎸		<< Previou:	s Submit	T			
Reporting Tools					_						
P.A.S.S. (Self Service)				\sim							
Av Dictionary	Comment History										

Yes	No	Click I					
Change J	Job Data						
Form Finaliz	ed						
The form will nov	w be forwarded	d to the appro	opriate A	pprover.			
 Current Job In 	ıfo						
Name:	Rosemarie (Castano		E	mpIID:	0328074	
		astano			-		
Rueinoce Unit	LD720			F	mnl Rcd#	0	
Business Unit:		Dean Law		E	mpl Rcd#:	0	
DeptID:	H0098	Dean, Law		E		0 lob Data	
DeptID: Job Code:	H0098 E9B6	Dean, Law Mgr, Progr				lob Data	
DeptID: Job Code: Reg/Temp:	H0098 E9B6 Regular	Mgr, Progr	am	Position #:	01008736	lob Data	
DeptID: Job Code:	H0098 E9B6					lob Data	
DeptID: Job Code: Reg/Temp:	H0098 E9B6 Regular	Mgr, Progr	am	Position #:	01008736	lob Data	
DeptID: Job Code: Reg/Temp: Empl Class:	H0098 E9B6 Regular	Mgr, Progr	am	Position #:	01008736	lob Data	
DeptID: Job Code: Reg/Temp: Empl Class: Form Status	H0098 E9B6 Regular Prof/Admin 126 UBMITTED this	Mgr, Progr FTE: s form. This a	am 1.00 action pa	Position #: Std Hrs:	01008736 40.00	lob Data	
DeptID: Job Code: Reg/Temp: Empl Class: Form Status eForm ID: You have just St	H0098 E9B6 Regular Prof/Admin 126 UBMITTED this	Mgr, Progr FTE: s form. This a	am 1.00 action pa	Position #: Std Hrs:	01008736 40.00	lob Data	

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
PeopleSoft. Image: Note:

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

▷ My Favorites	Change Employment Status
 – ePAR Home Page ▷ Benefits 	Step 1 of 1: Enter Term/Leave/Retire Information
Campus Community	Complete the Change Employment Status form below. The "Effective Date" should be the first day of the new status.
 Curriculum Management Enterprise Learning 	Please select from the actions and reasons provided. Enter any relevant comments in the "Your Comment" field to be
D Organizational Development	included with this form.
D Payroll for North America	✓ Current Job Info
Records and Enrollment Self Service	
▷ Set Up HRMS	Name: Kimberly Paul EmpIID: 0156928
 Set Up SACR Student Admissions 	Business Unit: HR730 Empl Rcd#: 0
Payroll for North America	DentID: H0024 Dean Architecture
Records and Enrollment Self Service	Job Data
▷ Set Up HRMS	
 Set Up SACR Student Admissions 	Reg/Temp: Regular Position #: 01003974
Payroll for North America	Empl Class: Support Staff FTE: 1.00 Std Hrs: 40.00
D Records and Enrollment D Self Service	From D. Ja
D Set Up HRMS	Form Data
D Set Up SACR	*Effective Date: eForm ID: 958
 Student Admissions Payroll for North America 	
Records and Enrollment	*Action:
▷ Self Service	
D Set Up HRMS D Set Up SACR	*Reason:
Student Admissions	
Payroll for North America Records and Enrollment	Attachments
Self Service	
▷ Set Up HRMS	Description Add New Document
D Set Up SACR	
Student Admissions Student Admissions	View Description File size Author Created Date/Time
Student Financials	1 View 04/14/08 9:05:42AM -
Student Recruiting	
 UHS HRMS Benefits UHS HRMS Budget 	Comments
D UHS HRMS HR	Your Comment:
D UHS HRMS Payroll	
UHS HRMS Positions Workforce Administration	<search submit<="" td=""></search>
Workforce Development	
D Worklist	Comment History:
D PeopleTools	<u></u>
D Reporting Tools – P.A.S.S. (Self Service)	
- My Dictionary	
- My Personalizations	
- <u>My System Profile</u>	

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.

Form Data					
*Effective Date:	03/31/20	008 🛐		eForm ID:	
*Action:	Termina	ation	~		Click
*Reason:	Volunta	ry		~	Submit
Comments					
Your Comment:			<	< Search	Submit
Comment History:		< >			
Menu					
Search: ▷ My Favorites ▷ Department Self Service - Add Role Request - Evaluate Role Request - Update Role Request - View Archived Role Request - View Role Request - View Role Request - Evaluate Hire - Tax Services - Personal Data Add/Edit	_	Submit this fo The form will Yes	-		Click Yes

▷ My Favorites **Change Employment Status** ✓ Department Self Service
 – ePAR Home Page Form Finalized Benefits
 Campus Community The form will now be forwarded to the appropriate Approver. Curriculum Management Connection Management
 Enterprise Learning
 Organizational Development
 Payroll for North America
 Records and Enrollment
 Self Service • Self Service
 Set Up HRMS
 Set Up HRMS
 Set Up SACR
 Student Admissions
 Student Admissions
 Student Recruiting
 UHS HRMS Benefits
 UHS HRMS Benefits
 UHS HRMS Payroll
 UHS HRMS Payroll
 UHS HRMS Payroll
 UHS HRMS Positions
 Workforce Administration
 Workforce Development
 Workfits Fo eForm ID: 958 Worklist PeopleTools People roots Reporting Tools P.A.S.S. (Self Service) - <u>My Dictionary</u> - <u>My Personalizations</u> - <u>My System Profile</u> - <u>To Portal Hub</u> Go To Worklist View This Form

r Current Job Info						
Name:	Kimberly Paul			E	mpIID:	0156928
Business Unit:	HR730			E	mpl Rcd#:	0
DeptID:	H0024	Dean, Arc	hitecture	Job Data		
Job Code:	D6X7	Asst, Financial 2			2	00000
Reg/Temp:	Regular			Position #:	01003974	ļ.
Empl Class:	Support Staff	FTE:	1.00	Std Hrs:	40.00	
orm Status						

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

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 co	de, pay period	amount and any	comment you may have	e. Then click Submit.

▷ My Favorites	Add Additional Pay
	Add Additional Pay
– ePAR Home Page	
Benefits	Step 1 of 1: Enter Additional Pay Details
Campus Community	Complete the Additional Pay form below. Enter any relevant comments in the "Your Comment" field to be included with this
Curriculum Management	
Enterprise Learning	form.
Organizational Development	
▷ Payroll for North America	✓ Current Job Info
Records and Enrollment	
▷ Self Service	Name: Kathleen Lechon EmpilD: 0088545
▷ Set Up HRMS	Name. Namen Leuron Emplo. 0000343
D Set Up SACR	Business Unit: HR730 Empl Rcd#: 0
 Student Admissions Payroll for North America 	DeptID: H0024 Dean, Architecture Job Data
 Records and Enrollment Self Service 	Job Code: D5H8 Asst, Administrative
▷ Set Up HRMS	Reg/Temp: Regular Position #: 00010294
D Set Up SACR	Empl Class: Prot/Admin Staff FTE: 1.00 Std Hrs: 40.00
 Student Admissions Payroll for North America 	· · · · · · · · · · · · · · · · · · ·
Records and Enrollment	Form Data
D Self Service	
▷ Set Up HRMS ▷ Set Up SACR	Recurring? eForm ID: 959
D Student Admissions	
Payroll for North America	*Earnings Code: Q
Records and Enrollment	Pay Period Amount: 0.00
D Self Service	
D Set Up HRMS	Paid on separate cost center?
Set Up SACR Student Admissions	
Payroll for North America	Attachments
Records and Enrollment	
Self Service	Description Add New Document
▷ Set Up HRMS	
▷ Set Up SACR	View Description File size Author Created Date/Time
 Student Admissions Student Admissions 	
▷ Student Financials	1 View 04/14/08 9:13:47AM -
▷ Student Recruiting	
DUHS HRMS Benefits	
UHS HRMS Budget	Comments
D UHS HRMS HR	Your Comment:
D UHS HRMS Payroll	
D UHS HRMS Positions	Submit
 Workforce Administration Workforce Development 	
 Worklorce Development Worklist 	Comment History:
Reporting Tools	
- P.A.S.S. (Self Service)	
- My Dictionary	
- My Personalizations	
- My System Profile	

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.

Image: Non-Self Series Add Additional Pay • Partment Self Series Step 1 of 1: Enter Additional Pay Details • Campus Community • Campus Community • Enterprise Learning • Enterprise Learning Step 1 of 1: Enter Additional Pay form below. Enter any relevant comments in the "Your Comment" field to be included with this form.	
Benefits Campus Community Curriculum Management Enterprise Learning	
Campus Community Complete the Additional Pay form below. Enter any relevant comments in the "Your Comment" field to be included with this form. form.	
 ▷ Curriculum Management ▷ Enterprise Learning 	
N Organizational Development	
Organizational Development Payroll for North America Current Job Info	
> Records and Enrollment	
Delf Service Name: Kathleen Lechon EmpliD: 0088545	
▷ Set Up HRMS	
Set Up SACR Business Unit: HR730 Empl Rcd#: 0 Student Admissions Dept Dept Dept Dept Dept Dept Dept Dept	
> Payroll for North America DeptilD: H0024 Dean, Architecture	
Records and Enrollment Job Code: D5H8 Asst Administrative	
Self Service Set Up HRMS Reg/Temp: Regular Position #: 00010294 Click if recurring	
Set Un SACR	
Student Admissions Empl Class: Prof/Admin Staff FTE: 1.00 Std Hrs: 40.00	
Payroll for North America Records and Enrollment Form Data	
Self Service	
SetUp HRMS Recurring? V eForm ID: 959	
Serup SACK	
Student Admissions *Earnings Code: 442 Communication Allowance/PR Enter start date	
Records and Enrollment Pay Period Amount 50.00	
Service	ן ר
Set Up HRMS Set Up SACR *Pay Start Date: 05/01/2008 🖲 Pay End Date: 06/30/2008 🗟 Enter end date	
Student Admissions	ע
Payroll for North America Paid on separate cost center?	
Records and Enrollment	
et Up HRMS Attachments	
Set Up SACR Description Add New Document	
tudent Admissions	
View Description File size Author Created Date/Time	
Student Admissions 1 View 04/4/08.0:12:47AM	
Student Recruiting UHS HRMS Benefits	
UNS HRMS Budget Comments	
UHS HRMS HR Your Comment:	
JHS HRMS Payroll	
JHS HRMS Positions Vorkforce Administration	
Vorkforce Development	
Vorklist	
PeopleTools	
keporting Tools	
<u>A.S.S. (Self Service)</u> y Dictionary	
V Personalizations	
v Svstem Profile	
ote: If the additional pay is to be paid on a separate cost center, check the "Paid on separate	te cost
	te cost
	te cost
	te cost
nter?" box and enter cost center information.	te cost
nter?" box and enter cost center information.	te cost
nter?" box and enter cost center information. lepartment Self Service ePAR Home Page	te cost
enter?" box and enter cost center information. Department Self Service rePAR Home Page lenefits Recurring? Recurring? eForm ID: 959	te cost
Pepartment Self Service Form Data rePAR Home Page Recurring? iampus Community eForm ID: 959	te cost
ePAR Home Page Benefits Recurring? Campus Community Curriculum Management Interprise Learning Metroprise Learning	te cost
enter?" box and enter cost center information.	te cost
enter?" box and enter cost center information. Department Self Service PAR Home Page Benefits Community Curriculum Management Interprise Learning Organizational Development ayroll for North America	te cost
Penter?" box and enter cost center information. Department Self Service • ePAR Home Page panefits Campus Community Curriculum Management interprise Learning • Earnings Code: 442 Communication Allowance/PR	te cost

Add New Document

-

Submit

Created Date/Time

04/14/08 9:13:47AM

<< Search

PeopleTools
Reporting Tools

D	Reportir	ng Tools
_	P.A.S.S.	(Self Sen

vice) - <u>P.A.S.S. (Sell Service</u> - <u>My Dictionary</u> - <u>My Personalizations</u> - My System Profile

11/8/2019/S. Nester/S. Medellin

*Cost Center:

Attachments

Description

View

1 View

Comments Your Comment: 00730-32955

Description File size

Author

<u>^</u>

Enter cost center

string

3. Click Submit a	and the form will be sent to the Approver in Work Flow.
 ▷ UHS HRMS Payroll ▷ UHS HRMS Positions ▷ Workforce Administra ▷ Worklist ▷ PeopleTools ▷ Reporting Tools ▷ Financial Aid <u>P A.S.S. (Self Service)</u> <u>My Dictionary</u> <u>My System Profile</u> <u>My System Profile</u> <u>To Portal Hub</u> 	*Your Comment: Comment History:
Menu Search: ▷ My Favorites ♡ Department Self Se ○ ePAR Home Page ▷ Benefits ▷ Campus Communi ▷ Enterprise Learning ▷ Organizational Deve ▷ Payroll for North Am ▷ Self Service ▷ Set Up HRMS ▷ Set Up SACE	e Submit this form? (24642, 112) The form will be directed to the next approver, if any. Yes No
 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 SACR Student Admissions Student Recruiting UHS HRMS Budget UHS HRMS Payroll UHS HRMS Payroll UHS HRMS Positions Workforce Development Workforce Development Worklist PeopleTools Reporting Tools PASS. (Self Service) My Dictionary My Set 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 Empl D: 0088545 Business Unit: HR730 Empl Rcd#: 0 DeptID: H024 Dean, Architecture Job Data Job Code: D5H8 Asst, Administrative RegTemp: Regular Position #: 00010294 Empl Class: Prof/Admin Staff Fter 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 Worklis View This Form Go To Worklis Go To Worklis Main The Form Go To Worklis

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 t	he designated are	eas				
To select the "Go To Worklist" link							
1. 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:	Stepher	n Fox		E	mpIID:	0084965	
Business				E	mpl Rcd#:	D	
DeptID:	H0024		chitecture		Jol	<u>b Data</u>	
Job Code Reg/Tem			/Non-Ben	Position #:	01008593		
Empl Clas		FTE:	0.20	Std Hrs:	8.00		
			0.20	01011101	0.00		
Form State	us						
eForm ID: 296							
You have	just RESUBMIT	TED this form. T			orm to		
You have UHM Hum	just RESUBMIT an Resources			g.			
You have	just RESUBMIT an Resources rklist	TED this form. T		g.	n the link		
You have UHM Hum Go To Wor View This	just RESUBMIT an Resources rklist	TED this form. T		g.			
You have UHM Hum Go To Wor View This	just RESUBMIT an Resources rklist Form	TED this form. T		g.			
You have UHM Hum Go To Wo View This Go To ePA	just RESUBMIT an Resources rklist Form	TED this form. T Dept for further	processin	g.	n the link		
You have UHM Hum Go To Wor View This Go To ePA	just RESUBMIT an Resources rklist Form	TED this form. T Dept for further		G. Click or	n the link		
You have UHM Hum Go To Wol View This Go To ePA	just RESUBMIT ian Resources I rklist Form AR Home Page	TED this form. T Dept for further	processin Work List Filters:	G. Click or	n the link	I J ₩ First 🖪 1-2 of 2 🕨 Last	
You have UHM Hum Go To Wor View This Go To ePA Detail View Worklist From	just RESUBMIT an Resources rklist Form	TED this form. T Dept for further	processin	G. Click or	n the link	I J 🗮 First 🕙 1-2 of 2 🕑 Last rk Worked Reassign	
You have UHM Hum Go To Wor View This Go To ePA Detail View Worklist From	Just RE SUBMIT an Resources Form R Home Page	TED this form. T Dept for further	processin Work List Filters:	G. Click or Link	n the link		
You have UHM Hum Go To Wor View This Go To ePA Detail View Worklist From Le,Thao T	Just RE SUBMIT Just Resources rklist Form NR Home Page 03/18/2008 Evaluate Dept 03/19/2008 Evaluate Dept 03/19/2008	Worked By Activity eForm Routing	processin Work List Filters:	Click or Click or Link	n the link	rk Worked Reassign	
You have UHM Hum Go To Wor View This Go To ePA Detail View Worklist From Le, Thao T Le, Thao T	Just RE SUBMIT Just Resources rklist Form NR Home Page 03/18/2008 Evaluate Dept 03/19/2008 Evaluate Dept 03/19/2008	Worked By Activity eForm Routing	Work List Filters:	Click or Click or Link ADDLPAY: Rafael R	n the link	rk Worked Reassign	
You have UHM Hum Go To Wor View This Go To ePA Detail View Worklist From Le,Thao T	Just RE SUBMIT Just Resources rklist Form NR Home Page 03/18/2008 Evaluate Dept 03/19/2008 Evaluate Dept 03/19/2008	Worked By Activity eForm Routing	processin Work List Filters:	Click or Link ADDLPAY: Rafael R ADDLPAY: Rafael R Note: Ycc	n the link	rk Worked Reassign	
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Electronic Personnel Action Request (ePAR) Home Page



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.

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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 ¹/₂ months Message Text (Message #564): Requested job action appears to create an employment status that is not insuranceeligible. Message Description: Requested job action appears to create an employment status that is not insuranceeligible. 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

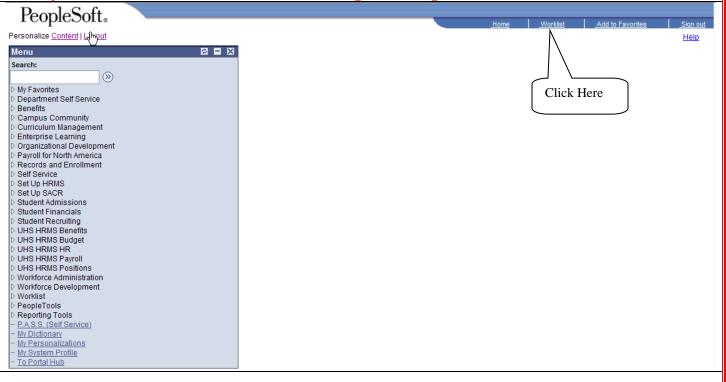
**Update available to all Evaluators within ePAR Workflow

Form Status	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.



You can reassig	n your worklist	t items by click	ing on "Reas	sign".			Click here
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User ID:	ancel Refres				ote: You will e and select OK Ill be routed to	. The task	
You can view th	ne form and wo	rk it by clicking	g on the link.				
Detail View			Work List Filters:		*	Click here	
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	19/2008 Evaluate Dept ePAR	eForm Routing			: Rafael R Longoria	Mark Worked	Reassign
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Name: Business Unit:	Rafael Longoria			EmplID: Empl Rcd#:	0084402		
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D Self Service	Your current langu	age preference is: Englis	sh				
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 Set Up HRMS Set Up BACR Student Admissions 	Your current language preference is: English My preferred language for reports and email is: English				
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– My System Profile – <u>To Portal Hub</u>	Email User MVorklist User Miscellaneous User Linka E Save	Click here			
Extra line breaks in this message were i	removed.				
From: Satst@central.uh.edu To: smedellin@uh.edu		Sent: Sun 3/23/2008 10:38 AM			
Cc:	aluate request to CHANGE JOB Jose Orlando Vazquez.				

DEVELOPMENT system. Its do not reflect real bus	contents				
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Last Action: This form	was RESUBMITTED by Trevino, Tommie C.	Here are the			
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Previous Comments:		7			
Link To Evaluate Job Cha http://columba.fast.uh.	aange edu:8510/psp/sa89tst/EMPLOYEE/HRMS/c/G FORMS.G FORM JOBC E.GBL?Page=G FORM J	OBC E CHRL&Action=U?&G FORM ID=408			
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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					
	ne recipient is strictly prohibited from any use, storage, dissemination, dis have received this e-mail message in error, please delete this message immed				

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