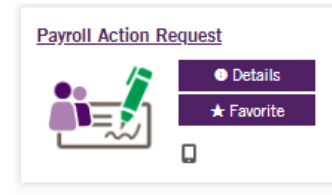
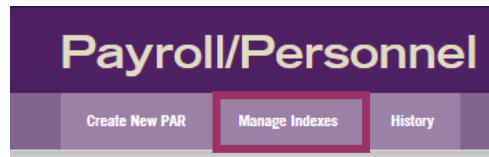


Creating a Paper PAR

- Go to eweber portal and click on the **Payroll Tab**
- Click on the **Payroll Action Request Application**

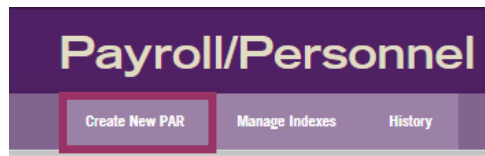


- Once in the application, click on **Manage Indexes** at the top



- If the index the employee will be paid from is not listed, it will need to be added
 - To Add an index, click on **Add New Index**
 - Type index in the appropriate field and click **Find Index** (the other fields should populate) click **Save**

- Click on **Create New PAR** at the top



- Choose **New Hire** or **All Other Changes** from the dropdown, click **Next**

- Select either **Hourly/Workstudy** or **Adjunct** from employee class, click **Next**

- Select the correct employee **Category** and mark a check next to either **New to WSU** or **Timesheet**, click **Next**

- The below fields will then appear, please enter the **Employees W#** if they have one (if this is available, enter the W# and click **Fill in Fields**, this will populate the employees name)
- Enter the employees **Job Title**

- The **FOAPAL Box** is what tells payroll how the employee will be paid (index, fund, prog, start date, and hourly rate)
- The first drop down under FOAPAL will show the index you added in Manage Indexes at the very beginning

****Note: please make sure there is a FOAPAL selected as well as the hourly rate and start date is filled out. The Employee cannot be set up without this information!****

- The next fields are also important, these fields gather information about the supervisor and who will verify the employees hours in TAS.

Remarks	
Supervisor Name*	
Supervisor Mail Code*	
Supervisor Work Extension*	
Employee Mail Code*	
Employee Work Extension	
TAS ORGN Code*	
Timekeeper Name*	

Generate Report

- The **TAS ORGN Code** field is where you will put the ORGN code of where the employees position will be set up in the TAS Time Clock System. If you do not know what this code is, feel free to contact payroll
- Finally, click **Generate Report**, please print this report, obtain the two signatures on the bottom (*PAR will not be processed without signatures*), and send to Payroll

****Note: During COVID, payroll is accepting PARs via email. Please send the completed PAR to payroll@weber.edu****

Below is an example of a complete PAR:

2/18/2016 PAR Report
Wildcat, Waldo

Weber State University
Personnel/Payroll Action Request
INSTRUCTIONS

For Payroll Help, call (801) 626-6031
Send directly to payroll (MC 1021) after obtaining signatures

ACTION: New Hire CATEGORY: Student
CLASS: Hourly TYPE OF PAY: New to NSU or Rehire

Last Name: Wildcat Supervisor Name: Spongobob Squarepants
First Name: Waldo Supervisor Mail Code, Phone: 1021, 6601
ID#: W12345678 Employee Mail Code, Phone: 1021, 6601

Job Title: Payroll Technician

FUND	ORGN	PROG	Index	Department	Start Date	End Date	Amount
120100	32100		610	Accounting Services	3/7/2016		\$10.00

REMARKS
This PAR is for Training Purposes

For Payroll Dept Use

Home ORGN _____ EEO Status _____
Emp Class _____ Position Number _____ % of Time _____ Months _____
Salary Schedule _____ Job Class _____ Earnings Code _____
ORGN 50024 Calendar _____ Tax Status _____ Exempt _____ FICA Y N

Phone: 6266601 Preparer: Ashley Hendrickson Date: 2/18/2016

Spongobob Squarepants 2/18/16 Patrick Star 2/19/16
Immediate Supervisor Date Next Approval Level Date

APPROVED