What Form Do I use?

Use the Add/Update Position form if you are...

- Creating a New Position
- Reclassifying a Position
- Changing FTE for an employee in a position
- Abolishing a Position
- Changing a reporting relationship when both the supervisor and subordinates are in positions.
- Adding a shift differential or on-call pay
- Indicating a Cleary Act associate
- Updating the duties for a position
- Moving a position from one department to another
- Establishing or changing an SPA student position
- Updating encumbrances for an employee in a position

Use the Change Employee Status form if you are...

- Terminating an employee
- Placing an employee on paid or unpaid leave
- Terminating a secondary appointment
- Removing a named Professorship

Use the Change Edit Existing Job form if you are...

- Updating encumbrances for an employee not in a position
- Changing FTE for an employee not in a position (e.g. a faculty member)
- Changing TIM approver
- Changing an employee's pay rate
- Placing an employee on suspension
- Changing a reporting relationship when a supervisor and subordinate are not in a position
- Changing a working title
- Changing HIPAA, CDME or severe weather status
- Updating an expected end date for a SPA student or temp
- Reappointing an EPA student
- Reappointing an EPA employee, including award of tenure for tenure-track faculty
- Adding a named professorship
- Removing a named professorship

Use the Fund Swap form if you are...

- Updating the fund and source used on mobile communication device supplement

- Updating the chartfield string (s) associated with personnel changes

Use the Hire an Employee form if you are...

- Hiring a new employee
- Moving an employee from one position to another
- Adding a secondary appointment
- Hiring an EPA employee in to a new job yet retaining the other job at 0 FTE
- Adding a secondary EPA appointment with supplemental pay
- Adding a named termed professorship
- Adding a secondary EPA appointment with base pay
- Add a secondary EPA appointment with base pay and FTE

Use the Lump Sun form if you are...

- Paying pro-rata longevity
- Paying an award via paper check
- Paying additional employment for an SPA employee
- Correcting an overpayment or underpayment on a lump sum
- Initiating a mobile communication device supplement
- Docking an employee's pay

Misc scenarios and notes...

- Creating an EMPL ID for a new hire cannot be done by ePAR. The background check office creates EMPL IDs.
- Entering educational information cannot be done by ePAR, those are entered by the background check office.
- Creating an SPA temporary position cannot be done by ePAR. Central HR will create based on recruitment in PeopleAdmin.
- Re-establishing an SPA position that has been vacant more than one year cannot be done in ePAR, contact employee consultant
- Moving an unpositioned employee from one department to another cannot be done in ePAR, contact the relevant central HR office.
- Placing an employee on intermittent leave cannot be done in ePAR. Leave and hours worked are managed in TIM.
- Ending a mobile communication device supplement cannot be done in ePAR, the paper form must be submitted to payroll.
- Correcting a fund and source used on a lump sum payment cannot be done. Submit a remedy ticket to the Finance BA group.
- Correcting the payment type used when processing a Lump Sum payment cannot be done.