Fixed Pay ePAR Instructions

To submit the fixed pay ePAR:

1) Log into the eWeber portal.
2) Search ePAR and click on the app that says "ePAR Electronic PARs".
3) Click the dropdown menu and select "ePARs - Hourly"
4) Select the ePAR type "Fixed Pay AMT"
5) Enter the employee's W# or name (last name, first name) and then click Search.
6) Select the employee.
7) In the "Changes Requested" Box you will fill out each of the fields as applicable to the employee. The Pay Type box will be "Fixed Amount". Start and end dates are listed by pay period. Select your start and end date.
8) Enter your Time Sheet ORG and then click “Validate Time Sheet ORGN”
9) In the "Add Index" box you will enter your index and then click "Find".
10) Add the amount to be paid (hours x rate) and click "Add Index"
11) Review information and then click "Next Page".
12) Pick the two department approvers and add your remarks.
13) Click submit.

Fixed pay ePAR home page

Instructions to enter a Fixed Pay ePAR

1) Enter the employee's W# or name (last name, first name) and then click Search.
2) Select the employee.
3) In the "Changes Requested" Box you will fill out each of the fields as applicable to the employee. The Pay Type box will be "Fixed Amount". Start and end dates are listed by pay period. Selected your start and end date.
4) Enter your Time Sheet ORG and then click “Validate Time Sheet ORGN”
5) In the "Add Index" box you will enter your index and then click "Find".

6) Add the amount to be paid (hours x rate) and click "Add Index"

7) Review information and then click "Next Page".

8) Pick the two department approvers and add your remarks.

9) Click submit.