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.

02/24/2017
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- Historical Documents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• Historical Documents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

• All transactions start with a position #
• ADP provides a daily update (6am daily) 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
- Supervisor
- Promotion
- FWSP/SA Transition

## Type of Action: Hire/Rehire

- Initial Hire
- Rehire
- Benefited Transfer
- USG Transfer
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
  ➢ SAFBA accounts
• Ability to search for transactions based on various fields, statuses and users
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
Approvers

- Access items to approve in the My Tasks section

- Pay close attention to the Process vs. View buttons
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
The electronic personnel action request (ePAR) is the electronic form to process hiring, pay and termination transactions for all employees.
Next Steps

• Currently used by B&F, UA, SAEM, ITS
• March 28, 2017: Academic Affairs for students
• Submit Security Request Form for access
Support or Questions

• Functional Administrator
  ➢ Karen Hulsey
  ➢ Ext. 95362 khulsey@westga.edu

• Workflow Administrator
  ➢ Tricia Durrough
  ➢ Ext. 96392 pdurroug@westga.edu

• Email Questions
  ➢ ePAR-List@westga.edu
**Demonstrations**

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User Activities

- Validate Department Approvers List
- Log into the test database and enter test transactions