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.

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.
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.

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.
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.)

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.
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 field example](image)

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.

![Optional Notification example](image)

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.

![Submitted message](image)

To search - type last name or We 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.

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.)

**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.