Putting an EHRA Student on Short Work Break

VERSION: June 2016

Putting an EHRA Student on Short Work Break

Overview

EPA students do not use TIM to log their hours. Instead, they get paid a monthly flat rate. Use the Edit Existing Job ePAR form to put an EPA student on a short work break (SWB)and temporarily stop their pay. Placing an EPA student on a short work break keeps their HR status as active in the system while making their payroll status inactive. This prevents the student from receiving a paycheck during their break.

When the student is ready to return to work, a second Edit Existing Job ePAR is processed with a return from short work break (RWB) action to reappoint the student and reactivate their pay.

> **Important:** Submit ePARs in line with the campus data-entry deadlines. Current schedules for bi-monthly and monthly pay periods are posted at https://finance.unc.edu/files/2013/11/month_run_cutoff.pdf.

Related Reference

- For more information on the approval process, including the steps necessary to approve the forms, see *Understanding HR Actions and the Approval Process, page 1.*

Menu Path

Main Menu > HR WorkCenter> ePAR Home Page > Start a new ePAR

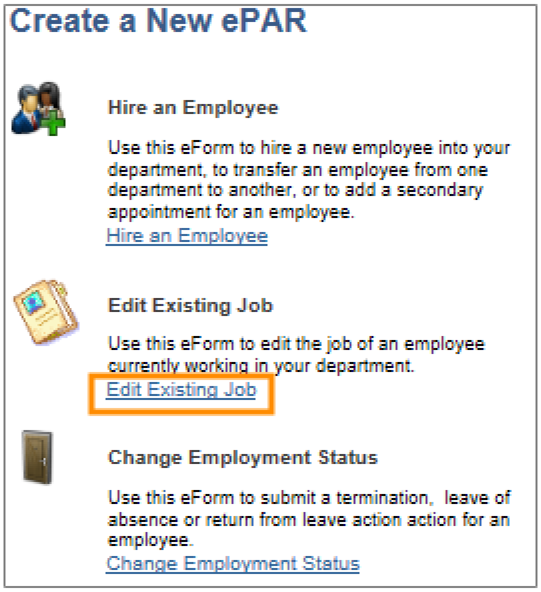
Steps - Editing an EPA Student's Job

Follow these steps :

1. Choose this menu option:

   Main Menu > HR WorkCenter > ePAR Home Page > Start a new ePAR

2. Click the **Edit Existing Job** link.



Create a New ePAR

Hire an Employee

Use this eForm to hire a new employee into your department, to transfer an employee from one department to another, or to add a secondary appointment for an employee.

Hire an Employee

Edit Existing Job

Use this eForm to edit the job of an employee currently working in your department.

Edit Existing Job

Change Employment Status

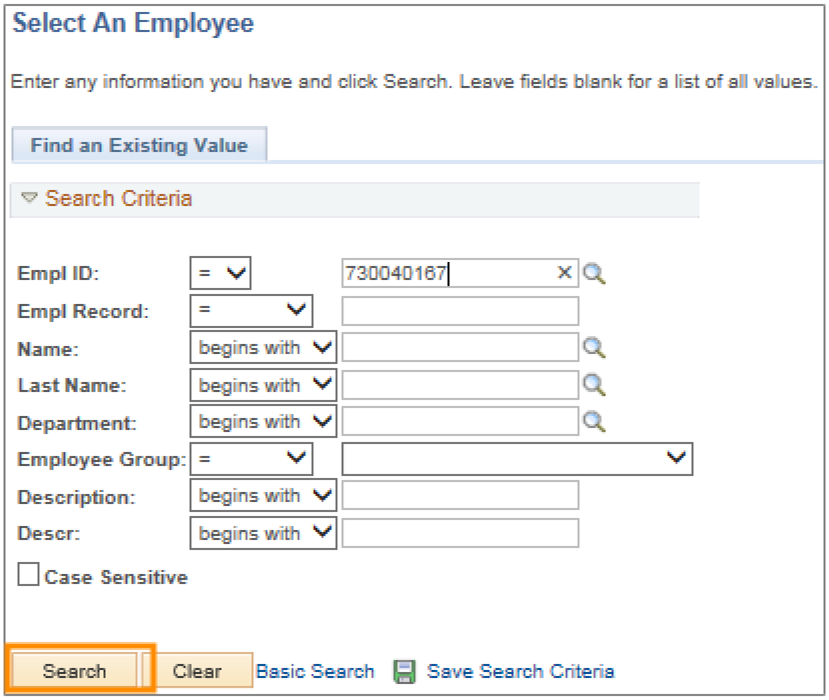
Use this eForm to submit a termination, leave of absence or return from leave action action for an employee.

Change Employment Status

3. Complete as many fields as necessary to find the candidate you are looking for:

In this field:	**Do the following:**
Empl ID	Enter the student's PID.
Empl Record	Enter the student's employee record or job record.
Name	Enter the first name of the student you want to find.
Last Name	Enter the last name of the student you want to find.
Department	Enter the department number where the student works.
Employee Group	Enter the employee group of the student.
Description	Enter the description of the job the student is in.
Descr	Enter the name of the department.

4. Click the **Search** button.



Select An Employee

Enter any information you have and click Search. Leave fields blank for a list of all values.

Empl ID: = 730040167

Find an Existing Value
Search Criteria
Empl Record:
=
Name:
begins with
Last Name:
begins with
Department:
begins with
Employee Group:
=
Description:
begins with
Descr:
begins with
Case Sensitive
Search
Clear
Basic Search
Save Search Criteria

Result:

- If the employee has only one employee record, the system goes straight to the Job Change Details page. Skip to step 6.
- If the employee has more than one job record, the system displays a list for you to choose from. Go to the next step.

Note: It's important to select the correct record, otherwise you may impact another appointment the student has in a different department. You can find information about each job record using either the Multiple Job Summary link or UNC Employee Information link. Both are found on the HR WorkCenter.

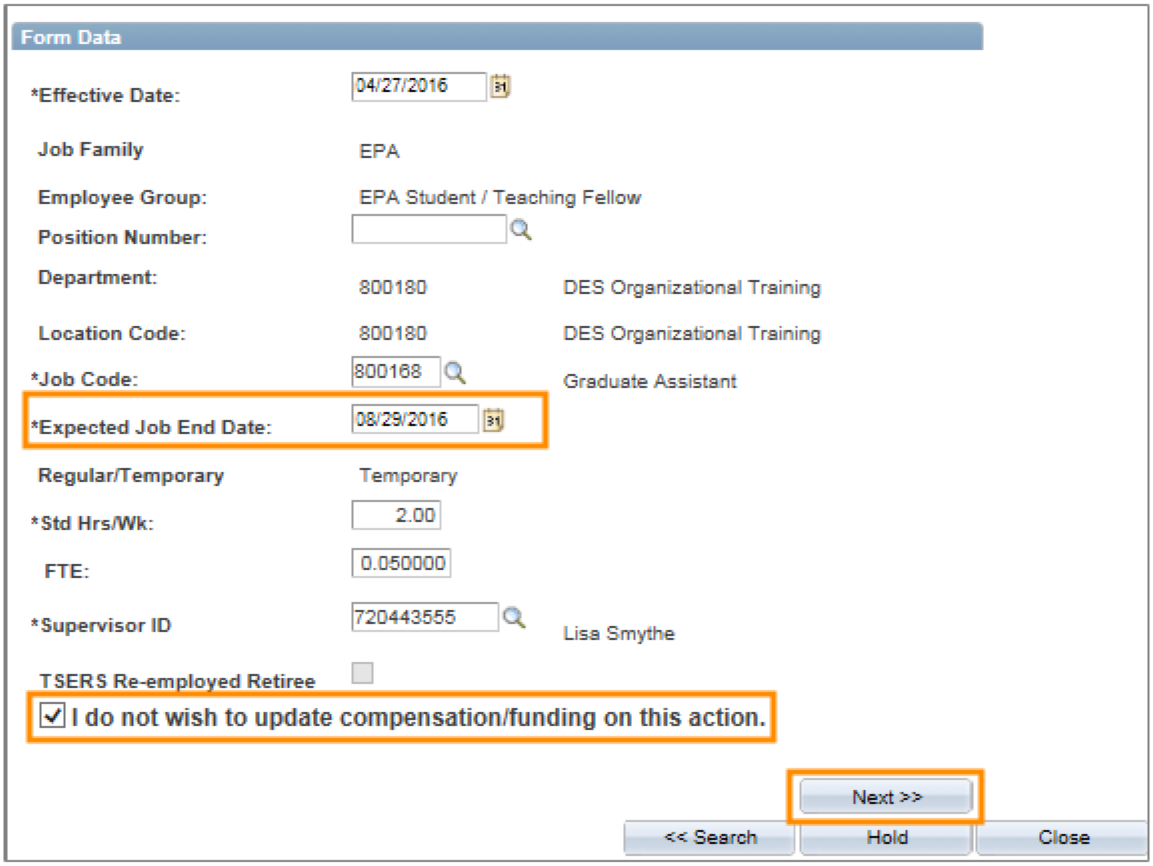
5. Choose the proper job record from the Search Results list to go to the Job Change Details page.

6. Update the fields, as necessary:

In this field:	**Do the following:**
Effective Date	When placing a student on a short work break, enter the first date the job change is effective - not the last day worked. . ◦ To return a student from a short work break, enter the first day they are working or in active pay status.

In this field:	Do the following:
I do not wish to update compensation/funding on this action.	When placing a student on a short work break, mark this checkbox. This time you do not want to make changes to the employee's pay rate or funding grid. This option bypasses the Compensation page in the ePAR and does not alter the student's pay. ◦ When returning a student from a short work break, do not mark the checkbox. This allows you to ensure compensation and funding is appropriate for the student when they return.
Expected Job End Date	When placing a student on a short work break, change the date to the day the student is expected to return from their short work break. ◦ When returning a student from a short work break, change the date to the first day the student anticipates taking their next short work break.

7. Click the **Next** button.



Form Data

*Effective Date: 04/27/2016

Job Family: EPA

Employee Group: EPA Student / Teaching Fellow

Position Number:

Department: 800180 DES Organizational Training

Location Code: 800180 DES Organizational Training

*Job Code: 800168 Graduate Assistant

*Expected Job End Date: 08/29/2016

Regular/Temporary: Temporary

*Std Hrs/Wk: 2.00

FTE: 0.050000

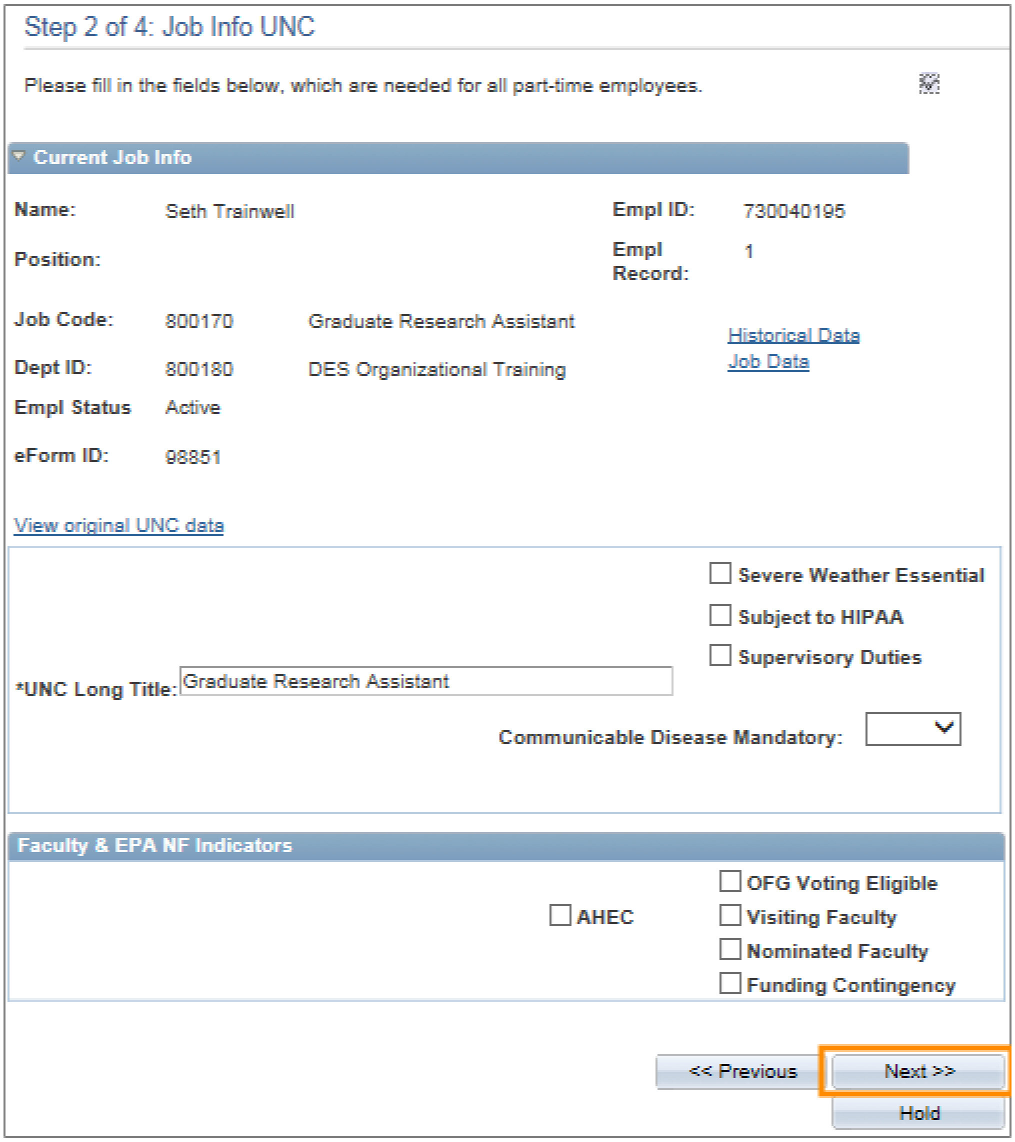
*Supervisor ID: 720443555 Lisa Smythe

☐ TSERS Re-employed Retiree

☑ I do not wish to update compensation/funding on this action.

Result: The system displays the Job Info UNC screen.

8. Click the **Next** button.



Step 2 of 4: Job Info UNC

Please fill in the fields below, which are needed for all part-time employees.

Current Job Info

Name: Seth Trainwell

Empl ID: 730040195

Position:

Empl Record: 1

Job Code: 800170 Graduate Research Assistant

Dept ID: 800180 DES Organizational Training

Empl Status Active

eForm ID: 98851

☐ Severe Weather Essential

☐ Subject to HIPAA

☐ Supervisory Duties

*UNC Long Title: Graduate Research Assistant

Communicable Disease Mandatory:

Faculty & EPA NF Indicators

☐ AHEC

☐ OFG Voting Eligible

☐ Visiting Faculty

☐ Nominated Faculty

☐ Funding Contingency

Result: The system displays the Finalize Form page.

9. Complete the following fields:

In this field:	**Do the following:**
Action Code	Enter SWB- (Short Work Break) to put the student on break. ◦ Enter RWB- when returning a student from break.
Reason Code	Enter ESW- (EPA Student Short Work Break) to put student on break. ◦ Enter GSR- when returning a student from break.

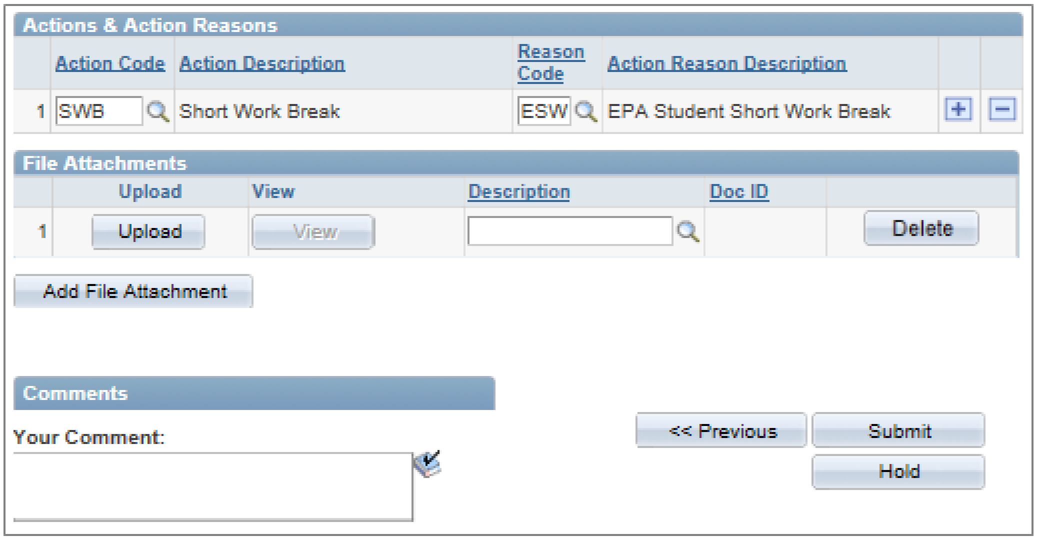
10. If necessary, attach supporting documentation to this form by choosing the file type in the Description field, and clicking on the **Upload** button. See *Attaching Documents to an ePAR Form, page 1* for more information.

11. In the Your Comments field, enter your initials and any additional comments you have about the changes you are making.

    Notes: Any comments you add to this form are permanently attached to the form and cannot be edited or deleted at any time.

    Caution! Protect social security numbers, credit card information, and other sensitive data; be sure not to type them in the Your Comment, Description, or other free form text fields. Read the University's Information Security policy for more information.

12. Click the **Submit** button to send the form for approval.



Actions & Action Reasons

	Action Code	Action Description	Reason Code	Action Reason Description
1	SWB	Short Work Break	ESW	EPA Student Short Work Break

File Attachments

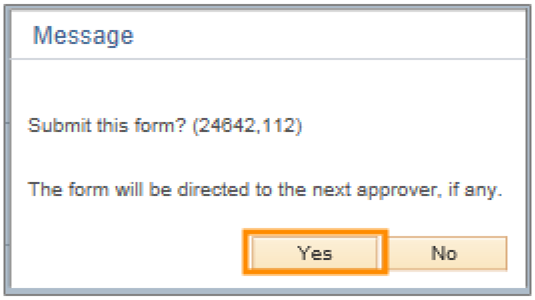
	Upload	View	Description	Doc ID
1	Upload	View		

Comments

Your Comment:

Result: The system displays a message asking if you are ready to submit the form.

13. Click the **Yes** button to confirm you want to submit the form.



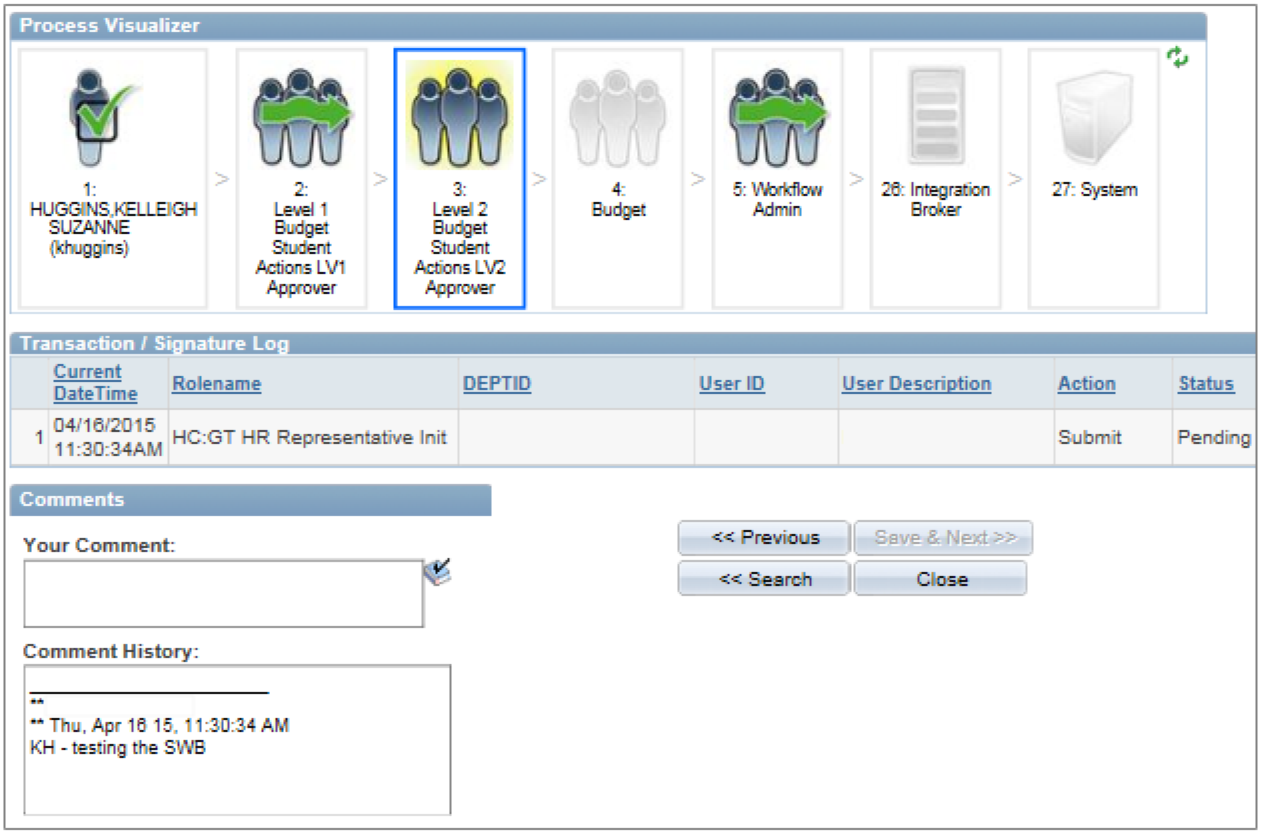
Message

Submit this form? (24642,112)

The form will be directed to the next approver, if any.

Result: The Process Visualizer highlights the current status of the form and shows how the form will progress through approvals.

14. Click the **Close This Form** link to return to the ePAR selection screen.


Process Visualizer
1: HUGGINS,KELLEIGH SUZANNE (khuggins)
2: Level 1 Budget Student Actions LV1 Approver
3: Level 2 Budget Student Actions LV2 Approver
4: Budget
5: Workflow Admin
26: Integration Broker
27: System
<< Previous
Save & Next >>
<< Search
Close

Transaction / Signature Log

	Current DateTime	Rolename	DEPTID	User ID	User Description	Action	Status
1	04/16/2015 11:30:34AM	HC:GT HR Representative Init				Submit	Pending

Comments

Your Comment:

Comment History:

**
** Thu, Apr 16 15, 11:30:34 AM
KH - testing the SWB

Result: At this point, the form is in the approval process. The edit job action is not complete until the form has been approved at all levels. For more information on the approval process, including the steps necessary to approve the forms, see *Understanding HR Actions and the Approval Process, page 1.*

Remember! Each time you submit an ePAR to place a student out on a short work break or return a student from a short work break, you enter a new expected job end date.