

Guide for Approvers

ePAR Actions

Preparing for Full Position Management (FPM) Go-Live

Be sure to review and take action on the items waiting for your approval daily!

As preparation for Full Position Management go-live, **anything not fully executed by 5:00pm on October 7 will be denied** and the originator will have to start their action over again on October 11.

This document shows how you should process (approve or deny) ePAR actions according to their effective date.

Add/Update Position ePAR

Action	ePAR Effective Date	What Do I Do?
Add a Position	Prior to October 13, 2021	Process as usual. *New positions should be effective September 30, 2021 for all new hires on or after October 1, 2021.
	October 13, 2021 or after	Deny the ePAR. This ePAR should be entered after FPM go-live.
Update an Existing Position	Prior to October 1, 2021	Process as usual.
	October 1, 2021 or after	Deny the ePAR. This ePAR should be entered after FPM go-live.
Inactivate a Position	Prior to October 1, 2021	Process as usual.
	October 1, 2021 or after	Deny the ePAR. This ePAR should be entered after FPM go-live.

Hire an Employee ePAR

Action	ePAR Effective Date	What Do I Do?
Hire or Rehire an Employee	Prior to October 13, 2021	Process as usual. *Actions effective between October 1 and October 12, 2021 require a position. If the position field is blank, deny the action with comments that the position number is missing.
	October 13, 2021 or after	Deny the ePAR. This ePAR should be entered after FPM go-live.

Transfer an Employee (Temporary to Permanent Only)	Prior to October 13, 2021	Process as usual. *Actions effective between October 1 and October 12, 2021 require a position. If the position field is blank, deny the action with comments that the position number is missing.
	October 13, 2021 or after	Deny the ePAR. This ePAR should be entered after FPM go-live.
Transfer an Employee (All Except Temporary to Permanent)	Prior to October 1, 2021	Process as usual.
	October 1, 2021 or after	Deny the ePAR. This ePAR should be entered after FPM go-live.

Edit Existing Job ePAR

Action	ePAR Effective Date	What Do I Do?
All	Prior to October 1, 2021	Process as usual.
	October 1, 2021 or after	Deny the ePAR. This ePAR should be entered after FPM go-live.

Change Employment Status ePAR

Action	ePAR Effective Date	What Do I Do?
Termination, Layoffs, and Suspensions	Prior to October 13, 2021	Process as usual.
	October 13, 2021 or after	Deny the ePAR. This ePAR should be entered after FPM go-live.
Leave and Return from Leave	Prior to October 1, 2021	Process as usual.
	October 1, 2021 or after	Deny the ePAR. This ePAR should be entered after FPM go-live.

Funding Swap, Lump Sum Payment, and Add or Update an Affiliate ePARs

Action	ePAR Effective Date	What Do I Do?
All	All dates	Process as usual.