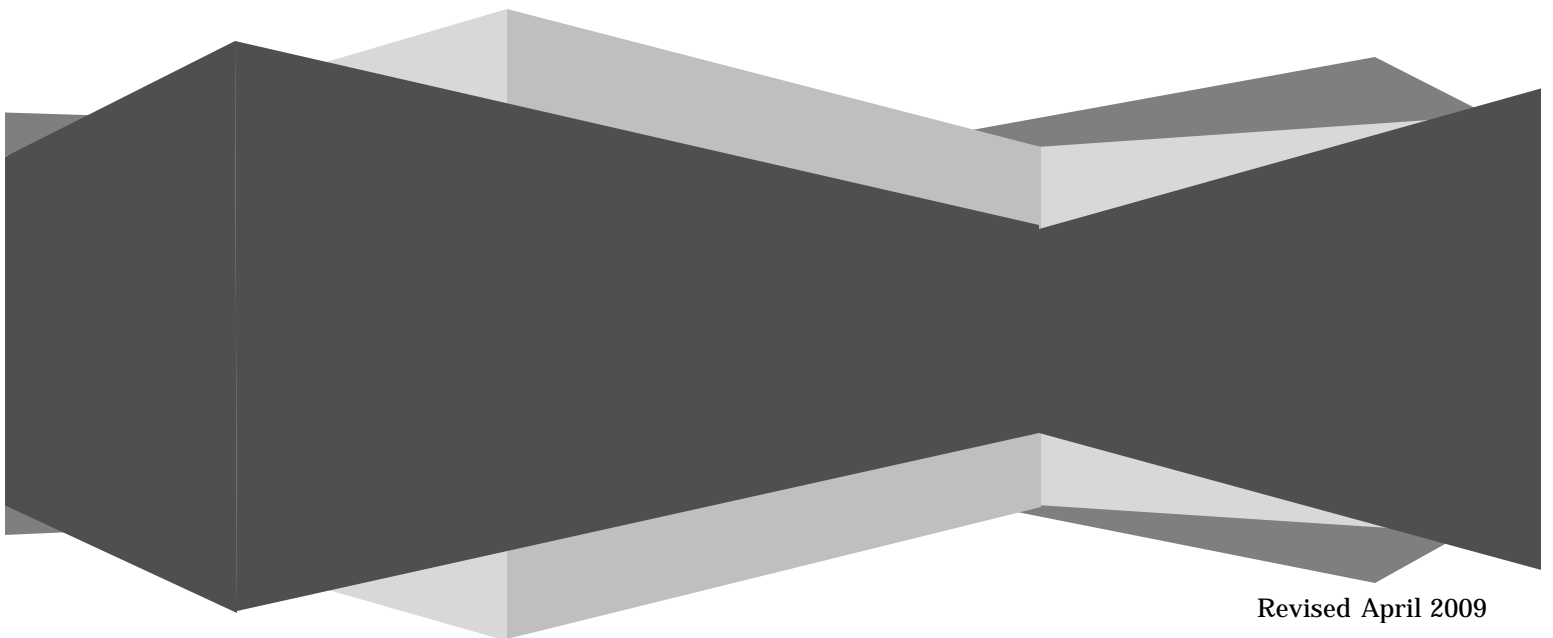


Weber State University

e-PAR

Electronic Payroll/Personnel Action Requests

Handbook



Revised April 2009

Table of Contents

Overview	2
-----------------------	----------

Part 1: Accessing the System

Logging into eWeber.....	3
Adding an e-PAR channel	4
Entering the e-PAR system.....	6

Part 2: Accessing e-PARs

Security Access	7
Welcome Screen.....	8
Selecting a Function.....	9
Selecting an e-PAR.....	10
W# and Name Searching	11

Part 3: Completing an e-PAR

Separation e-PAR	
Description	13
Screen View.....	14
Types of Separation	15
10 Steps to Complete a Separation e-PAR.....	16

Part 4: Additional Functions

View your History Function	
History Screen Main Page	20
Viewing Submitted e-PARs	21
View Only Layout.....	22

Part 5: General Information

Hints, Tips, and FAQs.....	24
Who can I call?.....	26

Overview of the Electronic Payroll/Personnel Action Requests (e-PAR) Policy

The e-Par system is being implemented in phases to replace the old paper-based PAR system. It is designed to run in a web-based environment and is accessible through eWeber. This manual will explain how to use the e-PAR system, which e-PAR should be used in various situations, and how to check the status of the e-PARs you have submitted.

When are e-PARs required?

- ☒ e-PARs are used to report all status changes to employment status (hourly, salaried, and adjunct) which occur after the hiring process has been completed, e.g. salary changes, and to separate employment for salaried employees.
- ☒ At this phase of roll-out, e-PARs must be completed, submitted, and approved:
 - 1) Prior to the separation date of all salaried employees.

Basic Process:

- a. Originator completes the appropriate e-PAR
- b. Via workflow, two approvals are obtained and up to three (optional) notifications are sent.
- c. Once approvals are completed, Human Resources and Payroll will be notified of the e-PAR and the action(s) requested will be processed.

Part 1: Accessing the System

Logging into eWeber

To access the e-PAR system, log into the eWeber portal. Go to the WSU homepage at www.weber.edu, enter your Wildcat Username and password in the boxes under the eWeber student, faculty & staff portal option (see graphic below), and select Submit.



The screenshot shows the Weber State University homepage in a Windows Internet Explorer browser window. The address bar displays <http://www.weber.edu>. The page features a purple header with navigation links: Future Students | Current Students | Returning Students | Faculty & Staff | Visitors | Alumni. On the right, there are links for CALENDARS | INDEX | CONTACT US | APPLY. A search bar is located in the center of the header. Below the header is a large banner image of a building with cherry blossoms. In the lower-left area of the banner, the 'eWeber' login portal is highlighted with a red rectangular box. The portal includes the text 'Student, faculty & staff portal', two input fields labeled 'Wildcat Username' and 'Password', and a 'SUBMIT' button. To the left of the banner, a vertical navigation menu lists various university resources. To the right, there are several news items under the heading 'WSU TODAY'.

EXPLORE WSU

- Become a Student
- About WSU
- Academic Programs
- Graduate Studies
- Student Life & Services
- Admissions
- News & Events
- Athletics
- Give to WSU
- Map & Directions

Today's Most Popular Links

FEBRUARY IS CAREER & TECHNICAL EDUCATION MONTH

WSU TODAY

LDS Scholar to Speak at WSU
A prominent scholar of the history of the LDS Church will speak at Weber State University on Feb. 23 at 7 p.m. in the Lindquist Alumni Center.

Women Invited to Trades and Technology Fair
On Feb. 25, Weber State University's College of Applied Sciences & Technology (COAST) will join the Davis Applied Technology College and Ogden Weber Applied Technology College in hosting an event designed to encourage women to pursue trade and technical careers.

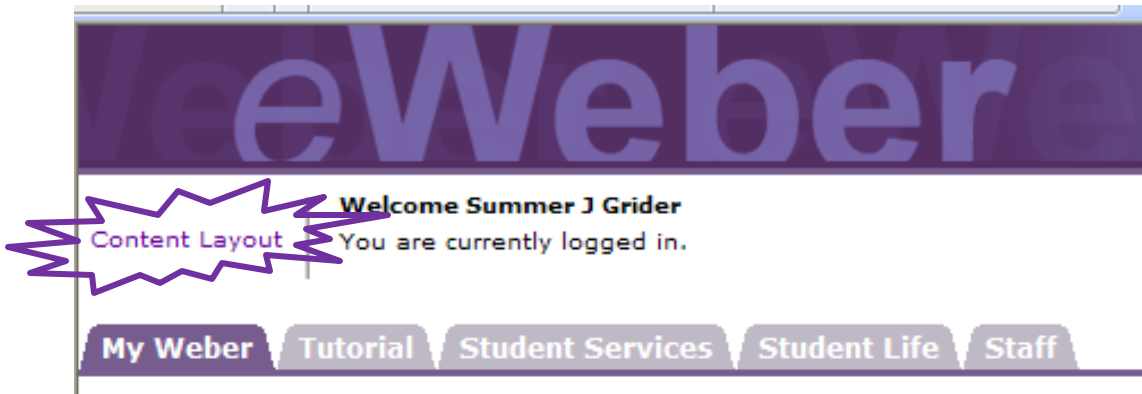
NASA Images to be Unveiled at WSU
Weber State University has been selected to unveil never-before-seen NASA images as part of International Year of Astronomy 2009. Come see them 7 p.m., Feb. 27 at the Ott Planetarium.

Children's School Accepting Applications for Next Year
The Melba G. Lehnner Children's School at Weber State University is now accepting applications for the 2009-10 school year.

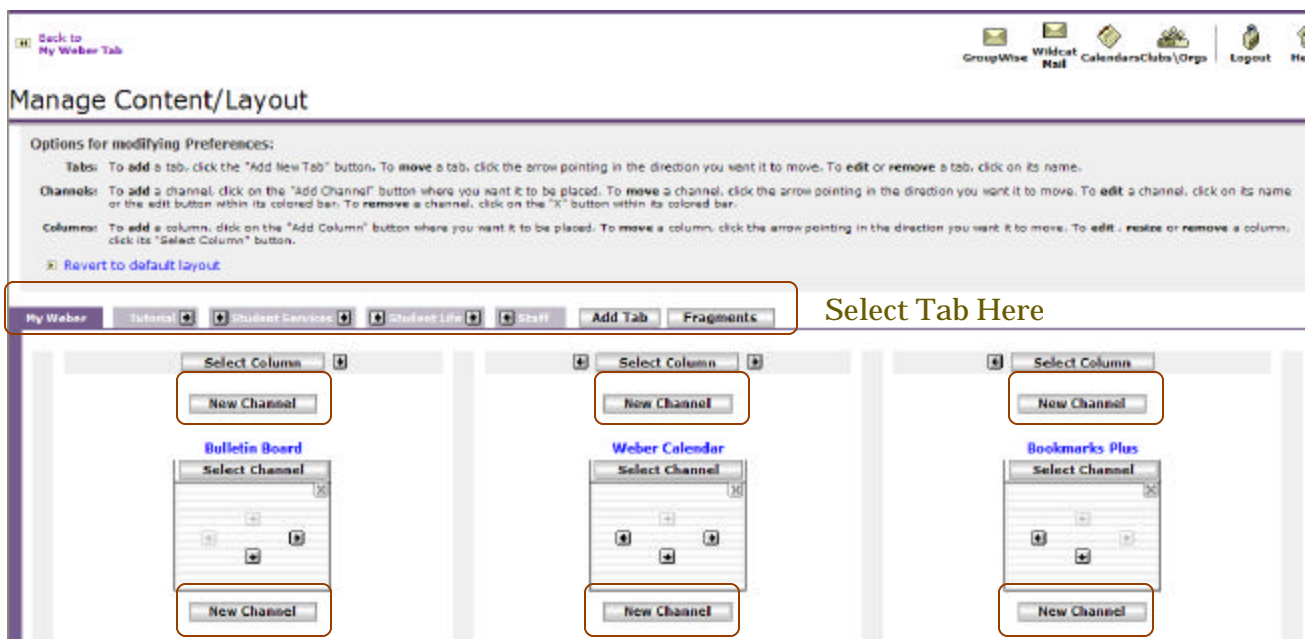
[More Headlines »](#)

Adding the e-PAR Channel

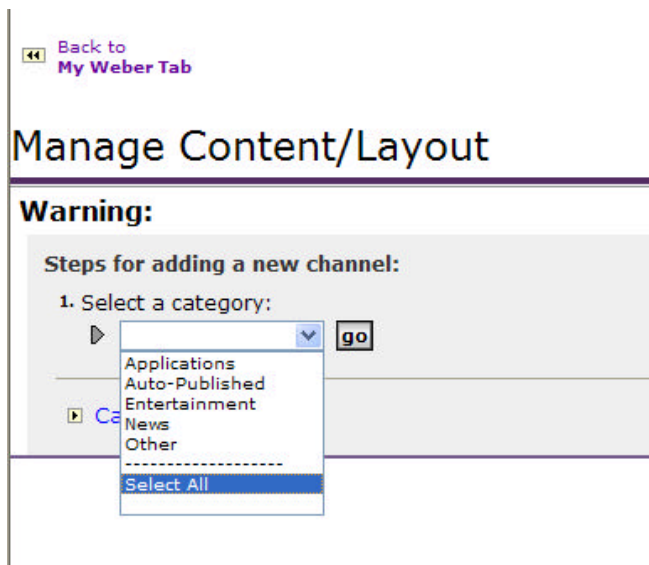
In order to use the e-PAR system, you must add the e-PAR channel to your e-Weber portal. To add this channel, log into e-Weber and select Content/Layout in the upper left hand corner.



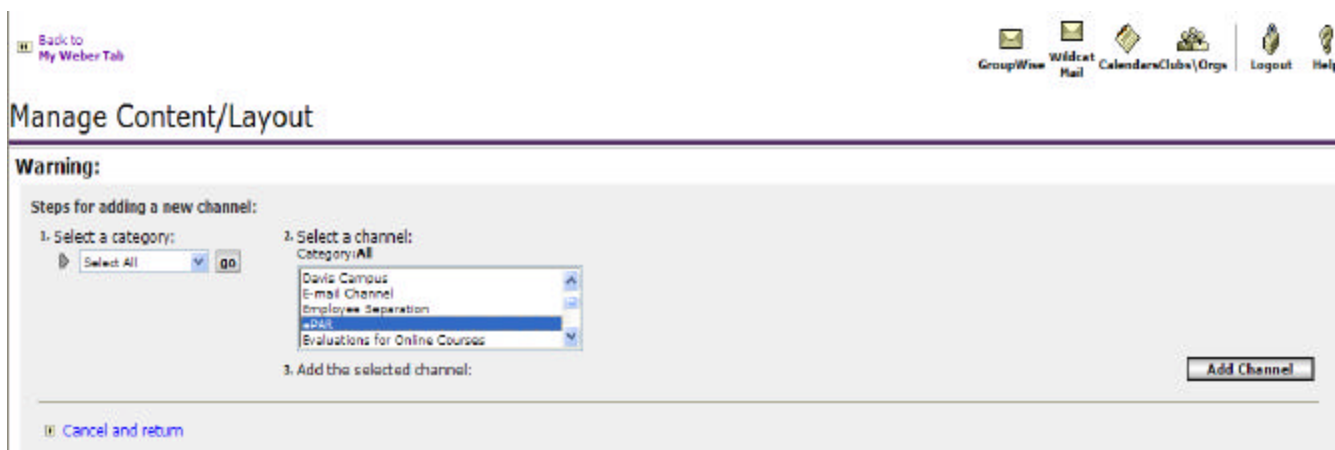
In the Content/Layout section, left click the Tab where you want the channel to appear. Then, select New Channel next to the location where you want the channel to appear.



From the new screen that appears, select “Select All” from the drop down list. Then left click “Go”



From the Select a Channel drop down list, scroll down to and highlight “ePARs”, then left click the “Add Channel” button on the far right hand side of the screen. This will return you back to the main Content/Layout screen. Left click “Back to My Weber Tab” to return to the main e-Weber portal.



Once the e-PAR channel has been loaded, it will remain part of the main eWeber portal. It will not have to be loaded each time access is needed.

Entering the e-PAR system

Locate the ePARs channel on the eWeber portal. Left click on the blue (or purple if it has been recently accessed) “electronic Payroll/Personnel Action Request” link.

The screenshot displays the eWeber portal interface. At the top, navigation tabs include "My Weber", "Tutorial", "Student Services", "Student Life", and "Staff". The date "February 27, 2009" is shown in the top right corner. The main content area is divided into several sections:

- Bulletin Board:** Includes a link to "WSU Bulletins" and a checkbox for "Receive bulletins via WSU e-mail" with a "Save Preferences" button.
- Personal Announcements:** States "There are no announcements".
- WSU Signpost:** Lists various news items such as "Beware of text message scam", "Economy impacts foreign students", "Public's access to records increased", "Study finds calories count more", "Editorial: Mardi Gras: The Nuance:", "Arts and Entertainment: Madam Butterfly spreads wings on campus", "A bit of Laramie in Ogden", "Interesting ordinary pop", "New Song Underground", "Sports: Cats chop down NAU", "Billiards heading to nationals", and "Shame on you Matt Garish".
- Weber Calendar:** Displays a calendar for February 2009. Below the calendar, it states "There are no calendar events to display for this date."
- Bookmarks Plus:** Lists various links including "Altius Health Plans", "Educators Mutual", "Employment Opportunities", "Fidelity", "Policies and Procedures Manual", "TIAA-CREF", "Utah Retirement Systems", and "Weber State Credit Union".
- Wildcat Cash:** Includes a "Manage your Wildcard" section with a "Login to Wildcat Cash" button and a link to "Learn more about your Wildcard".
- System Outages:** Includes a link to "View Current System Outages".
- Code Purple:** Includes a link to "Emergency Notification System".
- Searching and Directories:** Includes links for "Faculty/Staff Index", "A - Z Index", "Basic Search", "White Pages", and "Yellow Pages".
- iTunes U:** Includes a link to "Launch WSU's iTunes U".
- ePAR:** This section is highlighted with a red rectangle. It contains the text "ePAR" and "electronic Payroll/Personnel Action Request".

At the bottom of the page, the footer text reads: "Weber State University, Ogden, Utah 84403, (801) 626-6880 Copyright © 2009 All Rights Reserved."

Part 2: Accessing e-PARs

Security Access

The access an e-PAR originator has in the e-PAR system is controlled by the originator's Home Org Number. Based on this number, the originator should be able to initiate e-PARs on all individuals who are governed by the same Vice President.

In cases of multiple job assignments or split FOAPALs, the originator with a Home Org that matches the individual will be able to issue the e-PAR.

If an originator does not have a matching Home Org, the following error message will be displayed:

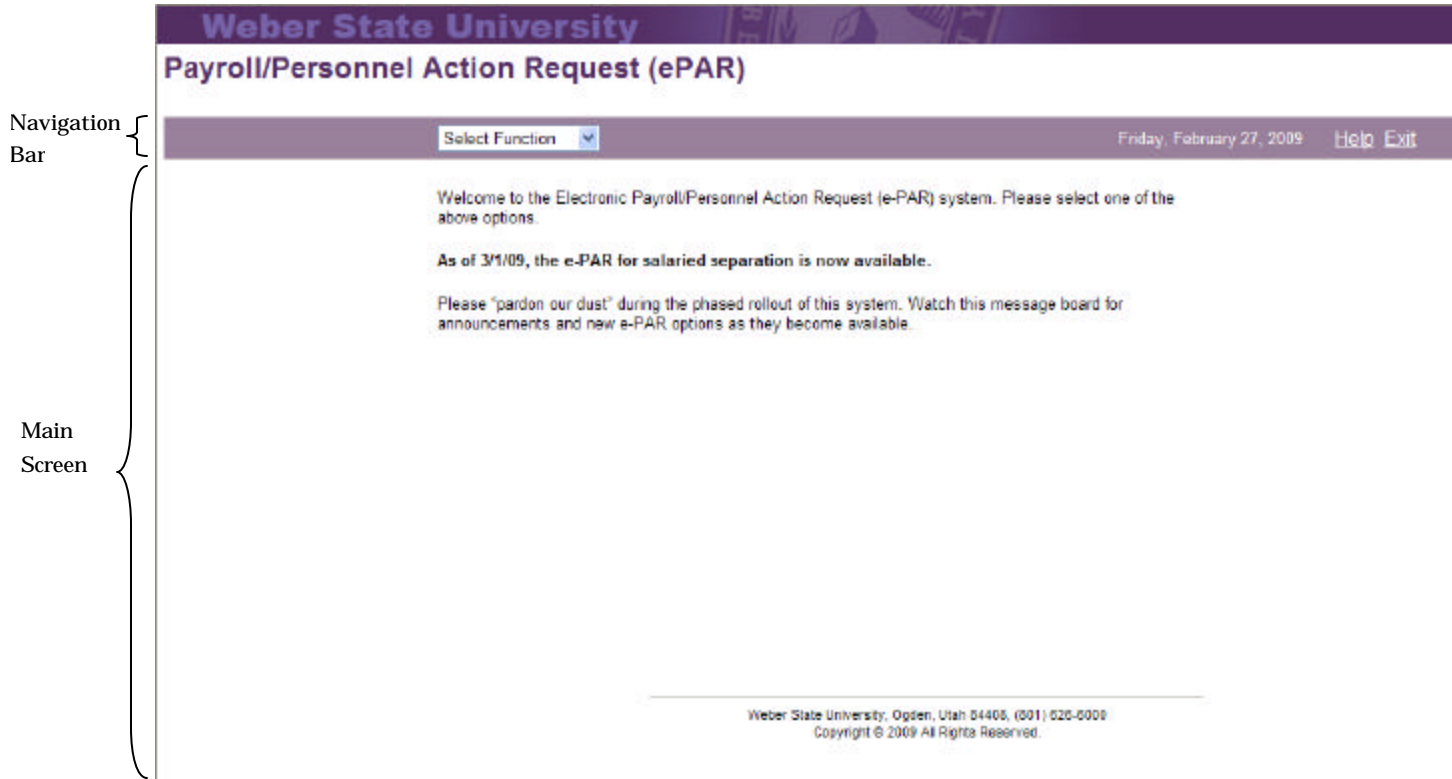
A screenshot of a web application interface for e-PARs. It features a purple header bar containing a search form. The form has a dropdown menu on the left with the text 'Separation ePAR' and a blue arrow icon. To the right of the dropdown is a white text input field. Further right is another dropdown menu with the text 'Search By' and a blue arrow icon. The entire search bar is set against a dark purple background.

Not authorized to submit an ePAR on this person.

When Home Org questions arise, please contact either Human Resources (x6032) or Payroll (x6031) for assistance.

e-PAR Welcome Screen

Upon entering the e-PAR system, you will be presented with the “Welcome” screen. This screen, like many of the screens in e-PAR, is broken into two sections, the Navigation Bar, and the main screen.



The Navigation Bar displays the “Select Function” drop down list on the left hand side. To the right, it shows the current date, followed by a “Help” link, where an electronic copy of this manual can be found, followed by an “Exit” option, which closes the e-PAR session and closes the window.

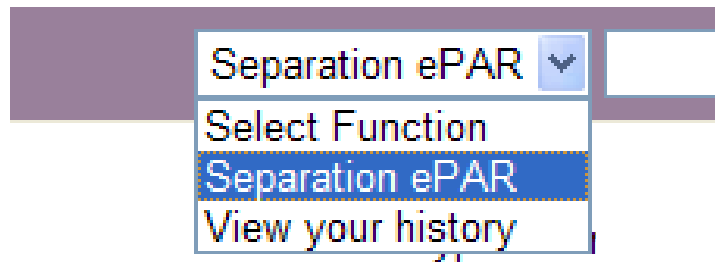
The Main Screen will vary based on where you are in the e-PAR system. On the Welcome screen, it will show system messages, if any, that are applicable to the e-PAR system.

Selecting a Function

In order to access the various e-PARs and functions in the system, a selection must be made from the “Select Function” drop down box in the left hand side of the Navigation Bar.

The e-PARs and functions available are:

- ✓ Separation e-PAR – Used to end employment for all salaried and specific hourly and adjunct positions/pay assignments (See page 13)
- ✓ View your History – Tracks the status of e-PARs through the workflow system



From the drop down list, select the desired e-PAR or option.

Selecting an e-PAR

When, an e-PAR is selected, the main screen will list a brief description of the e-PAR and the scenario(s) it can be used for. ***Please read this information to ensure the appropriate e-PAR is selected. This is where the most up-to-date information about the selected e-PAR will be maintained.***

Weber State University
Payroll/Personnel Action Request (ePAR)

Separation ePAR Search By Thursday, February 26, 2020

The separation e-PAR is used to end position/pay assignments for:

- 1) **All** salaried employees
- 2) **All** hourly employees who do not use the Time and Attendance (TAS) system
- 3) **All** adjunct instructors who end their teaching assignments before the end of the semester.

This e-PAR can result in either a partial or complete separation of employment from Weber State University.

Setting the "T" flag in TAS separates hourly or workstudy employees who are paid in TAS, **NOT** the completion of an e-PAR (see page 16 of the Time and Attendance Timekeeper's Manual).

SIAINST must be deactivated in addition to the e-PAR for adjunct instructors who completely separate their employment before the semester is finished.

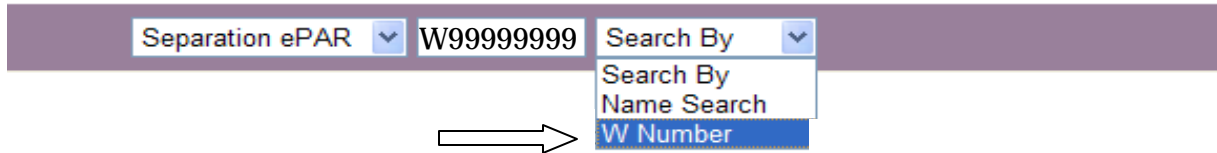
The Navigation bar will expand to include a data entry field and a "Search By" function. Enter the information for the employee who is being impacted by the e-PAR through one of two options: 1) W# entry and search or 2) Name entry and search

Separation ePAR Search By

- Search By
- Name Search
- W Number**

Option 1 – W Number Search

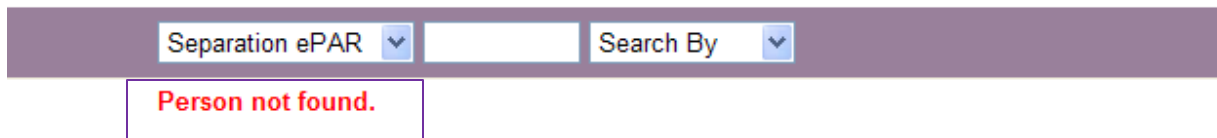
In the data entry field, enter the complete W#, including the W, and then select W number in the “Search By” drop down box. The system should automatically redirect to the Separation e-PAR.



Separation ePAR ▼ W99999999 Search By ▼

Search By
Name Search
W Number

If the W# entered is invalid, then the error message, “Person not found.” will appear.



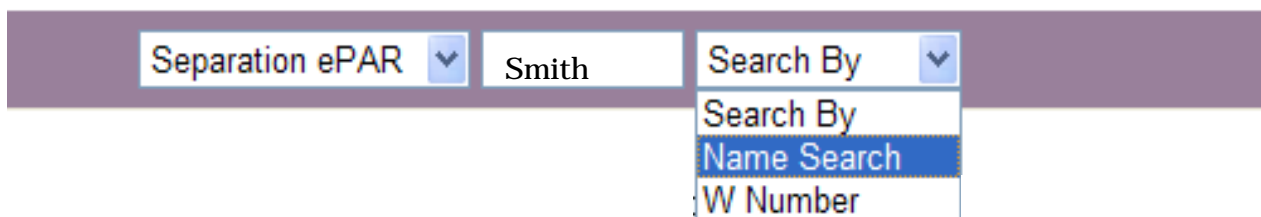
Separation ePAR ▼ Search By ▼

Person not found.

If this message appears, reenter the correct W# and search again. If this message still appears, search for the employee via the Name Search.

Option 2 – Name Search

In the data entry field, enter a partial or complete **last** name of the individual you are trying to locate, then select Name Search in the “Search By” drop down box.



Separation ePAR ▼ Smith Search By ▼

Search By
Name Search
W Number

This search will bring up a list of all applicable people with that last name. The screen will show the W# associated with the name and their accrual date. Locate the correct individual and left click on “Select” next to the name. The system should automatically redirect to the Separation e-PAR.

v

st (ePAR)

Search By ▼

Thursday, Febr

	W#	Name	Accrual Date
Select	W99999999	Smith, Waldo Wildcat	1-Jan-1991
Select	W99999999	Smith, Waldo Wildcat	1-Jan-1991
Select	W99999999	Smith, Waldo Wildcat	1-Jan-1991
Select	W99999999	Smith, Waldo Wildcat	1-Jan-1991
Select	W99999999	Smith, Waldo Wildcat	1-Jan-1991
Select	W99999999	Smith, Waldo Wildcat	1-Jan-1991
Select	W99999999	Smith, Waldo Wildcat	1-Jan-1991
Select	W99999999	Smith, Waldo Wildcat	1-Jan-1991
Select	W99999999	Smith, Waldo Wildcat	1-Jan-1991
Select	W99999999	Smith, Waldo Wildcat	1-Jan-1991
Select	W99999999	Smith, Waldo Wildcat	1-Jan-1991
Select	W99999999	Smith, Waldo Wildcat	1-Jan-1991
Select	W99999999	Smith, Waldo Wildcat	1-Jan-1991
Select	W99999999	Smith, Waldo Wildcat	1-Jan-1991
Select	W99999999	Smith, Waldo Wildcat	1-Jan-1991
Select	W99999999	Smith, Waldo Wildcat	1-Jan-1991
Select	W99999999	Smith, Waldo Wildcat	1-Jan-1991
Select	W99999999	Smith, Waldo Wildcat	1-Jan-1991
Select	W99999999	Smith, Waldo Wildcat	1-Jan-1991
Select	W99999999	Smith, Waldo Wildcat	1-Jan-1991
Select	W99999999	Smith, Waldo Wildcat	1-Jan-1991

Once a correct W# has been entered or a name selected from the Name Search, the selected e-PAR will appear.

Part 3: Completing an e-PAR

Separation e-PAR

Brief Description:

This information is subject to change. For the most up to date information on when to use this e-PAR, review the dialogue posted on the main screen of the e-PAR (before entering the W# or name – See page 10).

As of 3/31/09, the separation e-PAR is used to end positions and/or pay assignments for:

- 1) **All** Salaried employees,
- 2) **All** hourly employees who do not use the Time and Attendance (TAS) system, and
- 3) **All** adjunct instructors who end their teaching assignments before the end of the semester

This e-PAR can result in either a partial or a complete separation of employment at Weber State University.

If the e-PAR is a complete separation, then all systems access will be discontinued at midnight of the last working day selected.

Things to remember:

- ✓ Hourly and workstudy employees who use the TAS system are separated by setting the “T” flag in TAS (see page 16 of the TAS Timekeeper’s Manual)
- ✓ For adjunct instructors who completely separate before the end of the semester, the SIAINST (Lynx INB) screen must be deactivated in addition to the completion of the e-PAR.

The Separation e-PAR screen

The following is how the separation e-PAR screen appears when first entered.

Separation Request

Name: Wildcat, Waldo W99001100

Job Title: Payroll Technician

Department: Payroll - 32500

Category: Classified Full Time

Action: Separation ▼

Reason: Select if action is separation... ▼

ePAR# 49

This is a complete separation

Jobs to Separate

Include?	Position	Suffix	Job Title	Organization	Department	End Date
<input checked="" type="checkbox"/>	C99553	00	Technician	32500	Payroll	

Last Working Day

Mar		April 2009				May
Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

All systems access will stop after this date.

Remarks:

First approver:

Duck, Don ▼

Second approver:

Mouse, Mick ▼

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

First Notification: Optional... ▼

Second Notification: Optional... ▼

Third Notification: Optional... ▼

Vacation hours used during month of separation: 0 ▼

Submit

Cancel

Types of Separation

A separation e-PAR can result in a 1) complete or a 2) partial separation.

1) A complete separation occurs when **all** positions an employee holds are included in the separation process.

Jobs to Separate						
Include?	Position	Suffix	Job Title	Organization	Department	End Date*
<input checked="" type="checkbox"/>	P99457	00	Supervisor	32400	Bursar Services	
<input checked="" type="checkbox"/>	K00001	01	Supplemental Pay	32400	Bursar Services	30-JUN-2009

A complete separation will result in the deactivation of all applicable systems access as of midnight on the last working day. This is the most common type of separation.

Please include all positions, even if an end date is listed when the individual is completely separating employment.

*The End Date is any pre-existing end date for the position, not the last working day being requested by the e-PAR. Generally, only Supplemental Pay, Adjunct Pay, and Workstudy assignments have a pre-existing end date.

2) A partial separation occurs when one or more of the positions an employee holds are not included in the separation process.

Jobs to Separate						
Include?	Position	Suffix	Job Title	Organization	Department	End Date
<input type="checkbox"/>	P99457	00	Supervisor	32400	Bursar Services	
<input checked="" type="checkbox"/>	K00001	01	Supplemental Pay	32400	Bursar Services	30-JUN-2009

The 10 Steps to completing a Separation e-PAR

Step 1 – Verify Pre-filled Information is Correct

In the upper left hand corner of the e-PAR, the type of e-PAR, Person's Name, Job Title, Department, and Category of the employee is listed. Verify the correct e-PAR type and person has been selected.

Separation Request
Name: Wildcat, Waldo W01100837
Job Title: Payroll Technician
Department: Payroll - 32500
Category: Classified Full Time

Step 2 – Select an Action.

The only actions are: Separation, Early Retirement, Retirement, or Deceased

Action:

Reason:

Retirement

Early Retirement

Deceased

Step 3 – Select a Reason

The reason field fills automatically when the action is early retirement, retirement, or deceased. If the action is separation, a reason for the separation (to the best of your knowledge) must be selected from the drop down menu.

Select if action is separation...

Select if action is separation...

Attend School

Better Job

Conditional Release

Contract not renewed

Death

Denied Tenure

Disability

Discharge

Dissatisfied

Health

Higher Pay

Layoff

Maternity

Medical

Moving out of area

Other

Personal

Probation Release

Program Discontinue

Reduction in Force

Retirement

Self-Employment

Spouse Transfer

Temporary Appointment

Transfer

Unknown

Step 4 – Select Which Jobs to Separate

Verify if a complete or partial separation is being initiated. Select the appropriate positions to match the type of separation needed.

Jobs to Separate					
Include?	Position	Suffix	Job Title	Organization	Department
<input checked="" type="checkbox"/>	C99553	00	Technician	32500	Payroll

Step 5 – Select the Last Working Day



Highlight, with the blue box, the last working day that applies to the position(s) being separated. When a complete separation of all position(s) is selected, all systems access will be discontinued after this date.

Last Working Day						
Feb	March 2009					Apr
Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

All systems access will stop after this date.

Step 6 – Approval Routing

The primary supervisor (First approver) and next supervisory level (Second approver) are assigned by the system. **These cannot be changed.** In certain specific instances, a second Approver is not available. For instance, executives may have only the University President as the first approver. If this occurs, a Second Approver must be selected from the Second Approver drop down menu.

First approver:
Duck, Don 
Second approver:
Mouse, Mick 

Step 7 – Notification Routing

These fields are optional. If a functional area specifies that another supervisory level above the Second Approver be notified of the separation or if additional notifications, due to grants, etc., need to be made, an email notification can be selected here.

First Notification:

Second Notification:

Third Notification:


Step 8 – Enter Vacation Hours

Select the total number of vacation hours used by the separating employee during the month of their separation. This information should match what is loaded into Leave Tracker at the time of separation.

Vacation hours used during month
of separation: 0

Step 9 – Remarks

Furnish any additional information HR or Payroll will need to process the e-PAR.

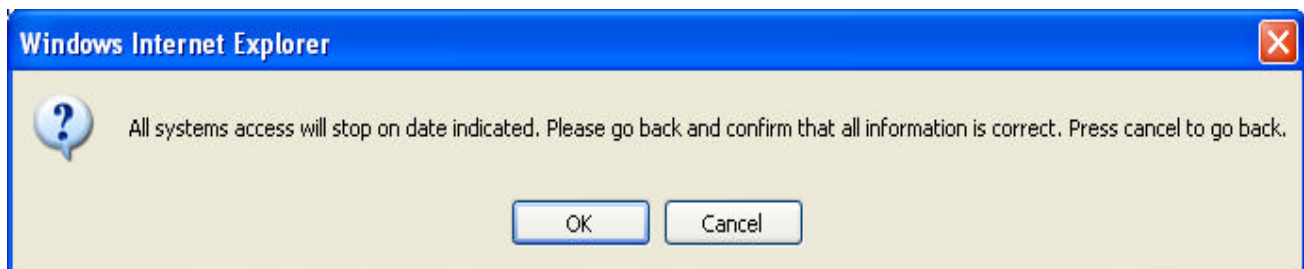
Remarks:

Step 10 - Submit

Select the Submit button to process the e-PAR.

Submit Cancel

After the Submit button is selected, a confirmation message will appear

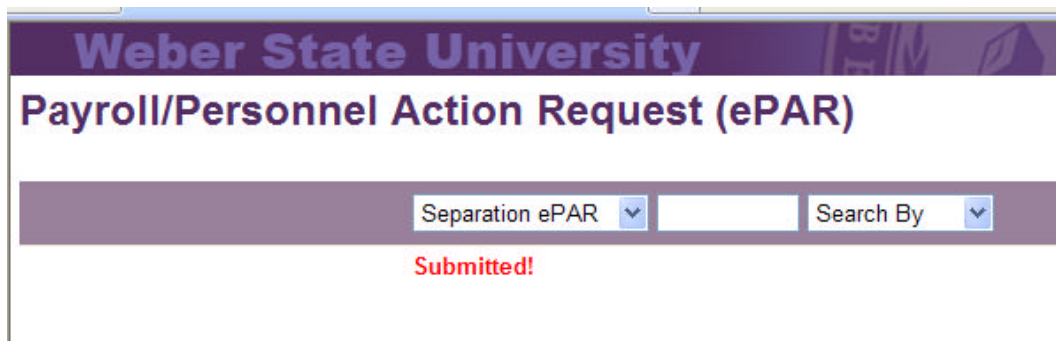


OK – This option will proceed with the e-PAR. It is CRITICAL that all information be correct before you select OK. **Please always remember that once the e-PAR is submitted, the only way to stop the e-PAR is to contact the first or second supervisor in the workflow approval routing and have them reject the e-PAR in their workflow.**

Cancel – This option will return to the e-PAR without submitting the e-PAR through the system.

If you select Cancel, review the information, and select Submit again, the same confirmation message will appear. If everything is confirmed to be correct, select OK to submit the e-PAR.

Once the e-PAR has been submitted, the main screen will reappear.



The screenshot shows the main interface of the Weber State University ePAR system. At the top, there is a purple header bar with the text "Weber State University" in white. Below this, the title "Payroll/Personnel Action Request (ePAR)" is displayed in a dark purple font. The main content area has a light purple background. It features a search bar with a dropdown menu currently set to "Separation ePAR", an empty text input field, and another dropdown menu labeled "Search By". Below the search bar, the word "Submitted!" is written in red text, indicating a successful submission.


From here, another function, e-PAR, or logging-off the system can be selected.

Part 4: Additional Functions

View your history

Main History Screen

From the “View your history” function, all e-PARs and their current processing status can be seen. These e-PARs are listed from most recent to oldest.

View your history 

Wednesday, March 11, 2009 [Help](#)

	ePAR#	W#	Name	Type	Date	Status	1st Approval	2nd Approval
Select	211	W99999999	Wildcat, Waldo	Separation	04-MAR-2009	Completed	Rejected	
Select	209	W98989898	Oyl, Olive	Separation	04-MAR-2009	In Process	Approved	

Options:

Select – Presents a view-only status of the original e-PAR

e-PAR# - Tracking number assigned to the e-PAR

W# - W# of the person the e-PAR impacted

Name – First and last name of the person impacted by the e-PAR

Type – The type of e-PAR submitted on the person

Date – The date the e-PAR was submitted

Status – Indicates e-PARs status in the workflow. The available options are:

In Process – Either the first or second approver has not approved the e-PAR


Completed – Both the first and second approvers have approved the e-PAR and it has been submitted to HR and/or Payroll for processing.

Rejected – Either the first or the second approver rejected the e-PAR

1st Approval / 2nd Approval – Lists the approval status (rejected or approved) given by each of the approvers designated by the e-PAR

Viewing Submitted e-PARs

To view a read-only version of any e-PARs listed on the history screen, left click on the “Select” option to the left of the e-PAR that needs to be viewed.

View your history 		Wednesday, March 04, 2009				
	ePAR#	W#	Name	Type	Date	Status
Select	211	W99999999	Wildcat, Waldo	Separation	04-MAR-2009	In Process
Select	209	W98989898	Oyl, Olive	Separation	04-MAR-2009	In Process

The View Only version of the e-PAR will then appear (see below):

Separation Request

Date: 04-MAR-2009
Name: Wildcat, Waldo W99999999
Job Title: IT Project Manager
Department: Information Systems and Services - 62000
Category: Professional Full Time
Action: Separation
Reason: 25
Submitter: Duck, Daisy W99999999

ePAR# 211

This will not be a complete separation

Status: Completed

Reviewed By:

- 1.
- 2.
- 3.

Jobs to Separate

Position	Suffix	Job Title	Organization	Department
K00001	02	Supplemental Pay	62000	Information Systems and Services

Last Working Day


March 2009						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
22	23	24	25	26	27	28
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31	1	2	3	4

First approver:

Covote, Wile E 05-MAR-2009 Rejected

testing 

Second approver:

Gonzalez, Speedy 

First Notification:

Second Notification:

Third Notification:

Remarks:

Test - This is only a test

Vacation hours used during month
of separation: 0

Close

The View Only Layout

In the upper left hand corner, the type of e-PAR, the date of submission, the impacted employee's information, and the name and W# of the individual who submitted the e-PAR will appear.

Separation Request

Date: 04-MAR-2009
Name: Mouse, Mickey W99900000
Job Title: IT Project Manager
Department: Information Systems and Services - 62000
Category: Professional Full Time
Action: Separation
Reason: 25
Submitter: Duck, Don W99900000

In the upper right hand corner, the e-PAR number, any e-PAR specific comments, the workflow status (same as on the main History screen), and a HR/Payroll use only section will appear.

ePAR# 211
This will not be a complete separation
Status: Completed

Reviewed By:

- 1.
- 2.
- 3.

HR/Payroll Use only

In the center section, the e-PAR will list positions impacted by the e-PAR.

Jobs to Separate				
Position	Suffix	Job Title	Organization	Department
K00001	02	Supplemental Pay	62000	Information Systems and Services

The bottom left section shows the effective date selected for the e-PAR and comments, if any, that were entered.

Last Working Day
March 2009

Sun	Mon	Tue	Wed	Thu	Fri	Sat
22	23	24	25	26	27	28
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31	1	2	3	4

Remarks:

Test - This is only a test

The bottom right section shows the status of the e-PAR in the workflow system. Also, the date approver took action on the e-PAR, the status (approved, rejected), and any comments the listed will appear. In addition, any notification emails that were requested are listed.

First approver: Mouse, Minnie **on 05-MAR-2009 Rejected** ← Date and Action Taken in Workflow

testing

Second approver: Charming, Prince

First Notification: Duck, Don

Second Notification: Poppins, Mary

Third Notification: Pan, Peter

To return to the main History screen, select the Close button at the bottom of the e-PAR.

Close

Part 5: General Information

Hints and Tips and FAQs

Things to Remember:

1. If you exit the e-PAR screen, all un-submitted data will be lost.
2. The supervisor routing on e-PARs cannot be changed. If a supervisor is not going to be available, then a proxy needs to be assigned to manage their workflow to prevent delays in e-PAR processing
3. All existing payroll processing timeframes still apply.

Frequently Asked Questions (FAQs)

Q1. I am receiving a “Not Authorized to submit an e-PAR on this person” message when I try to generate an e-PAR. What does this mean?

This message means that the first two digits (Vice President level) of your Home Org does not match the first two digits of the person you are trying to generate the e-PAR on. In this case, the originator with a Home Org that matches the individual will need to initiate the e-PAR.

Q2. I submitted a separation e-PAR and the separation date is later than I originally entered. What do I do?

No changes are allowed on an e-PAR once they are submitted. In order to stop the e-PAR, contact the first or second approver in the routing and have them **reject** the e-PAR. Then, start a new e-PAR with the correct information. If both approvers have already completed their approvals, contact Human Resources or Payroll for assistance.

Q3. Can I use an e-PAR from my History screen as a template for another e-PAR?

No. All e-PARs must be generated individually. They cannot be cut and paste from the history screen.

Q4. When are the first, second and third notifications supposed to be used?

The first, second, or third notifications are only used when some individual other than the first approver and second approver needs to be notified of the separation. These individuals are not required to take action on the e-PAR at all; they are just receiving a brief email regarding the separation. For instance, a notification may need to be sent to a Vice President when the individual is not the first or second approver.

Q5. When I enter vacation hours on a separation e-PAR, do I need to do anything else?

By the individual's final working day, all vacation hours taken should also be entered into the Leave Tracker system. Then, the information in Leave Tracker will be compared to the number of hours reported on the separation e-PAR to ensure the most accurate information is used in calculating the separating employee's final payout.

Q6. I am receiving a server error or security token error when I attempt access e-PAR. What do I do?

Call computing support at x7777 to verify system availability and to open a work order, if necessary.

Who Can I Contact with Questions and Concerns?

This manual is not all-inclusive. If you encounter a scenario that is not covered in the manual, please feel free to contact Payroll or HR for additional information.

Human Resources
Payroll

626-6032
626-6031

HR@weber.edu
Payroll@weber.edu