

What Are ePAR Forms?

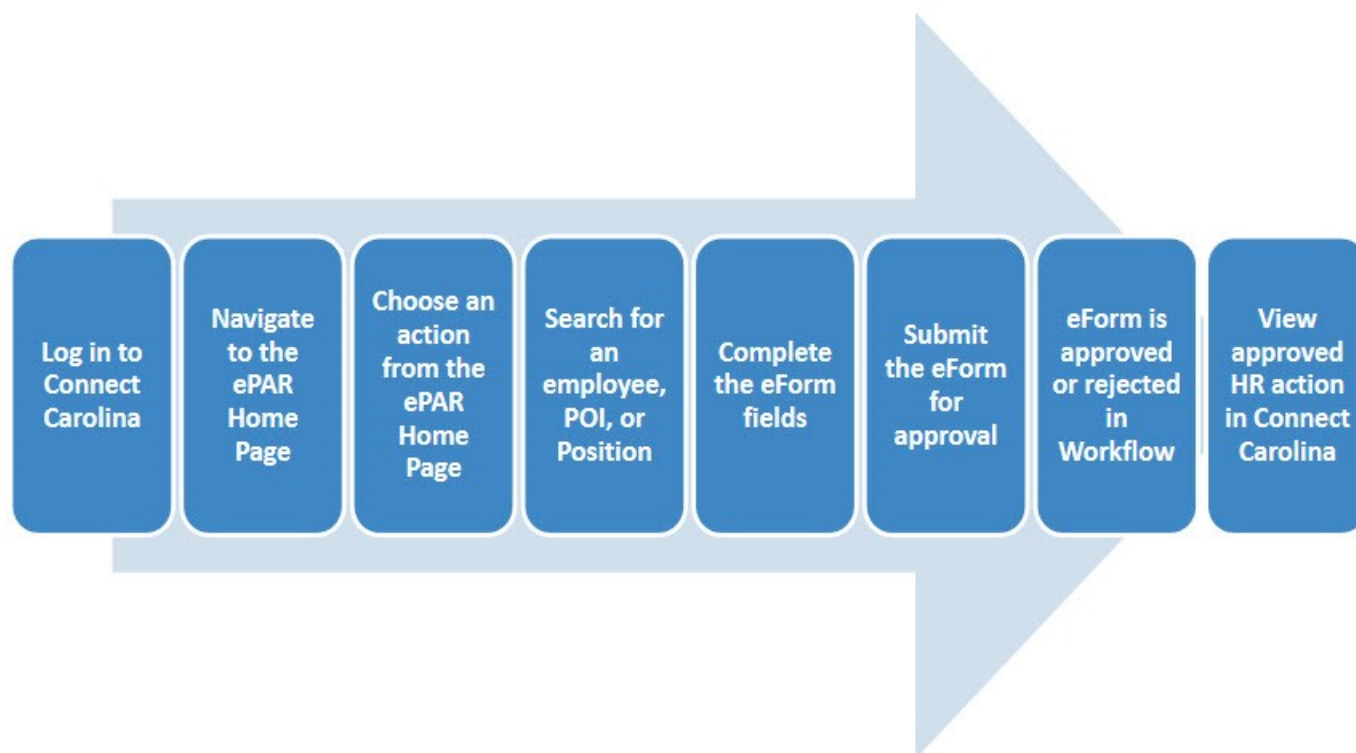
ePAR stands for electronic Personnel Action Request. These forms are used to enter all of our HR actions, including hires, transfers, leaves of absence, terminations, and status changes. The ePAR forms contain functionality that allows us to maintain our complex approval structure while providing a step-by-step system for entering all of our HR actions. When you chose an action, the ePAR form displays the required fi elds that you must fill out for that specific action. In addition, each action is assigned its own approval structure.

How Do I Access the ePAR Forms?

The ePAR forms are accessed from the HR WorkCenter in ConnectCarolina. Log in to **ConnectCarolina > Admin WorkCenter > HR WorkCenter > ePAR Home Page > Start a new ePAR**.

ePAR Process Flow

The following graphic describes the process flow of an HR action through the ePAR form and workflow process.



Personnel Action Request Home Page

- **Hire an Employee** – All new hires, transfers, secondary appointments, and rehires.
- **Edit Existing Job** – Update an existing employee's record, including such actions as pay rate changes and working title changes.
- **Change Employment Status** – Enter terminations, leaves of absence, or returns from leave of absence.
- ***New*- Add/Update Position** – Add, update, or inactivate position numbers and associated position data.
- **Funding Swap** – Add or update a fund source.
- **Lump Sum Payment** – Submit a lump sum payment for an employee.
- **Add or Update an Affiliate** – Add a new affiliate to the system or update an existing affiliate.

Create a New ePAR



Hire an Employee

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

[Edit Existing Job](#)



Change Employment Status

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

[Change Employment Status](#)



NEW- Add/Update Position

Use this ePAR to add, update or inactivate a position.

[*NEW*- Add/Update Position](#)



Funding Swap

Use this ePAR to update funding information for all positions.

[Funding Swap](#)



Lump Sum Payment

Use this ePAR to submit a Lump Sum Payment for an employee.

[Lump Sum Payment](#)



Add or Update an Affiliate

Use this ePAR to add a new Affiliate or to update Affiliate data for an existing Affiliate.

[Add or Update an Affiliate](#)

[Return to ePAR - Personnel Action Request Home Page](#)

ePAR Navigation

This table defines the ePAR navigation buttons you may encounter as you move through the forms.

Search	Enter search criteria and look up a candidate.
Clear	Clear all of the data fields on a page.
Previous	Return to the previous page of this ePAR form.
Next	Go to the next page of this ePAR form.
Save and Next	Click this button, only available on the Identity Information page of an ePAR form, to save bio/demo data and move to the Job Information pages of the form. *This button does not appear on the *New* Add/Update Position ePAR,
Save	Click this button, only available on the *New* Add/Update Position ePAR, to save data you've entered up to this point and exit the form.
<< Search	Return to the Candidate Search page.
Hold	Put the form in a "pending" status without losing any data you've entered up to this point. To find and retrieve a form in this status, click on the Resubmit, Change, or Withdraw an ePAR link on the ePAR home page. *This button does not appear on the *New* Add/Update Position ePAR.
Close	Close the form and return to the ePAR home page. You will lose all the data entered on the ePAR form.
Submit	Send the form to the Workflow process for review.