



Department of Compensation & Performance Management

ePAR Frequently Asked Questions (eff. 7.1.13)**

1. What is an ePAR?

An Electronic Personnel Action Request, or ePAR, is used to initiate personnel actions such as changes to positions, job data, salary, funding sources, leave, separations, additional pay requests and non-employee access requests. The ePAR replaces the Position Request (PR) and Incidental Pay Request (IPR). Refer to the ePAR User Guide, found on the PeopleSoft portal, for more information.

2. When I try to submit an Electronic Personnel Action Request (ePAR), I receive a message that I “do not have authorization”.

To initiate or submit an ePAR, one must have attended PeopleSoft training through ETS. Registration for training can be completed on the PeopleSoft portal. Those requesting to approve ePARs only will have automatic access based on the security role assigned.

3. I have completed PeopleSoft training; however, I still do not have access to PeopleSoft.

Access to PeopleSoft Manager Self-Service, Time Approval and ePAR Request Center is determined and requested through your school or department. If you have been designated by your school or department to enter actions or approve time, you may do so by completing the PeopleSoft End User Access Form. The End User Access Form is an electronic form found at https://secure.howard.edu/HU_Portal_Docs/ePAR/,DanaInfo=peoplesoft.howard.edu+epar_userguide_1.pdf. Submit the completed form to PSHRAccessRequest@howard.edu. Once your request has been approved by the HR Security Administrator and HR Applications Administrator, your access will be updated.

4. I have completed PeopleSoft training; however, I am encountering system and/or technical problems with the system.

Refer to the ePAR User Guide for additional details about technical aspects of the system, email HR Applications at HRApps@howard.edu, or call the ETS Help Desk at (202) 806-2020.

5. I receive email notifications that I must approve an ePAR; however, when I click on the link I receive an error message.

You must have PeopleSoft open and be logged into PeopleSoft before clicking on the link. Once you are logged on and click on the link you will be directed to the ePAR for approval.

6. How do I hire an employee?

The first step is to hiring an employee, whether faculty, staff, student, or wage, is to submit a Position ePAR and choose “Request to Fill Position and Update Budget” as the reason code. Be sure to include a detailed justification to support the request. Refer to the Position ePAR Smart Sheet for additional information.

7. How do I identify the employee to be hired once the Position ePAR is complete?

Include the name of the employee in the Justification section of the Position ePAR. Be sure to check the "Notification to Recruiter" flag and the assigned Recruiter will receive an alert to create the Job Opening to post the position vacancy. Once the employee applies to the posting and receives the job offer, the Recruiter will create a Hire ePAR that will allow the employee to be on boarded.

8. Wait! I submitted a Position Request in the old system! Can I get access to it?

You can still see Position Requests that were submitted in 8.9 by accessing Manager Self-Service and clicking on "Position Requests". Only Position Requests that were completed in 8.9 will be updated in the 9.1 system. Incomplete position requests must be resubmitted in 9.1 as ePARs.

9. I am attempting to submit a Position ePAR; however, I am unable to see the vacant position I want to update.

You will only be able to see positions that in your department, so it is important that department numbers and Reports To supervisors are correct on the positions. Department numbers or Report To fields can be corrected by submitting a Position ePAR and using the Position Data Update reason code. In some cases, the responsible department must submit the change to reflect the new department ID, since the new department may not be able to view the position to make the change.

10. I am attempting to re-hire someone by submitting a Re-Hire ePAR, but I can't find my employee's ID.

You must first complete a Position ePAR to fill the position and update the budget. Remember, the Position ePAR is similar to the Position Request in 8.9. Once complete, the Recruiter will submit the Hire or Re-Hire ePAR, except for faculty positions, which are submitted by departments.

11. How do I give an employee a pay raise?

A request for a salary increase for an employee may be processed by submitting a Pay Change ePAR. Office of the Provost requests will be routed to the Provost for approval. Additionally, the Chief Human Resources Officer approves all salary increases that are not promotions or job reclassifications. Generally, salary increases (other than job reclassifications or promotions) should be processed during the annual salary increase process associated with performance evaluations.

12. How do I submit a retroactive salary increase?

Salary increases, job reclassifications, and promotions are processed with future effective dates and are typically not retroactive.

13. How do I terminate an employee in the system?

There are three types of terminations:

- i. Voluntary Termination, in which an employee makes the decision to resign. A voluntary termination is processed by the department submitting a Separation ePAR and attaching the employee's resignation letter to the ePAR. Resignations should be submitted by the department immediately upon notification by the employee in order to avoid overpayments.
- ii. Involuntary Termination, in which the University decides to terminate an employee for disciplinary reasons. Involuntary terminations are submitted as Discipline ePARs by the Department of Employee Relations.

- iii. Reduction-in-Force, a type of involuntary termination that results from lack of work, lack of funds, downsizing, administrative renewal, or reorganization. Reductions-in-force are submitted as Discipline ePARs by the Department of Employee Relations.

14. I have an existing employee who is working on a grant. The grant has expired and I want to change the funding source to the new grant and extend the employee's term.

Funding changes are submitted using the Department Budget ePAR. Submitters are able to see positions and appointments via the Department Budget ePAR. However, position data or compensation changes for vacant positions are processed using the Position ePAR.

15. How do I know what positions are vacant in my department?

Vacant positions for your department are available in Position ePAR. The budgets for all positions, filled and vacant, are available in Manager Self-Service by clicking on the "Budget" and "Budget Search" link.

16. I have a vacant position that is going to be funded by a grant and I want to hire someone into the position.

Submit a Department Budget ePAR to change the funding source, then a Position ePAR and use the "Request to Fill Position and Update Budget" as the reason code. Once complete, unless it is a faculty member, the notification will be sent to the Recruitment Department to create the Job Opening. You do not have to submit a Hire ePAR.

17. I have a vacant position that is going to be funded by a grant and I want to transfer an existing employee from another department into the position.

Submit a Department Budget ePAR to change the funding source, then a Transfer ePAR to request a "release" from the employee's existing department.

17. I want to pay an employee to work on a grant for six months. The annual compensation is \$50,000. I have calculated the annualized compensation as \$25,000; however, the system will not accept this and I received an error message.

The system will now calculate the annualized amount to be funded based on the actual annual salary and begin and end dates. In this example, the funding amount should be listed as \$50,000, rather than \$25,000. As such, submit a Department Budget ePAR and allocate the amount of each grant, project or funding amount based on the actual annual salary. Be sure to include a beginning and ending date on each row that requires a funding source, as well as a percentage distribution. Every position department budget must equal a 100% FTE.

18. What if the reason code or earnings code I need is not listed?

Contact the Department of Compensation & Performance Management for assistance in determining the appropriate code.

19. How do I compensate a faculty member for a summer position?

First, submit a Hire ePAR using the reason code "Additional Faculty Position". Once the ePAR is complete, submit an "Additional Pay" ePAR. See the Additional Faculty Position and Additional Pay ePAR Smart Sheets for more information.

20. I have several graduate assistants that I want to hire and pay a \$12,000 "stipend". In the past, I could submit multi-headcount positions, but this does not seem to work in the ePAR.

Multi-headcount positions are no longer used at Howard. A separate ePAR must be submitted for each position being requested.

21. How do I request a job reclassification for one of my employees?

Job reclassifications are first coordinated with the Department of Compensation & Performance Management in advance of the ePAR submission. Submit an updated Position Description to Classification@howard.edu. The position data and market analysis information, along with classification results, will be returned to you within 3-5 days for ePAR submittal.

22. My department needs to add a new position. What is the process for requesting a new position, obtaining budget approval, and requesting a new position number?

"NEW" positions are defined as "newly-created positions, whether they are submitted as part of the current fiscal year budget or in addition to the current fiscal year budget that have never been activated or filled." This definition also applies to "proposed" or "frozen" positions in PeopleSoft.

New positions require offline authorizations and are not part of the ePAR process, since a new position number and additional budget is also being requested. Departments are urged to first attempt to locate vacant positions that can be filled or reclassified before requesting a new position.

New positions are requested using the New Position Authorization Request, or "nPAR", paper form. See the "Add New Position Process" at <http://www.hr.howard.edu/Compensation> for additional information.

Keep in mind, pre-planning is required to obtain the necessary position certifications, authorizations, and budget and position information in advance of the submittal of Position and Hire ePARs. As such, the Department of Compensation & Performance Management should be contacting early in the process as new positions are being requested. Turnaround times for processing New positions depend on the Cabinet, CFO, and CHRO approval times, but can range from 5 to 15 business days.

23. I want to approve my employees' time; however, I do not see them in Time & Labor.

Ensure you are the Reports To supervisor for your employees and the correct department ID is indicated on the employees' position. If you are still unable to approve their time, submit an End User Access Form to PSHRAccessRequest@Howard.edu, being sure to request access as a Time Approver for your department. Reports To fields must be updated any time there is a change to the employee or position, in order to ensure proper approvals and submittals can be made.

24. My ePAR is still in "Initial Ready" status. Why has it not been approved?

Your ePAR has not been submitted and therefore is not yet in the workflow for approval. Remember to "Submit" your ePAR after saving it by clicking on "Workflow" (located at the top of the page) and then "Submit". If you do not submit your ePAR, it will remain in the "Initial/Ready" phase and will not trigger the workflow approvals. You may see the status of your ePAR at any time by using the "Inquire ePAR" feature and choosing "Workflow Map" at the top of the ePAR.

25. My ePAR was "pushed back" to me for more information. The comments on the ePAR indicate I need to complete the justification field. What type of information should I include?

Include as much details as possible. Explain why the request is being submitted. Include contact information if requesting Recruitment assistance. Indicate if a Position ePAR is requested to replace an employee who recently separated. Indicate if a position ePAR has prior approval by the Compensation Department. In all cases, be sure to attach all applicable documents, such as position descriptions, resignation letters, IBS letters, contracts, etc.

26. In the old system, I was able to submit an Incidental Pay Request to provide a one-time payment to an employee or faculty member. How is this done in the new system?

The Additional Pay ePAR replaces the old Incidental Pay Request and Stipend Request. These ePARs may be submitted as one-time payments or as recurring payments.

27. How do I request Person of Interest access for a contractor?

Person of Interest access is requested by submitting a POI ePAR in the ePAR Request Center. Once complete, POIs are updated in the Bison One Card system within 24 hours.

**Please check back frequently for updated FAQs.

Additional questions regarding the ePAR submittal process should be directed to any of the below individuals:

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