

Employees with Annual Salaries (SHRA Permanent, EHRA)

1. Submit an Add/Update Position ePAR with the FTE change.
2. Confirm that it has executed in the system.
3. After the Position action has executed, submit the Edit Existing Job ePAR.
 - Be sure that you wait to start the Edit Existing Job ePAR until the Position ePAR executes. The Edit Existing Job ePAR must be initiated after the Position change has executed to pull in accurate position information.
 - Be sure the effective dates of both actions match.
 - Be sure to allow enough time for the Edit Existing Job ePAR to execute before any payroll lockout. This is particularly important with any late-month changes for EHRA employees since these forms do not have as much lead time as forms for SHRA employees.

Employees in Positions with Hourly Rates (SHRA Temp, SHRA Student)

1. Submit an Add/Update Position ePAR with the FTE change.
2. Confirm that it has executed in the system.
 - You don't need to submit an Edit Existing Job ePAR to update salary information since the hourly rate calculation is not changing.
 - If you need to update funding sources or the funding percentages then submit a Fund Swap ePAR after the Position ePAR has executed.

Best Practices

- The effective date for actions for SHRA employees should be the start of a work week (Monday). For EHRA employees, it should be either a Monday or the first day of the month.
- You have to calculate and enter the new salary, the system doesn't calculate it for you.