

UNIVERSITY of HOUSTON
DIVISION OF STUDENT AFFAIRS POLICIES AND PROCEDURES

SECTION: HUMAN RESOURCES

NUMBER: VPSA 04.08

Subject: Processing Electronic Personnel Action Requests (e-PAR)

I. PURPOSE

Establish guidelines on processing Terminating Electronic Personnel Action Requests (e-PAR's).

II. POLICY

The steps below establish the routing process for ePAR's.

- The hiring process is initiated in the employing department.
- The employing department inform the ePAR initiator
- The ePAR is prepared by the initiator and uploaded to the HR system with the appropriate attachment.
- The ePAR is then forwarded to the appropriate Central Business Office for certifying signature, acknowledgement and tracking.
- The Central Business Office verifies, approves and forwards the ePAR to Human Resources Department for processing.

In extraordinary situations, the Associate Vice President, Student Affairs Administration will approve the ePAR and forward it to Human Resource Department.

Upon termination the Coordinator will prepare and submit a electronic personnel action request (ePAR) within five working days of the employee's termination to Human Resources to remove the employee from payroll; terminate applicable benefits coverage; and reflect any vacation leave, accrued but not taken (and eligible sick leave in the event of the employee's death), that is to be paid upon termination. Human Resources will also list a separation code on the ePAR, indicating the reason for the employee's termination (MAPP [02.04.05](#))

III. APPROVAL

Last revised on 07/31/08

Approved: _____

