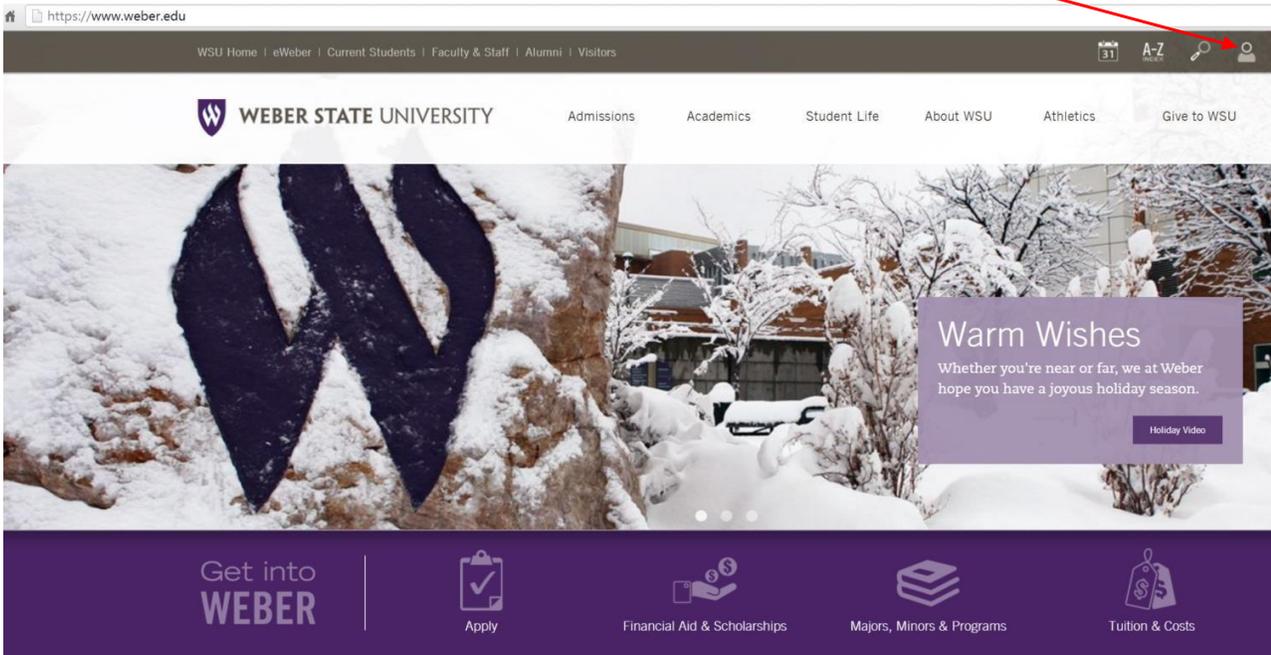


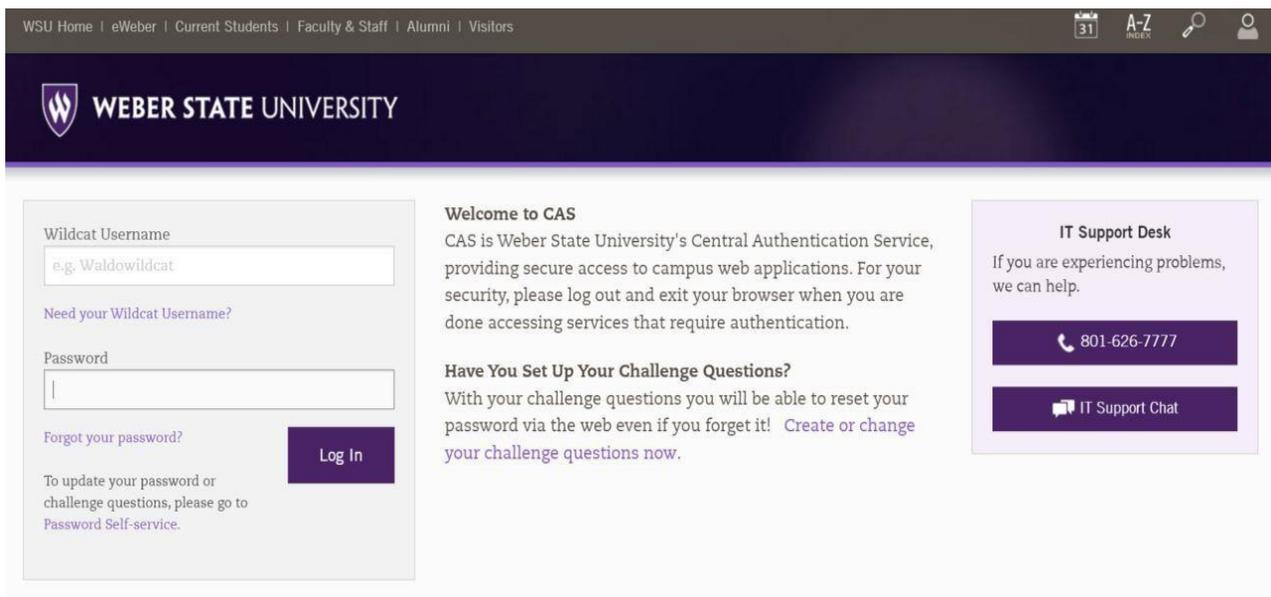
ePAR Quick Guide

(This quick guide illustrates a step-by-step process in generating Electronic Payroll Action Requests or ePARs in the eWeber portal.)

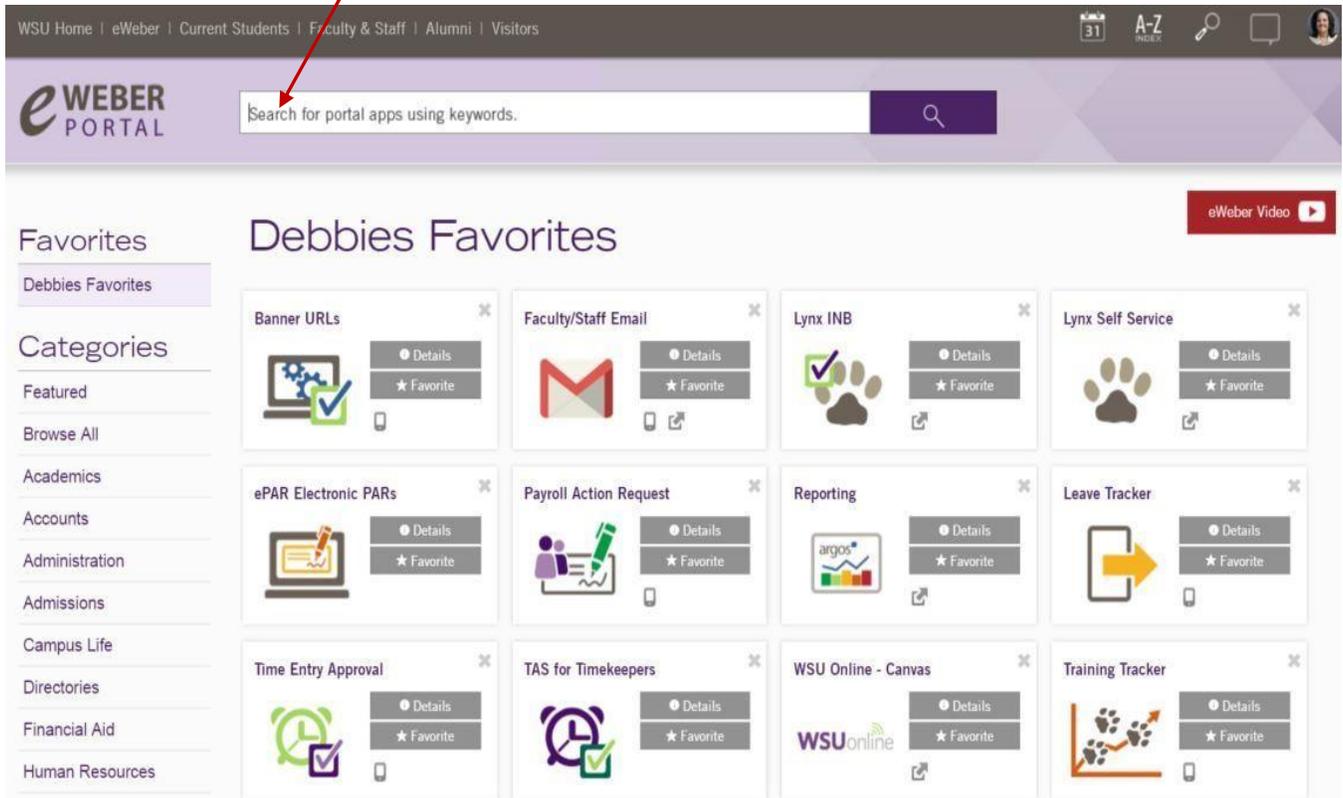
1. Go to www.weber.edu and click on the person icon to get to the log-in screen.



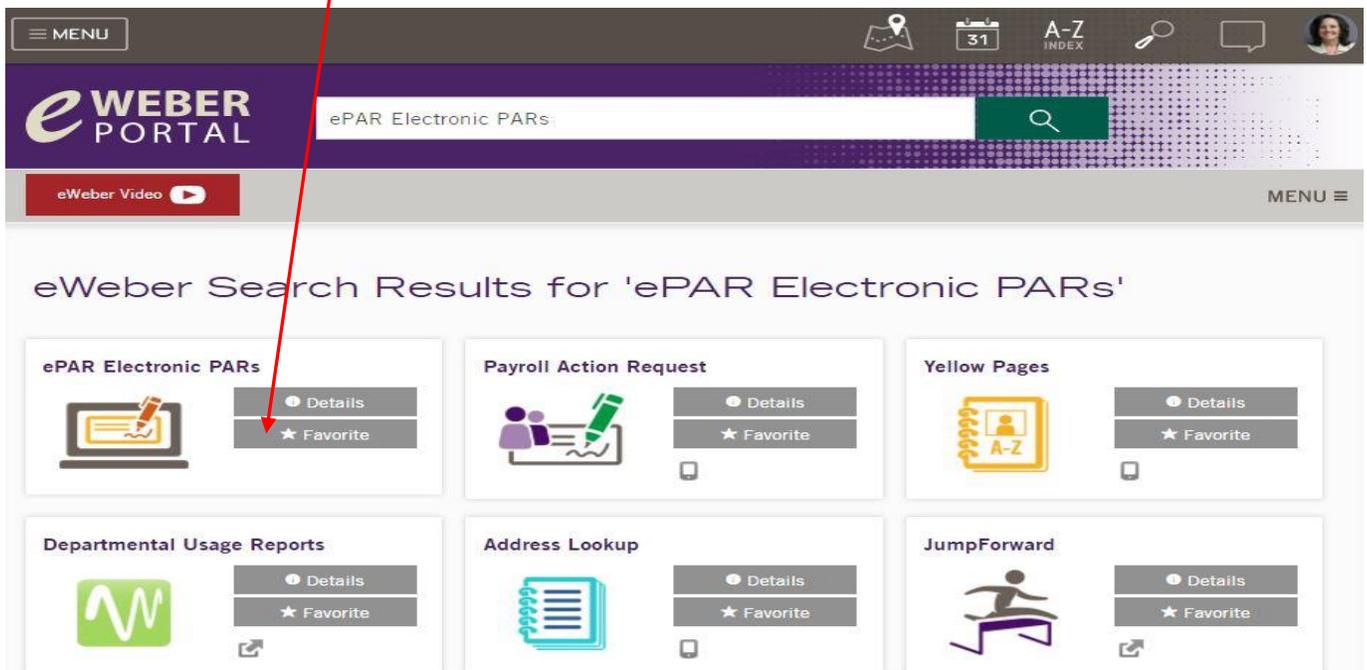
2. Log into the eWeber portal using your Wildcat username and password. Click on the “Log In” button or press enter. Take notice of the active links in purple if you need assistance logging into the portal.



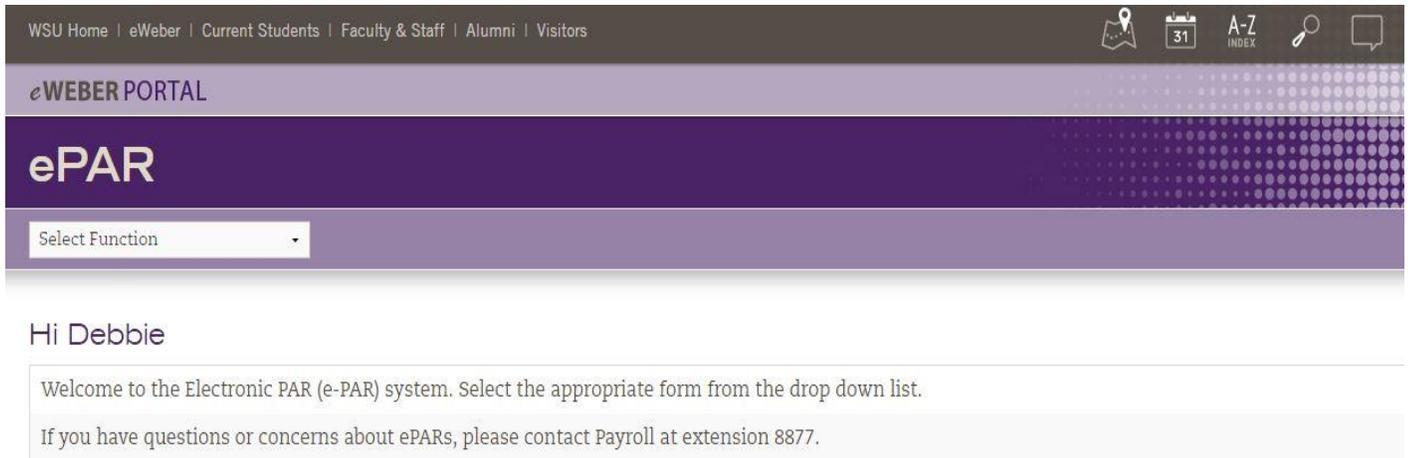
3. Once you are logged in, type “ePAR” in the search bar and press enter or you can easily click on Payroll under Categories on the left. If you already have the ePAR application saved as one of your favorites, skip to Step 5.



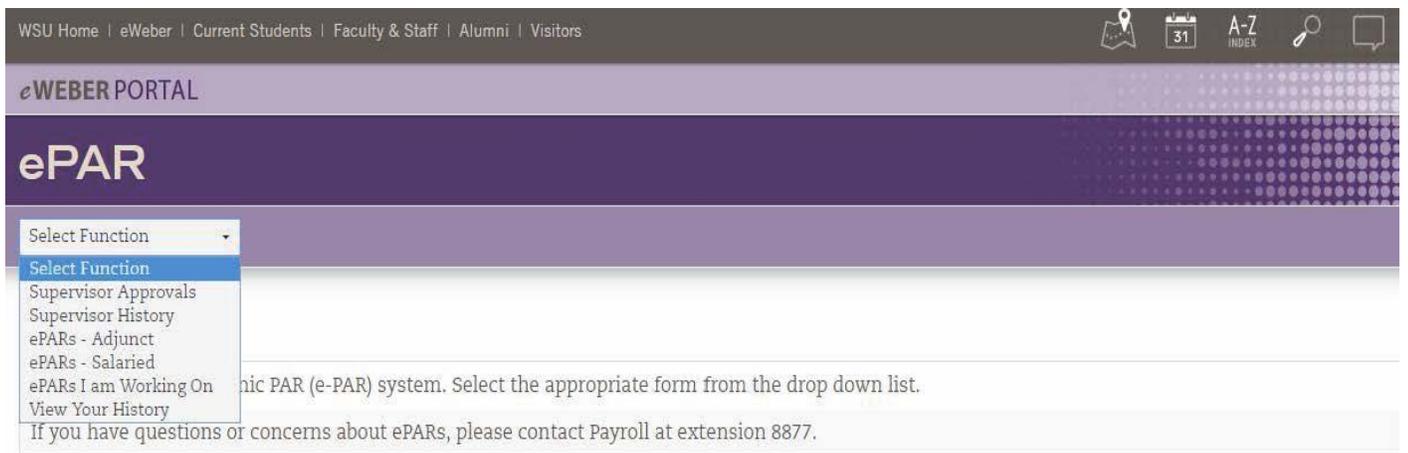
4. This screen displays the search results for ePARs. (At this point, you can “save” the ePAR app to your Favorites list by clicking on the gray “Favorite” box within the app and following the prompts.) To open the ePAR app, click inside the ePAR box.



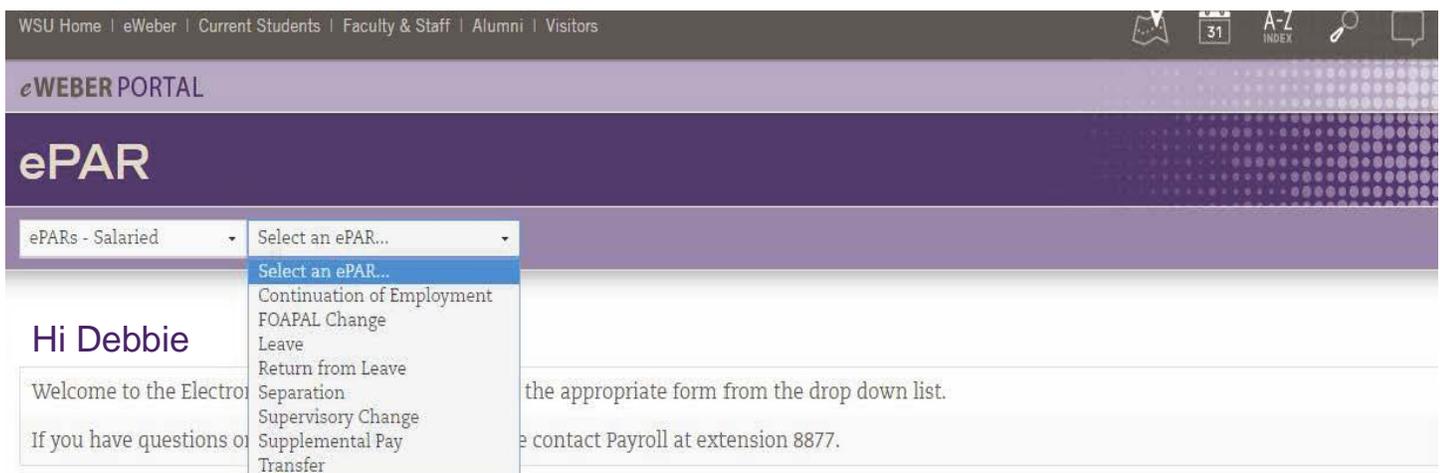
5. Once you click on the ePAR app, this screen will appear with your name and instructions to follow.



6. From the Select Function drop down menu, click the ePAR Type you'd like to create. (The most commonly used ePAR types are for adjunct and salaried supplemental pay, but as new ePAR functions are developed, you will see them in your drop down menu.)



7. You'll see from the Select an ePAR drop down menu that there are a number of ePAR Types from which to select. (The most common ePAR Type is Supplemental Pay.)



8. Once you have selected the ePAR Type, follow the instructions below the title.

The screenshot shows the top navigation bar of the WSU website with links for Home, eWeber, Current Students, Faculty & Staff, Alumni, and Visitors. Below this is the 'eWEBER PORTAL' header, followed by the 'ePAR' logo. A search bar contains 'ePARs - Salaried' and 'Supplemental Pay' in dropdown menus, and a 'Name or W#' text input field. A 'Search' button is to the right. Below the search bar, the page title is 'Supplemental Pay'. The main content area contains instructions: 'To search - type last name or W# in blank box, then select 'Search By' type.' It also states: 'The "Supplemental Pay Request" e-PAR is used to create PAR's for a number of different pay types. Please use the drop down list to find the appropriate pay type.' and 'If you have a question about the pay types, or the supplemental ePAR system please contact payroll at ext 8877.'

9. Once you have entered the employee's name or W# and clicked on the search button, the image below is an example of what you should see—a new assigned ePAR# and employee details.

The screenshot shows the search results page in the ePAR portal. The search bar now contains 'W00000000' and the 'Search' button has been clicked. The results display 'ePAR # 39358' and 'Supplemental Pay Request -'. Below this, the following details are listed: 'Name: Hansen, Debra W00000000', 'Job Title: Assistant Director, University Payroll', 'Dept: Payroll - 32500', and 'Category: Exempt Full Time - P99622'. At the bottom, there is a section titled 'Add Index' with a dropdown menu for 'Select a pay type:' (currently showing 'Select One...') and a text input field for 'Enter index:'. The browser's taskbar at the bottom shows several open files, including 'Adjunct Pay Sched...docx', 'report (85).csv', 'report (2) (35).csv', 'report (84).csv', and 'Putnam SM 12, 2016.pdf'.

10. Under the Add Index title that shows Select a pay type: click on the arrow to the far right of that field to access the drop-down menu. Use your cursor to highlight the pay type needed and click on the pay type to actually select it.

The screenshot shows a web browser window with the URL <https://portalapps.weber.edu/ePAR/Default.aspx>. The page displays employee information for Hansen, Debra (W00000000), Assistant Director, University Payroll, Dept: Payroll - 32500, and Category: Exempt Full Time - P99622. Below this is the 'Add Index' form. The 'Select a pay type:' field has a dropdown menu open, showing a list of pay types including Awards (Regular Pay), Cell Phone Purchase, Cell Phone Stipend, Credit Pay (Adjunct/Overload), Independent Study, Moving Expense Reimbursement, On-Call/Incident Pay, Salaried Supplemental Pay, Severance, Summer Supplemental Pay, Technology Allowance Stipend, Wellness Pays (Wellness Office Use Only), and Wellness Saves (Wellness Office Use Only). A purple 'Cancel' button is visible to the right of the dropdown.

11. On the left of this screen, enter the index (cost code) in the appropriate field, then click on the purple FIND button. (If you push the Enter button on your keyboard, it will wipe out your entry, so be sure to click on the purple FIND button.) A turquoise-colored box will appear (as seen below) listing the specific cost code number and title and a blank field to enter the amount to be paid. To the right of the turquoise box, the start and end dates automatically default to the current pay period, but be sure to choose the correct dates from the drop-down menus and determine if the ePAR should be retroactive or not. (If an employee should have been paid earlier than the start and end dates listed, you may want to check the box next to the "ePAR is retroactive" option.) IMPORTANT! Once the correct dates are chosen, you can then enter the dollar amount in the box provided. Finally, click on the purple Add Index button.

The screenshot shows the same ePAR system interface. The 'Select a pay type:' dropdown is now set to 'Salaried Supplemental Pay'. Below it is an 'Enter index:' text field. A red arrow points from the 'Find' button to the 'Enter index:' field. To the right, a turquoise box titled '215110 - Accounting Services' contains an 'Amount:' input field and a purple 'Add Index' button. To the right of this box, there is a section for 'ePAR is retroactive' with a checkbox, 'Start Date:' (06/16/2016), and 'End Date:' (06/30/2016) dropdown menus.

12. This screen shot shows the initial details of the ePAR you've created to this point. If everything is correct, click on the purple Next Page button at the bottom. (You can disregard the Add Index box again unless you need to split the amount of the ePAR between more than one cost code. If you do need to split the amount, enter the index (cost code) in the Enter Index: field, then click on the purple FIND button again.)

WSU Home | eWeber | Current Students | Faculty & Staff | Alumni | Visitors

eWEBER PORTAL

ePAR

ePARs - Salaried - Supplemental Pay - Search

ePAR# 40261
Supplemental Pay Request - Summer Supplemental Pay

Name: Hansen, Debra W00000000
Job Title: Assistant Director, University Payroll
Dept: Payroll - 32500
Category: Exempt Full Time - P99622

Changes Requested

Position	Suffix	Index	Description	Start Date	End Date	Retro	Retro Date	Amount
1	K00001	06	215110	Accounting Services	08/01/2016	08/15/2016	N	25.00
Total:								25.00

Add Index
Select a pay type:
Summer Supplemental Pay

Enter index:

Find

Save for Later Next Page Cancel

13. The left side of the next screen shows who will be approving this ePAR as the 1st and 2nd approvers will automatically populate with the names of the employee's immediate supervisor and then the next supervisor in the hierarchy. If you want or need someone else to approve this ePAR, click on the box to the left of *Select a different approver (i.e. if pay is funded by another department)* and use the drop-down menus to select a different approver from the alphabetical list of employees who are currently supervising others.

All ePAR's require two levels of

Select a different approver (i.e. if pay is funded by another department)

1st Approver:
Allen, Lisa

2nd Approver:
Nabor, Steven

Remarks: (required)

Notifications approvers th Department (

First Notificati
Optional...

Second Notific
Optional...

Third Notificati
Optional...

Submit Back

14. This enlarged image below shows the Remarks field. Be sure to list important details in this field. If you forget, the system will display an error message and ask you to add some *required* Remarks. (Note: the Remarks in this image give important information for you to include.)

Remarks: (required)

Important details here: dates work completed, semester code and CRN (if applicable), monthly amt. (related to cell phone stipends) or any helpful information concerning this ePAR. Space is limited here and using special characters will cause errors.

Search
Cancel
Th
Cancel

15. Below you'll see the Optional Notifications found on the right side of the screen. If you'd like to notify additional people, follow the instructions listed below that begin with "Notifications are for . . ." Notice under the notifications that you can click on the purple Back button if you need to go back to make any changes or you can click on the purple Submit button once you are sure all ePAR information is correct.

PAR's require two levels of approval

ment)

Notifications are for those individuals beyond the first and second level approvers that should be notified of the Supplemental Pay request (e.g. Department Chair, Dean, Vice President).

First Notification:
Optional...

Second Notification:
Optional...

Third Notification:
Optional...

Submit Back

16. Immediately after clicking on the purple Submit button at the bottom of the page, a message will appear asking you to click OK if you have confirmed the information is correct. Once the OK button has been clicked, you have now completed the final step in generating an ePAR. A "Submitted!" message in red will be displayed as shown below.

eWEBER PORTAL

ePAR

ePARs - Salaried Supplemental Pay Help

If you have confirmed that all information is correct, press OK. Otherwise please press cancel to go back.

OK Cancel

Supplemental Pay

Submitted!

To search - type last name or W# in blank box, then select 'Search By' type.

The "Supplemental Pay Request" e-PAR is used to create PAR's for a number of different pay types. Please use the drop down list to find the appropriate pay type.

If you have a question about the pay types, or the supplemental ePAR system please contact payroll at ext 8877.

17. The newly created ePAR automatically saves to your ePAR history. To view ePARs, select View Your History from the initial drop-down menu. Click on the Select button just left of the ePAR# to view the entire details of the ePAR.

WSU Home | eWeber | Current Students | Faculty & Staff | Alumni | Visitors

eWEBER PORTAL

ePAR

View Your History Help

Your History

Download

	ePAR#	W#	Name	Type	Earn	Amount	Date	Status	1st Approval	2nd Approval
Select	38552	W00000000	Hansen, Debra	SUPPLE	149	25.00	10-AUG-2016	In Process	N	N

18. After clicking on the purple Select button, your ePAR should look similar to this image below. (Note: If you are an ePAR preparer/submitter, the system does not allow you to be an approver as well.)

ePAR

View Your History Help

ePAR # 38551 Reviewed By

Supplemental Pay request - Salaried Supplemental Pay 1.

[Document Management](#) 2.

Submitted: 08/10/2016 - 11:44 AM **Dept:** Payroll - 32500

Name: Hansen, Debra W00000000 **Category:** Exempt Full Time - P99622

Job Title: Assistant Director, University Payroll **Submitter:** Hansen, Debra - 8016268877

Changes Requested

Position	Suffix	Index	Description	Percent	Start Date	End Date	Retro	Retro Date	Account	Amount
K00001	00	215110	Accounting Services	100.00	08/01/2016	08/15/2016	N		62690	25.00
									Total:	\$25.00

Submitter Remarks:
Please list important details here: dates work completed, semester and CRN (if applicable), monthly amt. (cell phone stipends), however, space is limited and using some special characters may result in an error message.

1st Approver
Allen, Lisa - Pending

2nd Approver
Nabor, Steven - Pending

Notifications
First:
Second:
Third:

****Once an ePAR has been generated, the 1st Approver will receive an automated email requesting their approval and “how-to” instructions. The 2nd Approver will receive an auto-email after the 1st Approver has clicked on their Approve button.**

This is the end of the ePAR Quick Guide. For additional questions, contact Payroll at x6031.