

New ePAR Homepage Links Related to Positions

Use this link to evaluate all ePARs *except* the position ePAR. To evaluate a *position* ePAR use the new "Evaluate a Position ePAR" link at the bottom.

New!

Use this link to make a change to a position ePAR submitted on or after **October 11**, but before final approval.

Use this link to evaluate a position ePAR submitted on or after **October 11**.

Use this link to see a position ePAR submitted on or after **October 11**.

ePAR- - Personnel Action Request Home Page



[Start a new ePAR](#)

Start a new ePAR, which will then be routed to the appropriate approvers.



[Resubmit, Change, or Withdraw an ePAR](#)

Make changes to an ePAR that has been recycled or needs to be updated. Only forms that have not had final approval or been processed into the system will be accessible.



[Awaiting Approvals Inbox](#)

Evaluate an ePAR that is awaiting your approval and has not yet been viewed by you.



[FYI Notifications Inbox](#)

Review an ePAR that was sent to you for review and has not yet been viewed by you. This is a read-only view.



[Evaluate an ePAR](#)

Evaluate an ePAR that is waiting at your approval level.



[View an ePAR](#)

View a submitted ePAR, including information about its handling so far. This is a read-only view.



[*NEW* - Resubmit, Change, or Withdraw a Position ePAR](#)

Make changes to a Position ePAR that has been recycled or needs to be updated. Only forms that have not had final approval or been processed into the system will be accessible.



[*NEW* - Evaluate a Position ePAR](#)

Evaluate a Position ePAR that is waiting at your approval level.



[*NEW* - View a Position ePAR](#)

View a submitted Position ePAR, including information about its handling so far. This is a read-only view.

New Tips for Creating ePARs

Be sure a position has been created first so you can enter the position number when you do the Hire action.



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 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](#)

Descriptions for SHRA positions are now on the "New" Add/Update Position ePAR, and overall this ePAR has a new look and feel.



The Funding Swap ePAR works the same, but be sure to have the employee's position number on hand and always choose "Position" for the Budget Level field.

