Human Capital Management: Step-by-Step Guide

Entering Separations

This guide describes the process for entering a separation using an ePAR Non-Pay Action.

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Before You Begin

Navigation tips:

HCM Community Users

Procedures in this guide begin from the HCM Community Users dashboard:

1. From the portal, click the HCM tile. The Employee Self Service dashboard appears.
2. Click Employee Self Service.
3. Click HCM Community Users to display the dashboard.

The NavBar displays options for accessing other systems. Through the NavBar, you can select CU Resources to access systems on the portal.

The magnifying glass is called a look up and displays search results for you to select valid field values.

The book and checkmark lets you spell check text boxes.

The down arrow lets you hide, or collapse, sections you do not want to view.

Click the arrow to expand the section.
To terminate an employee:

1. From the HCM Community Users dashboard, click the Non-Pay Actions tile.
2. Under ePAR Separation, click Add.

**Step 1: Employee Selection**

1. Under Search Criteria, type the Employee ID or name and click Search.
2. Select the checkbox that appears next to the employee record and click Next.
Step 2: Action/Reason

1. Complete the required fields marked by an asterisk (*). Termination is displayed as the default Action.

2. From the Reason list box, select a reason code and type any comments.

3. Click Next.

Step 3: ePAR Terminate Confirmation

1. Add any further comments, select the Certification box and click Confirm.
2. When you receive the message with your ePAR Termination number, click **OK**.

   ![Message]

   ePAR TER0000096 has been saved and must be submitted to complete the request.

   Click OK to return to the transaction.

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**Step 4: Submit**

1. Click **Submit**.

2. Click **OK**.

   ![Message]

   System Updated Successfully (S.O)

   ![Message]

3. Click **OK** to return to your transaction page. It will be in Display Only mode.

   ![Approval Map]

   ePAR Approval

   ![Approval Map]

   Request ID=POI0009107:Approved