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.

04/06/2020
Learning Outcomes

- Understand how to access the ePAR system
- Understand how to initiate an ePAR
- Identify the appropriate type of action and reason for action for ePAR forms
- Understand the workflow routing for ePAR transactions
- 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 request form
- Replaces the older 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 “UWG” in provider dropdown
Tour of Home Page

- Workflows & Archives
  - Assigned to You
  - In Progress
  - Finished
- Start a New Workflow
- Reports & Analysis
- Logout
Workflows & Archives

- **Workflows & Archives**
  - **Personnel Action Request**: Identifies the workflow routing
  - **Assigned to You**: ePAR’s that need action by you
  - **In Progress**: Allows you to see where an ePAR is located; can only see ePAR’s that you have initiated or approved
  - **Finished**: Allows you to view completed ePAR’s that you have initiated or approved
Start a New Workflow

- Start a New Workflow
  ➢ Start a new ePAR Form
Reports & Analysis

- Pre-defined Reports
- Employee ID and Position Number Report
- Department Approvers List
Starting an ePAR

- Initiator can initiate for anyone
- An approver cannot make changes; only the 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

![Image of an ePAR form with arrows indicating required fields]
Starting an ePAR...PAR Summary

- Required Field
- Enter details as to the purpose of the ePAR
Starting an e 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
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 – Sends the form to a status of “Canceled by Initiator”
Starting an ePAR

- When exiting the form you must either click the Save icon or the 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#
Printing an ePAR

- You can now print an ePAR as a PDF file
- Printable Version shows up as a related document
- Updated after each approver action
## Electronic Personnel Action Request

### Initiator (odumouq)
- **Department ID**
- **Department**
- **Reason for Action**
- **Division**
- **Effective Date**
- **Position Title**
- **Reason for Action**
- **Employee Type**
- **Employee Name**
- **Job Code**
- **Employee #**
- **Employee ID Number**
- **Time Approver**
- **Is Employee Time Approver?**
- **Is TRS Retiree?**
- **PERSID/PSRA Transition From**
- **Prev. USG - Last Date Empl.**
- **Employee Supervisor**
- **Employee Supervisor Pos.**
- **New Supervisor**
- **New Supervisor Pos.**
- **Current OneUSG Pos. Num.**
- **New OneUSG Pos. Num New**
- **New Classification Title**
- **Pay Group**
- **Employee Work Location**
- **Time Approver Employee No.**

### PAR Summary

<table>
<thead>
<tr>
<th>Ln</th>
<th>Department</th>
<th>Fund</th>
<th>Account</th>
<th>Program</th>
<th>Class</th>
<th>Project</th>
<th>Amount</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td></td>
<td></td>
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<td></td>
</tr>
</tbody>
</table>

### Pay Attributes
- **Annual Rate**
- **Hourly Rate**
- **Number of Working Months/Year**
- **Credit Hours (Teaching)**
- **Standard Hours (per week)**
- **Credit Hours (Enrolled)**
- **Expected Annual Pay**
- **FTE**
- **Semester Pay**
- **Pay Periods**

### Leave of Absence

<table>
<thead>
<tr>
<th>Leave Type</th>
<th>Personal</th>
<th>Military</th>
<th>FMLA</th>
<th>Medical</th>
<th>Suspension</th>
</tr>
</thead>
</table>

### Return from Leave of Absence

<table>
<thead>
<tr>
<th>First Name</th>
<th>Middle Initial</th>
<th>Last Name</th>
<th>Employee ID</th>
</tr>
</thead>
</table>

### Separation

- **Last Day of Work**
- **Reason for Separation**
- **Transferring to Another USG Institution?**

### Employee Type Change Pay Group

- **Current Employee Type/Pay Group**
- **New Employee Type/Pay Group**
- **Job Code/BCAT**
- **New Employee ID**

### Payroll Distribution Code

<table>
<thead>
<tr>
<th>Ln</th>
<th>Payroll Distribution Code</th>
<th>Refresh Position</th>
<th>Dist. Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3</td>
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</tr>
</tbody>
</table>

### Additional Approvers

- **Additional Fund Approver(s)**
- **PI Approver(s)**

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**Printed ePAR Form**
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 an organizational structure change to a position’s “Reports-To” Supervisor and/or an employee’s Time and Attendance Approver. Budget Services and Human Resources will use this information to update OneUG and/or PeopleAdmin in order to ensure proper recording of Transfers, 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 (PAR/PAR). Once completed, please send this form to Budget Services in Aycock Hall, Room 229.

**Employee/Position Structure Changing:**

<table>
<thead>
<tr>
<th>Name</th>
<th>Position</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**What’s Changing? (check each box that applies):**

- [ ] Update “Reports-To” Supervisor: Responsible for direct supervision and evaluation. This position will be the “trans-to” in the organizational chart and the position supervisor in PeopleAdmin. When this date changes, it will impact the employee ID number. For multi-incentive positions (students, temporary labor, etc.), a form will be required for each employee.

**Effective Date of Change:**

- **Update “Reports-To” Supervisor:**
  - Department Name:
  - Current Reports To Supervisor:
  - Current Reports To Position Number:
  - New Reports To Supervisor:
  - New Reports To Position Number:

- **Update Timecard Approver:**
  - Responsible for monitoring and approving employee time.

**Effective Date of Change:**

- **Update Timecard Approver:**
  - Department Name:
  - Current Time Approver:
  - Current Time Approver Emp ID:
  - New Time Approver:
  - New Time Approver Emp ID:

**Original 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.**

**Certification:** I have reviewed the above changes and certify that I hold 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 that the employee has also been informed of this change.

<table>
<thead>
<tr>
<th>Current Supervisor</th>
<th>New Supervisor</th>
</tr>
</thead>
<tbody>
<tr>
<td>Signature / Date</td>
<td>Signature / Date</td>
</tr>
</tbody>
</table>

**Date Updated (if necessary):**

<table>
<thead>
<tr>
<th>FY</th>
<th>PA</th>
<th>Date</th>
<th>Refesh Position</th>
<th>Initial</th>
<th>Date</th>
<th>Pay Group</th>
</tr>
</thead>
</table>

Please submit completed forms to Budget Services in Aycock Hall, Room 229.
ePAR Workflow

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

• Will receive an email notification for any New Task that has been submitted
  ➢ Emails will be generated at 7am and 1pm (M-F)
  ➢ Email generated if approver has something in Task list at that point in time
Access items to approve in the Workflows & Archives Section. Ensure the “Assigned to You” radio button is selected.

Pay close attention to the “Action” Button (Process vs. View)
Refresh your worklist by clicking on the Personnel Action Request link
**Approvers – Out of Office**

- ePAR system is available from off-campus
- 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/hr
The electronic personnel action request (ePAR) is the electronic form to process hiring, pay and termination transactions for all employees.
Next Steps

• Submit your **Security Request Form** for access
• You will receive an email once access is granted
• You will be added to a special ePAR Users Google group to receive email communication pertinent to ePAR information
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