

# **HUMAN RESOURCES MANAGEMENT SYSTEM**

**PeopleSoft  
Version 8.9  
ePAR**

University of Houston System  
Training/ Reference Guide

**Human Resource Information Management**

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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

**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.

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:

From	Date From	Work Item	Worked By Activity	Priority	Link		
Le,Thao T	03/18/2008	Evaluate Dept ePAR	eForm Routing	<input type="text"/>	<a href="#">ADDLPAY: Rafael R Longoria</a>	<a href="#">Mark Worked</a>	<a href="#">Reassign</a>
Le,Thao T	03/19/2008	Evaluate Dept ePAR	eForm Routing	<input type="text"/>	<a href="#">ADDLPAY: Rafael R Longoria</a>	<a href="#">Mark Worked</a>	<a href="#">Reassign</a>

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

PeopleSoft.

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
- 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
- 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:

Click Approve

[Approve](#) [Deny](#) [Recycle](#)  
[Hold](#)

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	<a href="#">Job Data</a>
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](#)

Click here to return to the home page

[Return to Electronic Personnel Action Request \(ePAR\) 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](#)

Click here to return to the home page

[Return to Electronic Personnel Action Request \(ePAR\) 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](#)

Click here to return to the home page

[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

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.

#### 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:	<input type="text"/>
*First Name:	<input type="text"/>
*Last Name:	<input type="text"/>
Social Security #:	<input type="text"/>
Middle Name:	<input type="text"/>
*Date of Birth:	<input type="text"/>
Gender:	<input type="text"/>
<input type="button" value="Search"/>	<input type="button" value="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:	<input type="text"/>
*First Name:	<input type="text" value="Sebastian"/>
*Last Name:	<input type="text" value="Strong"/>
Social Security #:	<input type="text"/>
Middle Name:	<input type="text"/>
*Date of Birth:	<input type="text"/>
Gender:	<input type="text"/>
<input type="button" value="Search"/>	<input type="button" value="Clear"/>

Click Search

**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.

**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 >>

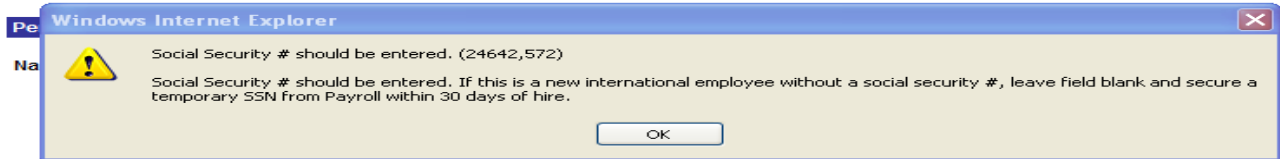
Click here

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



### 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  
Social Security #:   
Highest Education Level: U.S. Citizen  
\*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

<< Search

Next >>

Click here

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

<< Previous

Next >>

Click here

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

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

- My Favorites
- Department Self Service
- HR 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
- UHS HRMS HR
- UHS HRMS HR
- UHS HRMS Payroll
- UHS HRMS Positions
- UHS HRMS Workforce Administration
- Worklist
- PeopleTools
- Reporting Tools
- P.A.S.S. (Self Service)
- My Dictionary
- My Personalization
- 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	File size	Author	Created Date/Time
1 View			05/13/08 2:44:51PM

#### Comments

Your Comment:

Comment History:

<< Previous

Hold

Submit

Click here

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:

Michele

Middle Name:

Diane

\*Last Name:

Messa

\*Date of Birth:

31

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

	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.**

### 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				
	<a href="#">Add New Document</a>			
View	Description	File size	Author	Created Date/Time
1	<a href="#">View</a>			05/13/08 4:28:30PM

#### Comments

##### Your Comment:

Ms. Tellez has previous UH experience.

##### Comment History:

[<< Previous](#) [Hold](#) [Submit](#)

Click here

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.

### 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

Click here

Clear

2. Select the row.

### 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

Click here

Clear

#### Person Results

Customize   Find   [Grid Icon]										
	HR	Job	Act	EmplID	Rcd#	Name	Preferred Name	Gender	Date of Birth	National ID
1					0115743	0 Arturo Tapia	Arturo Tapia	Male	-----	(Not Displayed)

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

<< Search

Next >>

Click here

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

<< Previous

Next >>

Click here

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	
<input checked="" type="checkbox"/>	0	Active	HR730	H0155	Business Services	Prof/Admin	Regular	D317	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 DateTime
1 <span>View</span>				05/13/08 4:43:20PM

**Comments**

Your Comment:

<< Previous Hold Submit

Comment History:

Click here

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.

### 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:

0089300

\*First Name:

Middle Name:

\*Last Name:

\*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	▶	+	0089300	0	April Moreno	April F Moreno	Female	-----	(Not Displayed)					

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.**

### 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

\*Reg/Temp: Temporary

Need Assignment End Date? ☒

Assignment End Date: 08/31/2008

\*Position: 01002725 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 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
  - 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	Req/Temp	Job Code	Job Title	FTE
0	Active	HR730	H0098	Dean, Law	Prof/Admin	Regular	E9A6	Dir, Program	1.00

\*Update to an Active Job?

No

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

#### 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

Click 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.

**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:    
Empl Rcd Nbr:    
Name:   
Last Name:   
Department:    
☐ Case Sensitive

**Click here**

[Basic Search](#)  [Save Search Criteria](#)

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.

**Current Job Info**

Name:	Judy Clark	EmplID:	0083745
Business Unit:	HR730	Empl Rcd#:	0
DeptID:	H0098	Dean, Law	<a href="#">Job Data</a>
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:   
Reg/Temp:   
Position Number:   Coord, Program  
Business Unit: HR730 Department: H0098 Dean, Law  
Job Code: E9C9 Coord, Program  
Sal Plan: UHE Salary Grade: 064



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	<a href="#">Job Data</a>
Job Code:	E9C9	Coord, Program	
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:

Empl Rcd Nbr:

Name:

Last Name:

Department:  

☐ 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:   
Reg/Temp:   
Need Assignment End Date? ☐  
Position Number:       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:       eForm ID: 119  
Empl Class:   
Reg/Temp:   
Need Assignment End Date? ☐  
Position Number:       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 >>

Click here

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 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

##### Compensation

Standard Hours:       eForm ID: 119  
FTE: 0.03  
Hourly Comp Rate:   
Change Amt: 0.00      Change Percent: 0.00 %

<< Previous    Next >>

Click here

#### 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 <a href="#">View</a>				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:    
Empl Rcd Nbr:    
Name:    
Last Name:    
Department:   

☐ Case Sensitive

[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 Code: E9B6 Mgr, Program [Job Data](#)  
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:   
Reg/Temp:   
Position Number:   Mgr, Program  
Business Unit: HR730 Department: H0098 Dean, Law  
Job Code: E9B6 Mgr, Program  
Sal Plan: UHE Salary Grade: 068

#### Job Information

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

Click here

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

- Finalize the form by submitting it in workflow to the next approver

8/28/2008/S. Nester/S. Medellin

rw

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

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

PeopleSoft.

Home | Worklist | Add to Favorites | Sign out

[New Window](#) | [Help](#) | [Help](#)

**Menu**

Search: [ ]

My Favorites

Department Self Service

- Add Role Request
- Evaluate Role Request
- Update Role Request
- View Archived Role Request
- View Role Request

ePAR Home Page

- Evaluate Hire - Tax Services
- Personal Data Add/Edit

HR Self Service

- Benefits
- Campus Community
- Compensation
- Curriculum Management
- Enterprise Components
- Enterprise Learning

**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] [ ]

Empl Rcd Nbr: [=] [ ]

Name: [begins with] [ ]

Last Name: [begins with] [ ]

Department: [begins with] [ ]

☐ Case Sensitive

[Search](#) [Clear](#) [Basic Search](#) [Save Search Criteria](#)

Select employee

**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

- 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
- Payroll for North America
- Records and Enrollment
- Self Service
- Set Up HRMS
- Set Up SACR
- Student Admissions
- Payroll for North America
- Records and Enrollment
- Self Service
- Set Up HRMS
- Set Up SACR
- Student Admissions
- Payroll for North America
- Records and Enrollment
- Self Service
- Set Up HRMS
- Set Up SACR
- Student Admissions
- 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

### 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		<a href="#">Job Data</a>
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	<a href="#">Add New Document</a>
View     Description     File size     Author     Created Date/Time	
1 <a href="#">View</a>	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.

Form Data

\*Effective Date:

03/31/2008

eForm ID: 282

\*Action:

Termination

\*Reason:

Voluntary

Comments

Your Comment:

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

ePAR Home Page

Evaluate Hire - Tax Services

Personal Data Add/Edit

Submit this form? (24642,112)

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

Yes

No

Click Submit

Click Yes

8/28/2008/S. Nester/S. Medellin

35

- 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

## 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	<a href="#">Job Data</a>
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.

PeopleSoft.

Home | Worklist | Add to Favorites | Sign out

[New Window](#) | [Help](#) | [Help](#)

**Menu**

Search:

My Favorites

Department Self Service

- Add Role Request
- Evaluate Role Request
- Update Role Request
- View Archived Role Request
- View Role Request

- ePAR Home Page

- Evaluate Hire - Tax Services
- Personal Data Add/Edit

HR Self Service

- Benefits
- Campus Community
- Compensation
- Curriculum Management
- Enterprise Components
- Enterprise Learning

**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 [ ]

Empl Rcd Nbr: = [ ]

Name: begins with [ ]

Last Name: begins with [ ]

Department: begins with [ ]

☐ Case Sensitive

[Search](#) [Clear](#) [Basic Search](#) [Save Search Criteria](#)

Select employee

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

- 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
- Payroll for North America
- Records and Enrollment
- Self Service
- Set Up HRMS
- Set Up SACR
- Student Admissions
- Payroll for North America
- Records and Enrollment
- Self Service
- Set Up HRMS
- Set Up SACR
- Student Admissions
- Payroll for North America
- Records and Enrollment
- Self Service
- Set Up HRMS
- Set Up SACR
- Student Admissions
- 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

## 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		<a href="#">Job Data</a>
Job Code:	D5H8    Asst, Administrative		
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 <input style="width: 150px;" type="text"/>	<a href="#">Add New Document</a>
View    Description    File size    Author    Created Date/Time	
1 <a href="#">View</a>	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.**



### 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

Reg/Temp: Regular

Position #: 00010294

Empl Class: Prof/Admin Staff FTE: 1.00 Std Hrs: 40.00

Job Data

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

### 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	<a href="#">Job Data</a>
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

[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	<input type="text"/>	<a href="#">ADDLPAY: Rafael R Longoria</a>	Mark Worked	Reassign			
Le,Thao T	03/19/2008	Evaluate Dept ePAR	eForm Routing	<input type="text"/>	<a href="#">ADDLPAY: Rafael R Longoria</a>	Mark Worked	Reassign			

User ID:

Comment:

OK

Cancel

Refresh

Note: You can reassign your work items by entering another User ID

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	<a href="#">Job Data</a>
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	<a href="#">Job Data</a>
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   									
Log Instance	Current DateTime	Role Name	User ID	User Description	Form Action	For Rolename	Alternate User ID	Workflow Form Status	
1	03/18/2008 10:48:56AM	GT_UHM_HC_INITIATOR	0166276	Le,Thao T	Submit			Pending	 
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	<a href="mailto:gnielsen@central.uh.edu">gnielsen@central.uh.edu</a>
0087804	Chelette,Sara B	<a href="mailto:cponzio@uh.edu">cponzio@uh.edu</a>
0090407	Virgin,Juanita	<a href="mailto:SNester@uh.edu">SNester@uh.edu</a>
0096405		<a href="mailto:SNester@uh.edu">SNester@uh.edu</a>
0106008	Ponzio,Carla Yzabella	<a href="mailto:cponzio@uh.edu">cponzio@uh.edu</a>
0813207	Oliver,Mandisa Clair	<a href="mailto:gnielsen@central.uh.edu">gnielsen@central.uh.edu</a>
SVMOON	Moon,Steve-ePAR Consultant	<a href="mailto:steve@qideontaylor.com">steve@qideontaylor.com</a>

[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 Code: 1070      Lecturer/Non-Ben      [Job Data](#)  
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

## 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.**

The Attachments window has a blue header bar with the title "Attachments". Below the header is a form with a "Description" label and a text input field. To the right of the input field is a yellow button labeled "Add New Document". Below the form is a table with the following columns: "View", "Description", "File size", "Author", and "Created Date/Time". The table contains one row with the value "1" in the "View" column and "04/04/08 9:26:25AM" in the "Created Date/Time" column. A small blue minus button is at the end of the row.

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

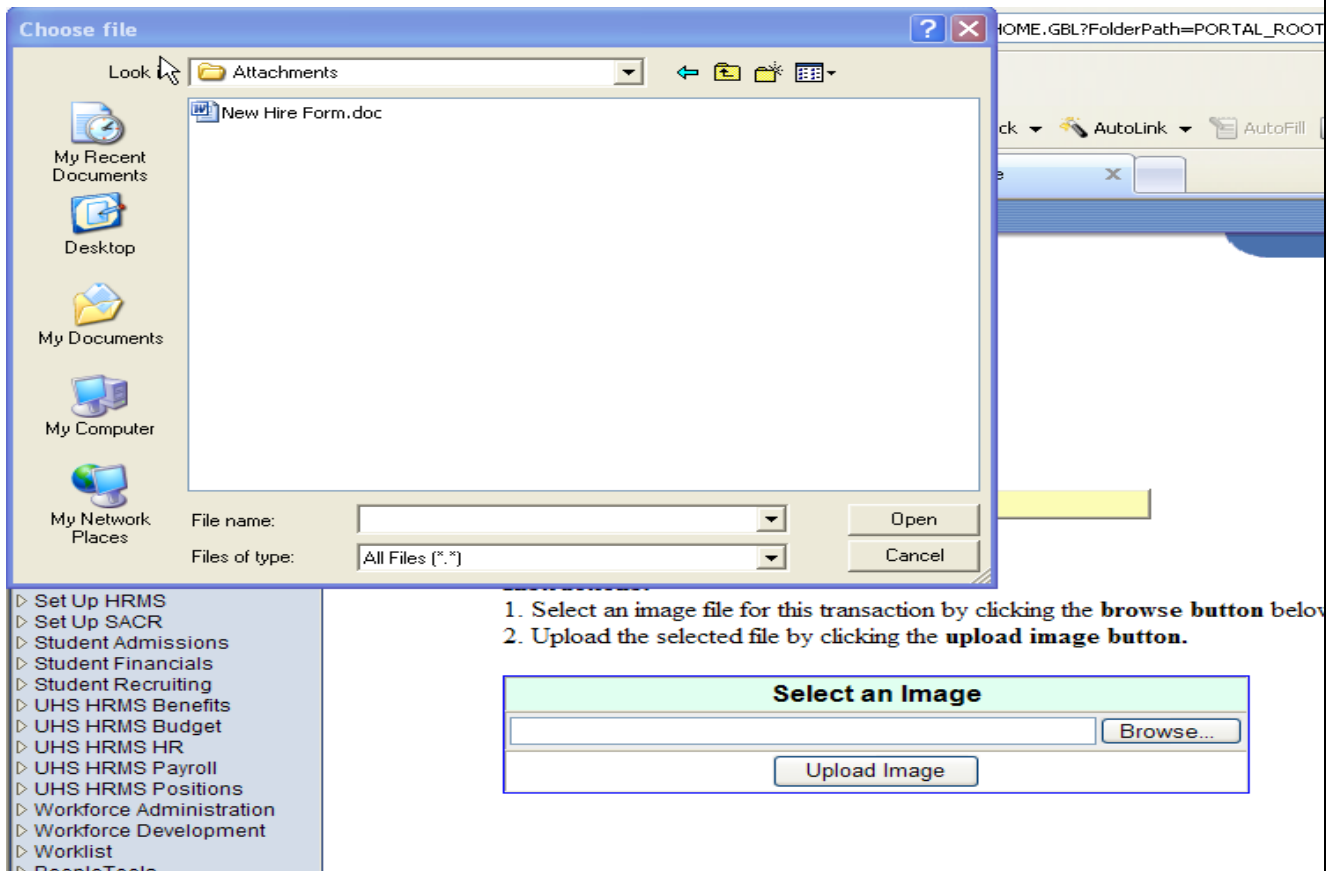
This screenshot shows the "Attachments" window with the text "New Hire Packet" entered in the "Description" field. A callout bubble with the text "Click here" points to the yellow "Add New Document" button. The table below the form remains the same as in the previous screenshot.

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**

The "ePAR Documents Upload" page displays user information: "EmplID 0865942 sara simmons" and "eForm ID 725". The "Description" field contains "New Hire Packet". A yellow button labeled "Return to ePAR form" is positioned below the description. Under the heading "Instructions:", there are two steps: "1. Select an image file for this transaction by clicking the browse button below." and "2. Upload the selected file by clicking the upload image button." Below the instructions is a section titled "Select an Image" which includes a text input field, a "Browse..." button, and an "Upload Image" button. A callout bubble with the text "Click here" points to the "Browse..." button.

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



4. Select your file and click “Upload Image”

#### ePAR Documents Upload

EmplID 0865942 sara simmons  
eForm ID 725  
Description New Hire Packet

[Return to ePAR form](#)

#### Instructions:

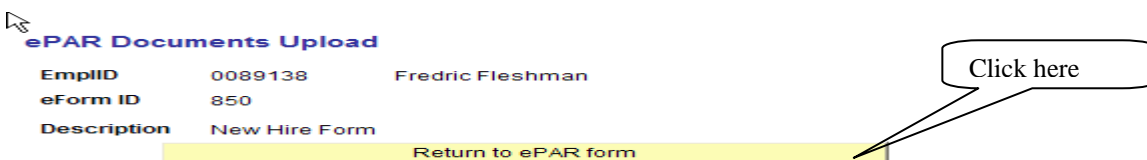
1. Select an image file for this transaction by clicking the **browse** button below
2. Upload the selected file by clicking the **upload image** button.

**Select an Image**

C:\Documents and Settings\smedelli\My Documents\UHS\ Browse... Upload Image

Click here

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



Click here

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

## Attachments

Description

Add New Document

View	Description	File size	Author	Created Date/Time	
1 View	New Hire Form	19968	0089155	04/09/08 11:01:39AM	-

Click here to view

Click here to delete

## 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 Text (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 resubmitted. 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.**

The screenshot displays the PeopleSoft HRMS interface. At the top, there is a navigation bar with links: Home, Worklist, Add to Favorites, and Sign out. Below this, a 'Menu' sidebar on the left contains a search bar and a list of application areas, including 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, and To Portal Hub. A callout box with the text 'Click Here' points to the 'Worklist' link in the top navigation bar.

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

Click here

[Detail View](#) Work List Filters:

From	Date From	Work Item	Worked By Activity	Priority	Link	
Le,Thao T	03/19/2008	Evaluate Dept ePAR	eForm Routing	<input type="text"/>	<a href="#">ADDLPAY: Rafael R Longoria</a>	<a href="#">Mark Worked</a> <a href="#">Reassign</a>

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:

From	Date From	Work Item	Worked By Activity	Priority	Link	
Le,Thao T	03/19/2008	Evaluate Dept ePAR	eForm Routing	<input type="text"/>	<a href="#">ADDLPAY: Rafael R Longoria</a>	<a href="#">Mark Worked</a> <a href="#">Reassign</a>

Click here

**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	<a href="#">Job Data</a>
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:  Employee Awards/Payroll

Pay Period Amount:

Pay Start Date:  Pay End Date:

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
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- Campus Community
- Curriculum Management
- Enterprise Learning
- Organizational Development
- Payroll for North America
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- 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

**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:

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.**

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Home | Worklist | Add to Favorites | Sign out

Menu

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General Profile Information

Benham, Mary

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[Change password](#)

[Change or set up forgotten password help](#)

Personalizations

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Currency Code:

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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](mailto:satst@central.uh.edu)  
To: [smedellin@uh.edu](mailto:smedellin@uh.edu)  
Cc:  
Subject: [eForms] Worklist Item: Evaluate request to CHANGE JOB Jose Orlando Vazquez.

Sent: Sun 3/23/2008 10:38 AM

\*\*\*\*\*  
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>

Here are the  
links

Note: Disclaimer

\*\*\*\*\*  
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.  
\*\*\*\*\*

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