ePAR
Electronic Personnel Action Request

The content of this presentation was the most up-to-date information available at the revision date. However, policies, procedures and guidelines may be updated during an academic year. Please refer to the University Policy website for the most current version of these policies, procedures and guidelines.

04/24/2019
Learning Outcomes

• Understand how to access the ePAR system
• Understand how to initiate an ePAR
• Understand the workflow routing for ePAR transactions
• Identify the appropriate type of action and reason for action for ePAR forms
• Approvers will understand how to access and approve forms that are awaiting their action
• Locate additional resources and information regarding ePAR’s
What is ePAR?

- Electronic personnel action form
- Replaces the current paper PAR form with an electronic version
- Lifecycle tracking
- Electronic workflow to all approvers
How do I access ePAR?

- System = Core Integrator
- [https://uwgforms.westga.edu](https://uwgforms.westga.edu)
- Login using your UWG credentials
- Select the UWG repository. The UWGDev is for training/testing
Tour of Home Page

- Preferences
- Logout
- My Tasks
- Document Status
- Historical Documents
- My Forms
- My Reports
Tour of Home Page

- **Filter Icon**
  - Must clear previous filter criteria whenever the filter functionality is utilized
• Preferences
  ➢ Culture
  ➢ Time Zone
  ➢ Workflow Order
  ➢ Homepage View
  ➢ Workspace Tab
  ➢ Workspace History Filter

• Logout
  ➢ System will not time out
  ➢ You are only using a license when you open a form to “view” or “process”
• My Tasks
  ➢ Items waiting on your action; will have a # indicating number of tasks

• Document Status
  ➢ Can view where a PAR is located; can only see PAR’s that you have approved or are in your processing group

• Historical Documents
  ➢ Can view completed documents if you have taken action on them

• My Forms
  ➢ Start a new form

• My Reports
  ➢ Pre-defined reports
Starting a PAR

- Initiator can initiate for anyone
- An approver cannot make changes; only an initiator
- If a form needs to be revised, it must be rejected back to the initiator
- As you enter general information in the top section, additional fields will populate below
- Can’t enter any information in the gray fields
Starting a PAR...PAR Summary

- Required Field
- Enter details as to purpose of the ePAR
Starting a PAR…PAR Summary

- Enter PAR Employee’s 917#
- Time Approver – the individual who will be approving time and absences for the employee on the PAR (defaults to “Reports To” supervisor if not indicated)
- Time Approver Employee ID
- Two questions related to the employee on the PAR

PAR Summary

Enter Summary Statement for the Purpose of this PAR

Employee's 917 Number

Time Approver

Time Approver Employee Number

Is this employee a Reports To supervisor?
No

Is this employee a time approver?
No
Starting a PAR

- All transactions start with a OneUSG position #
- OneUSG provides a daily update to the information in ePAR
- PAR form will only ask you to complete the fields that are relevant to the position action
- Initiator has two actions - Submit or Cancel
  - Submit – routes to next level approver
  - Cancel – deletes the form, the workflow and all associated comments or notes
Starting a PAR

- When exiting the form you must either click the Save icon or Submit button.
- Will lose data entry if you click on the Home button.
- Anyone in workflow can add/view Comments…comments should be related to position request.
- Approver history is tracked on History tab as the form moves through workflow.
- Anyone in workflow can also attach documents in Related Documents…be cognizant of privacy issues.
- Execution ID is ePAR #
# ePAR Actions

## Type of Action: Change

- Funding Source
- Pay
- Separation of Employment
- Leave of Absence
- Return from Leave of Absence
- Reclassification
- Promotion
- FWSP/SA Transition

## Type of Action: Hire/Rehire

- Initial Hire
- Rehire
- Benefited Transfer
- USG Transfer
Supervisor Changes

- All Reports To and Time and Absence Approver changes must be submitted on the ‘Reports To Supervisor/Time Approver Change Form’
  - Budget > Budget Information > Budget Forms
  - Send completed form to Budget Services
- **Reports To Manager** – responsible for direct supervision and evaluation; recorded as the Supervisor in PeopleAdmin. Also has the ability to take personnel action on the employee
- **Time & Absence Approver** – responsible for approving reported time and leave requests for the employee
Reports To Supervisor/Time Approver Change Form

Instructions: Complete this form and submit when you plan to make a change to an employees’ “Reports To” Supervisor, Time and Absence approver. Human Resources will use this information to update OneUSG and/or PeopleAdmin in order to ensure proper routing of Timesheets, Leave Requests, Reports, and Performance Appraisals. If you are requesting any changes outside of supervisory changes (e.g. salary changes, title changes, etc), you must submit a Personnel Action Request (ePAR/PAR). Once completed, please send this form to Budget Services in Aycock Hall, Room 239.

Employee Changing:

<table>
<thead>
<tr>
<th>Name:</th>
<th>Employee #:</th>
<th>Position #:</th>
</tr>
</thead>
</table>

Data Changing:

☐ Update “Reports To” Supervisor – Responsible for direct supervision and evaluation. This person will be recorded as the Supervisor in PeopleAdmin. When this data element changes it changes for everyone hired in the position. For multi-incumbent positions, a form will be required for each employee.

Effective Date of Change (Must be beginning of a pay period):

<table>
<thead>
<tr>
<th>Department Name:</th>
<th>Contact Phone:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Current Reports To Supervisor:</td>
<td>Current Reports To Position Number:</td>
</tr>
<tr>
<td>New Reports To Supervisor:</td>
<td>New Reports To Position Number:</td>
</tr>
</tbody>
</table>

☐ Update as Timecard Approver – Responsible for monitoring and approving employee time

Effective Date of Change (Must be beginning of a pay period):

<table>
<thead>
<tr>
<th>Department Name:</th>
<th>Contact Phone:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Current Time Approver:</td>
<td>Current Time Approver Empl ID:</td>
</tr>
<tr>
<td>New Time Approver:</td>
<td>New Time Approver Empl ID:</td>
</tr>
</tbody>
</table>

Forms are due by the Payroll Processing Date to Budget Services to impact the current pay period. Any forms received after this date will be processed on the next pay period. This means the current Reports To and Time approver will be responsible for any action needed for the employee to be paid on the current payroll. To maintain accurate employment files, please complete this form for each employee that will require the change.

Certification: I have reviewed the above changes and certify that I agree to assume the indicated supervisory responsibilities for the employees listed above. I certify that my scope of work and job description includes the supervision of employees and other duties assigned to me via this change. I certify the employee has also been informed of this change.

__________________________________  ________________________________
Current Supervisor Signature / Date  New Supervisor Signature / Date

Please submit completed forms to Budget Services in Aycock Hall, Room 239.
ePAR Workflow

- Workflow is determined by
  - Type of action (hire or change)
  - Pay group
ePAR Actions

- We are currently NOT using ePAR for:
  - Academic Affairs Faculty or Staff
  - ORSP – grants, sponsored projects
  - GA’s and GRA’s
Approved

• Will receive an email notification for any New Task that has been submitted
  ➢ Emails will be generated at 8am and 2pm (M-F)
  ➢ Email generated if approver has something in Task list at that point in time
**Approvers**

- Access items to approve in the My Tasks section.

- Pay close attention to the Process vs. View buttons.

<table>
<thead>
<tr>
<th>ID</th>
<th>Preview</th>
<th>Action</th>
<th>Effective Date of Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>1,568</td>
<td></td>
<td>Process</td>
<td></td>
</tr>
<tr>
<td>1,569</td>
<td></td>
<td>Process</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>ID</th>
<th>Preview</th>
<th>Action</th>
<th>Effective Date of Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>1,490</td>
<td></td>
<td>View</td>
<td>10/11/2016</td>
</tr>
<tr>
<td>1,491</td>
<td></td>
<td>View</td>
<td>10/22/2016</td>
</tr>
</tbody>
</table>
Approvers – Out of Office

- ePAR system is available from anywhere
- Can access via laptop or tablet
- If out on vacation or extended medical leave, contact Workflow Administrator (CBE) to request an alternate approver be established
- If approving as an alternate, transactions will be highlighted in yellow in alternate’s worklist
Additional Information & Training Aids

www.westga.edu/hrpay
Electronic PAR Information

The electronic personnel action request (ePAR) is the electronic form to process hiring, pay and termination transactions for all employees.

Job Aids | FAQ | Training
--- | --- | ---
Hire/Rehire > Initial Hire | + | |
Hire/Rehire > Rehire | + | |
Hire/Rehire > Benifited Transfer | + | |
Hire/Rehire > USG Transfer | + | |
Change > Funding Source | + | |
Change > FWSP/SA Transition | + | |
Change > Leave of Absence | + | |
Change > Return from Leave of Absence | + | |
Change > Pay | + | |

Click here to access Core Integrator (ePAR)

Questions or Support?
Contact Us.
- Functional Administrator
  - Karen Hulsey
  - Workflow Administrator
  - Tricia Durrough
  - ePAR-List@westga.edu
Next Steps

• System is Live and can be utilized now
  ➢ Academic Affairs – student employees only; no GA’s or student employees paid with grant funds
  ➢ B&F, SAEM, UA, ITS, President – all employees except GA’s or employees paid with grant funds

• Submit **Security Request Form** for access
Support or Questions

- **Functional Administrator**
  - Karen Hulsey
  - Ext. 96430 khulsey@westga.edu

- **Workflow Administrator**
  - Tricia Durrough
  - Ext. 96392 pdurroug@westga.edu

- **Email Questions**
  - ePAR-List@westga.edu
## Demonstrations

### Type of Action: Change
- Funding Source
- Pay
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- Leave of Absence
- Return from Leave of Absence
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