

Human Capital Management: Step-by-Step Guide

Hiring an Employee

When hiring employees, you may be using CU Careers to first recruit applicants and select a final candidate for hire. After selecting the candidate, you can have CU Careers send that candidate's information to HCM where you will complete the hire process. There may also be situations where you do not need CU Careers to send information to HCM because the system already has that person's information, such as a rehire or transfer.

In CU Careers, the hire process begins with the collection of a candidate's personal information, which is then sent to HCM by completing the disposition process. Candidates in CU Careers can be new to the university, former employees, and current employees. Because of these differences in candidate and employee status, you will have to disposition candidates differently.

In HCM, the process is completed by adding a transaction to finalize the hire. If you are hiring a student or rehiring an employee (not using CU Careers), proceed to *Beginning the Hire Transaction in HCM* on page [5](#), for more information.

Note: This guide also describes rehiring an employee, where applicable. For information about reappointing an employee, refer to *Working with Contracts Step-by-Step Guide* for additional details.

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Before You Begin

What you will need:

- A person, who may be a new employee, a former employee you are rehiring, or an existing employee to whom you are assigning an additional job. If new, you will need personal information, which may come from a candidate's application in CU Careers. If the person you are hiring is a person of interest (POI) who does not have an SSN in HCM, or has XXX-XX-XXXX as the SSN, you must update the SSN in Modify a Person before beginning the hire transaction. The value should be a valid SSN that will run through our HireRight/I9 E-Verify process. Modify a Person is available through Non-Pay Actions> Personal Information.
- A position that has already been created, funded, and approved. For information about creating a position, refer to *Creating a Position with Funding Step-by-Step Guide*.
- Effective date, which will be the hire date.

Choosing Your Method of Entry: Standard or Expert Entry


When creating Hire transactions in HCM, you can choose to use the standard method or Expert Entry. The standard method takes you through several pages to enter data, while Expert Entry lets you create ePAR Hire transactions from a consolidated entry page. Using Expert Entry saves time and keystrokes through avoiding Next and Previous buttons.

Using Expert Entry, you only need to scroll through one page, with a few exceptions (employees on contract). This feature is advantageous when you have mass entries, such as summer hires. You can perform Expert Entry by clicking Expert Add under the ePAR Hire actions, or you can still choose the multiple forms version by clicking Add. Both methods are noted in this guide. You can also toggle, or switch back and forth, between ePAR Expert Add and ePAR Add entry methods.

Collecting the Candidate's Personal Data

After completing the offer process, the final step to complete the recruiting process is to gather the candidate's social security number (SSN) and date of birth (DOB). This information is confidentially stored within the candidate profile. This step is not required for candidates who are existing employees.

1. Contact your HR representative to post to the DOB/SSN page.
2. After HR has confirmed this posting change, move your candidate to the **Send DOB/SSN Collection (Required)** status and click **Save and Close**.

New Step 

Hire

New Status

Send DOB/SSN Collection (Required)

Reaching a status marked with an asterisk (*) completes the step

The system automatically sends an email to the candidate requesting DOB and SSN information. After the candidate submits the requested information, the system automatically progresses the candidate to the next step, which is Hire; and status, which is DOB/SSN Completion (Required).

Step	Hire
Status	DOB/SSN Completion (Required)

Initiating the Hiring Process in CU Careers

After receiving the candidate's SSN and DOB information, you should disposition the candidate for hire so that you can complete a hire transaction in HCM.

- Disposition the selected candidate with the final status as described below:
 - If the candidate is a new employee or rehire, the candidate's personal information and offer data needs to be sent to HCM where the hire can be completed.

Update the candidate to the final status of **Hired (Send to HCM)**, and click **Save and Close**.

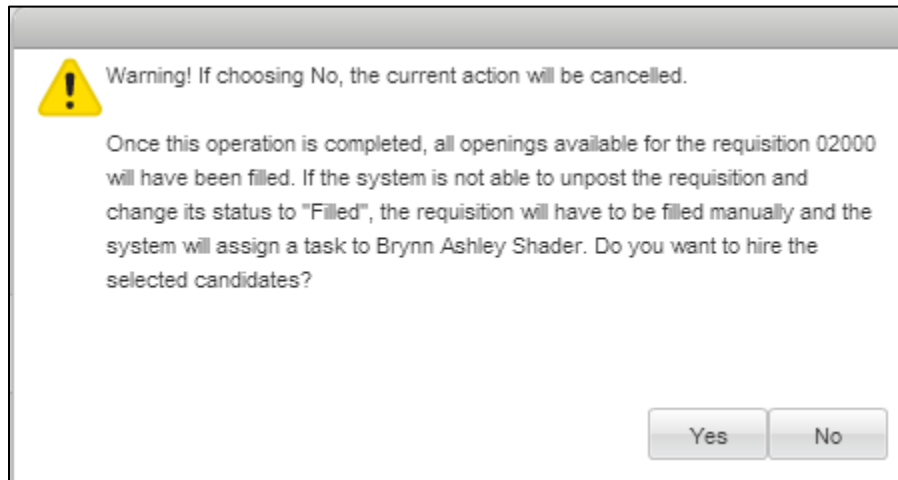
The screenshot shows a 'New Step' dropdown menu with 'Hire' selected. Below it, the 'New Status' dropdown menu is open, showing a list of status options. The option 'Hired (Send to HCM)*' is highlighted with a red rectangular box. Other visible options include 'Send DOB/SSN Collection (Required)', 'Hired (Do Not Send to HCM)*', 'Not Selected*', and 'Applicant Withdrew*'. There is also a 'Send correspondence' checkbox at the bottom.

- If the candidate is an existing active employee, but is transferring to a new position or will have an additional job, then you do not need CU Careers to send data to HCM.

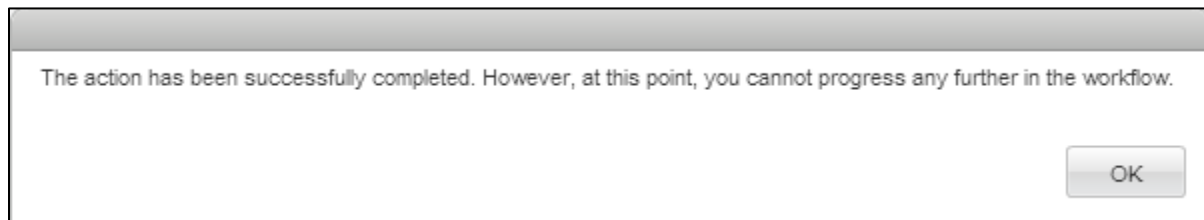
Update the candidate to the final status of **Hired (Do Not Send to HCM)**, and click **Save and Close**.

The screenshot shows the 'New Status' dropdown menu with 'Hired (Do Not Send to HCM)*' selected. This option is highlighted with a red rectangular box. Other visible options include 'Send DOB/SSN Collection (Required)', 'Hired (Send to HCM)*', 'Not Selected*', and 'Applicant Withdrew*'. There is also a 'Send correspondence' checkbox at the bottom.

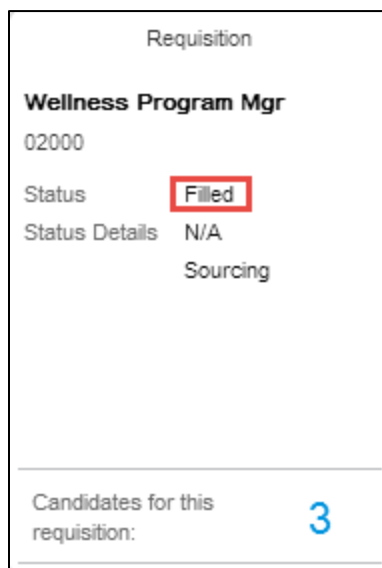
- From the Warning box that appears, click **Yes**.



- Click **OK** from the last notification that appears.



CU Careers will close the requisition, change the status of the requisition to Filled, and unpost it from all job boards. If you selected to send to HCM, the candidate's information will appear in HCM.



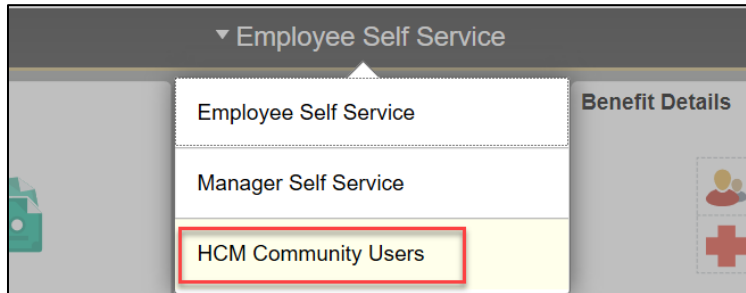
Note: If this candidate is an active employee who is being transferred, refer to *Transferring an Employee Step-by-Step Guide* for more information about initiating a transfer; otherwise, continue with hiring (or rehiring) the employee in HCM as described in the following section.

Beginning the Hire Transaction in HCM

To begin the hire (or rehire) transaction, you will first add the transaction and locate the employee or candidate for hire.

1. Navigate to ePAR Hire.

- a) Go to HCM Community Users dashboard: **NavBar > CU Resources > Business Tools > HCM > Employee Self Service > HCM Community Users**



The HCM Community Users dashboard appears.

- b) Click the **Pay Actions** tile.

2. Under ePAR Hire, click **Add** or **Expert Add**.



Step 1: ePAR Hire Search

The Create ePAR Hire Request form displays a prompt asking whether the person you are looking for was recruited through CU Careers. The default of No is already selected.

You can search for either a candidate who was recruited through CU Careers, or a candidate who was not recruited through CU Careers:

- To search for a candidate who was recruited through CU Careers:

1. Select **Yes** for the recruiting prompt:

 A screenshot of a form prompt: 'Was this person recruited through CU Careers?'. Below the text are two radio buttons. The 'Yes' radio button is selected and highlighted with a red rectangular box, while the 'No' radio button is unselected.

HCM displays a list of candidates from CU Careers.

2. Select your candidate (who may also be an existing employee) from the list of new hires listed under **CU Careers Data**:

CU Careers Data			Personalize	Find	First	1-7 of 7	Last
Select	Applicant Name	Applicant ID					
<input type="checkbox"/>	Justin Smith	61420					
<input type="checkbox"/>	Leela Cherokee	61481					
<input type="checkbox"/>	Dana Feinstein	61520					
<input type="checkbox"/>	Ali Bayir	51279					
<input type="checkbox"/>	Tyler Hansen	51961					
<input checked="" type="checkbox"/>	Julia Roberts	61680					
<input type="checkbox"/>	Brian Gregory	51531					

- To search for an employee who was not recruited from CU Careers:

1. Leave **No** selected for the recruiting prompt:

Was this person recruited through CU Careers? ☐ Yes ☒ No

2. Use the Search Criteria area to type the **National ID** or **Empl ID**, and then press **Tab**:

Search Criteria

National ID:

Empl ID:

Search Clear

Note: If the person you are hiring is a person of interest (POI) who does not have an SSN in HCM, or has XXX-XX-XXXX as the SSN, you must update the POI through Modify a Person to add the SSN. The HCM hire transaction will not permit you to edit the SSN; therefore, you or your campus HR will need to update the SSN in Modify a Person before beginning the hire transaction. The value should be a valid SSN that will run through our HireRight/I9 E-Verify process.

3. Click **Search**.

The system runs a search to verify whether the candidate already exists in the HCM system.

- If the person is not in the system (new employee), you will get the following message:

Message

Search Criteria did not return any results (18160,43)

Enter new or additional Search Criteria

OK

- If the system finds employees that meet your search criteria, a list of existing employees appears. This result is expected for a rehire or an additional job. Remember, if this is a transfer,

you need to submit a different ePAR transaction. Refer to *Transferring an Employee Step-by-Step Guide*.

Sub Action	Empl ID	Name	First Name	Last Name	National ID	Gender	Date of Birth
<input checked="" type="checkbox"/> Existing Employee/Rehire						Female	01/19/XXXX
<input type="checkbox"/> Existing Employee/Rehire						Female	07/26/XXXX

- Depending on your search, click **OK** from the message box; or select the employee from the list.
If the system has determined that this person does not exist in the HCM database, this will be a New Employee.

- Click **Next**.

Step 2 of 8: Action/Reason

To indicate the type of action you are taking:

- Complete the required fields.

Note: If you are entering a transaction with an effective date that is past a future-dated rehire transaction, then enter effective date **before** selecting the Action and Action Reason, otherwise the system will generate an error.

- From the **Action** list, the value is already selected for you (Hire or Rehire).

- From the **Reason** list, select the appropriate reason.

Available Reason values depend on the selected Action as well as the employee. That is, if you selected a candidate who already has a record in HCM, and if so, if that employee is active, there are specific reasons that can be associated with the hiring of that employee. The following table lists Actions and Reasons that can apply to the candidate you are hiring.

Note: Contents of the Expert Entry page for Hire/Rehire/Additional Job actions loads based on the Action/Reason combination selected.

Existing Employee	Active Employee	Action	Reason
No	No	Hire	New Hire Summer Research Summer Teaching
Yes	No	Rehire	Rehire Reappointment Reinstatement Summer Research Summer Teaching
Yes	Yes	Hire	Additional Job Additional Job Summer Research Additional Job Summer Teaching

According to these conditions, you can have the following situations:

- A candidate without an existing record would be a new hire.
- A candidate with an existing record who is not active is a former employee whom you can rehire.
- A candidate with an existing record who is active in the system, is a current employee whom you can hire for an additional job.

Note: If the candidate is an active employee whom you want to hire into a new job, then that is a transfer, and is a separate ePAR Pay Action. Refer to *Transferring an Employee Step-by-Step Guide* for more information about submitting an ePAR Transfer transaction.

4. In the **Effective Date** field, type or select a date from the calendar.
5. For the prompt, **Is this employee on a contract?** you must select either **Yes** or **No**.
For this example, No is selected for the contract question. When you select No to the contract prompt, notice the total number of steps changes in the ePAR transaction page to a total of seven steps. If you select Yes, the step would remain step 3 of 8, because there is an additional step when you are entering a new employee who will be paid on a contract to define the contract parameters.



Contract Pay: If you are paying this employee on contract, select **Yes** at the prompt. The Effective Date is the Contract Begin Date.

Faculty at the university are primarily paid using contract pay. Contract pay is a calculation of pay that defines a contract pay type and its payment periods. Before the start of the academic year, faculty members elect the contract type indicating they are to be paid salary over 9, 10, or 12 months. Graduate students may also be paid on a fall, spring, or academic year (AY) contract. Refer to *Working with Contracts Step-by-Step Guide* for information about contract pay.

Collaborate Attach

Create ePAR Hire Request

Step 2 of 8: ePAR - Action/Reason

Transaction Details

PAR Action: Hire	Action: Hire	Document ID: ePAR Hire
Request ID: NEXT	Reason Code: New Hire	Document Instance: 0
ePAR Status: Initial	Effective Date: 09/14/2015	Document Status: Initial / Add Entry
	Effective Seq: 0	

Employee Details

Name: Test, Jane	Empl ID:	Empl Rcd: 0
Profile Type:	Profile ID:	Last Personnel Action:
		Last Transaction Date:

Action/Reason Selection

*Action: Hire	*Reason: New Hire
*Effective Date: 09/14/2015	Effective Sequence: 0 Fiscal Year: 2016
Is this employee on a contract?: <input type="radio"/> Yes <input checked="" type="radio"/> No	
Comments:	

Previous Next

6. If using standard entry, type text in the **Comments** box, type information about this new hire that may be helpful in the approval process.
7. Click **Next**.

Step 3 of 7: Personal Information

(Total steps changes to 7 when you are not paying an employee on a contract)

When using standard entry, you will need to proceed through several pages to create the transaction. If you are using Expert Entry, you will see several of these pages have been consolidated into one page.

1. When hiring an employee from CU Careers; the following fields are pulled over from the applicant information:

- Employee's First, Last and Middle Name
- Employee's Date of Birth
- Employee's Gender
- Employee's Social Security Number
- Employee's Hispanic ethnicity selection (Yes or No)
- Employee's Address
- Employee's Phone numbers that were entered as an applicant
- Employee's Email address that was entered as an applicant
- Background Checks that were done prior to Employment

Create ePAR Hire Request
Step 3 of 7: ePAR Hire- Personal Information

Transaction Details

PAR Action: Hire	Action: Hire	Document ID: ePAR Hire
Request ID: NEXT	Reason Code: New Hire	Document Instance: 0
ePAR Status: Initial	Effective Date: 07/07/2015	Document Status: Initial / Add Entry
	Effective Seq: 0	

Employee Details

Name: Bayr, Ali	Empl ID:	Empl Rcd: 0
Profile Type:	Profile ID:	Last Personnel Action:
		Last Transaction Date:

Biographical Information

Name Prefix:	*First Name: Ali
Middle Name: TEST	*Last Name: Bayr
Legal Name:	Name Suffix:
Preferred Name:	

Personal Information

Date of Birth: 01/25/XXXX	*Gender: Male
Marital Status: Unknown	National ID: XXX-XX-XXXX
*Is Employee Hispanic? <input type="radio"/> Yes <input checked="" type="radio"/> No	Military Status: Not a Veteran
Ethnic Origin: <input type="text"/>	Waive Data Protection: <input type="checkbox"/>

Home Address Information

Country: USA <input checked="" type="checkbox"/> United States	City: Boulder
Address Line 1: 4851 Darden Ct	State: CO <input checked="" type="checkbox"/> Colorado
Address Line 2:	Postal Code: 80501
Address Line 3:	County:

Mailing Address Information

Address 1:	City:
Address 2:	State:
Address 3:	Postal Code:
Country:	Country: USA <input checked="" type="checkbox"/>

Home Phone Information

Telephone: 850-945-7669	Preferred: <input checked="" type="checkbox"/>
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Mobile Phone Information

Telephone: 303804225	Preferred: <input checked="" type="checkbox"/>
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Business Phone Information

Telephone:	Preferred: <input type="checkbox"/>
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Home E-Mail Information

Email Address: Test@invalid.edu	Preferred: <input checked="" type="checkbox"/>
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Background Check

	Background Check	Passed Date	Expiration Date
1	Criminal Background Check	09/04/2015	
2	Financial Background Check	09/04/2015	
3	Motor Vehicle Background Check	09/04/2015	
4	Other Background Check	09/04/2015	

Previous Next

2. Verify and update the personal information according to the employee's information listed in Personal Information.
 3. Double-check that you have selected one of the phone numbers and the home e-mail as **Preferred** (as reflected in Personal Information).
- Note:** If the preferred phone and e-mail information is missing, the system will display an error when you try to save the transaction, indicating that required information is missing.
4. Click **Next**. (Standard entry only.)

Step 4 of 7: Job Information

1. Verify and complete Job Information fields.

The following fields are required:

- Position Number
- Full/Part Time
- Regular/Temporary
- Standard Hours
- FTE
- Pay Group



Contract Pay: If you are paying this employee on contract, and you use the appointment end date, it should be the same date as the contract end date.

Notes:

- If the position information default values are not correct, you will have to update the position and make sure your Update Incumbents checkbox is selected while you are in maintain positions. Refer to *Updating a Position Step-by-Step Guide* for more information.
- When hiring multiple candidates from CU Careers, each candidate must have a unique position number. Make sure you change the position number field appropriately.

Collaborate Attach

Create ePAR Hire Request

Step 4 of 7: ePAR Hire- Job Information

Transaction Details

PAR Action: Hire	Action: Hire	Document ID: ePAR Hire
Request ID: NEXT	Reason Code: New Hire	Document Instance: 0
ePAR Status: Initial	Effective Date: 09/14/2015	Document Status: Initial / Add Entry
	Effective Seq: 0	

Employee Details

Name: Test, Jane	Empl ID:	Empl Rcd: 0
Profile Type:	Profile ID:	Last Personnel Action:
		Last Transaction Date:

Work Information

*Position Number: [REDACTED]	Position Title: Accounting & Procurement Mgr
Department: 10255 Leeds School of Business	Appointing Authority: [REDACTED]
Location: 1BUS Business Building	
Reports To: 00702274 Director, Finance and Budget	

Job Information

Job Code: 2385 Finance/Acctg Prgm Mgr	Regular/Temporary: Regular
Full/Part Time: Full-Time	*Standard Hours: 40.00
Classified Indicator: Officer/Exempt/Professional	Empl Class: 1 Univ Fac/Staff - All Benefits
Officer Code: None	FTE: 1.000000
FLSA Status: Exempt	*Pay Group: USX University Staff Exempt
Company: CU University of Colorado	FICA Status-Employee: Subject
Employee Type: Salaried	
Tax Location Code: NO LOCAL NONE	

Employment Data


Appointment End Date: [REDACTED]

Previous Next

Boulder Campus: When hiring graduate students, make sure the Pay Group is **STM** (Student Faculty).

2. Click **Next**. (Standard entry only.)

Step 5 of 7: Compensation

- Under the **Job Pay Components** section, enter the compensation rate (**Comp Rate**) for the appropriate **Rate Code**. Remove any Rate Codes that are not applicable by clicking on the minus button .



Contract Pay: If the employee is being paid on contract:

- **Comp Freq** should be **C**.
- **Rate Code** should be **BASEC**.

Collaborate Attach

Create ePAR Hire Request

Step 5 of 7: ePAR Hire- Compensation

Transaction Details

PAR Action: Hire	Action: Hire	Document ID: ePAR Hire
Request ID: NEXT	Reason Code: New Hire	Document Instance: 0
ePAR Status: Initial	Effective Date: 09/14/2015	Document Status: Initial / Add Entry
	Effective Seq: 0	

Employee Details

Name: Test, Jane	Empl ID:	Empl Rcd: 0
Profile Type:	Profile ID:	Last Personnel Action:
		Last Transaction Date:

Compensation

Annual Comp Rate: 60000.00	Converted Comp Rate:
Compensation Rate: 5000.000000	
Comp Freq: M Monthly - Salary	Salary Admin Plan: 238
Salary Grade: A08	CU Careers Annualized Salary:

Job Pay Components

Rate Code	Comp Rate		
1 BASADM	5000.000000	+	-
2 BASEH		+	-
3 BASEM		+	-
4 BASSUP		+	-
5 BASTPD		+	-

Previous Next

- Click **OK** to confirm the deletion.

Delete Confirmation

Delete current/selected rows from this page? The delete will occur when the transaction is saved.

OK Cancel

- Continue removing codes until only the applicable Rate Code remains.
- Click **Next**. (Standard entry only.)

Step 6 of 8: Contract Parameters



Contract Pay: If the employee is being paid on contract, then selecting the contract parameters is step 6 of the transaction. Otherwise, proceed to the next step in the transaction, which is Department Budget (6 of 7). For more information, refer to the *Working with Contracts Step-by-Step Guide*.

Boulder Campus: If hiring graduate students as a reappointment with a funding change, you should contact the HR Service Center (hrsc@colorado.edu) for specific dates to enter.

If this employee is being paid on contract, select the contract parameters as described below.

1. In the **Contract Eff Date** box, type the date on which the contract begins.

Note: The Contract Eff Date **must** equal the Payment Begin Date.

Contract Information			
Contract Pay Type:	<input type="text" value="M"/>	Payment Term:	<input type="text" value="Actual"/>
Monthly Frequency:	<input type="text" value="M"/> MON Sal	Calculation Method:	<input type="text" value="Actual"/>
Pay Period Hours:	<input type="text" value="8.00"/>	Daily Hours:	<input type="text" value="8.00"/>
Assign Hours To Flag:	Not Applicable	*Contract Begin Date:	<input type="text" value="09/01/2017"/>
*Contract End Date:	<input type="text" value="09/01/2017"/>	*Contract Eff Date:	<input type="text" value="09/01/2017"/>
*Payment End Date:	<input type="text" value="09/01/2017"/>	*Payment Begin Date:	<input type="text" value="09/01/2017"/>
*Termination Date:	<input type="text" value="09/01/2017"/>	School Schedule:	<input type="text" value=""/>
		*Actual Start Date:	<input type="text" value="09/01/2017"/>

2. From the **Contract Pay Type** list, select the type and press **Tab**. The Payment Term field will populate automatically.

Boulder Campus: Select **Other Pd/X Months** as the Contract Pay Type for graduate students.

3. Notice that HCM provides the following defaults:

- **Monthly Frequency** displays a default of **M** (MON Sal).
- **Calculation Method** displays a default of **Actual**.
- **Daily Hours** displays a default of **8.00**.

4. Enter the **Contract Begin Date** and the **Contract End Date**. These dates define the actual start and stop dates of the employee's appointment.

Contract Information			
Contract Pay Type:	<input type="text" value="AY Admin Pd/9 Months"/>	Payment Term:	<input type="text" value="Pay over 'X' month"/>
Monthly Frequency:	<input type="text" value="M"/> MON Sal	Calculation Method:	<input type="text" value="Prorate"/>
Pay Period Hours:	<input type="text" value="8.00"/>	Daily Hours:	<input type="text" value="8.00"/>
Assign Hours To Flag:	Contract Earnings Only	*Contract Begin Date:	<input type="text" value="08/14/2017"/>
*Contract End Date:	<input type="text" value="05/16/2018"/>	*Contract Eff Date:	<input type="text" value="09/01/2017"/>
*Payment End Date:	<input type="text" value="08/13/2018"/>	*Payment Begin Date:	<input type="text" value="09/01/2017"/>
*Termination Date:	<input type="text" value="05/16/2018"/>	School Schedule:	<input type="text" value=""/>
		*Actual Start Date:	<input type="text" value="08/14/2017"/>

5. Enter the **Payment Begin Date** and the **Payment End Date**. These dates define the start and stop dates of when the employee is paid. For example, faculty report to work in mid-August for the start of the Fall/AY appointment, but payment can start September 1.

- The system allows Payment Begin Date and Payment End Date to be different from Contract Begin Date and Contract End Date.
- The system provides a default to the Payment Begin Date based on the Contract Eff Date. The system also provides a default Payment End Date that is 12 months from the Contract Begin Date if the Payment Term is Pay over X months. This **must** be changed for accuracy based on the type of contract
- The Payment Begin Date must be equal to or after the Contract Begin Date. If it is before the Contract (employment) Begin Date, the system will prorate the contract value minus the days between payment and employment. This is also true for the end dates; the Payment End Date must be equal to or after the Contract End Date to prevent any proration of the contract.

Contract Information			
Contract Pay Type:	AY Admin Pd/9 Months	Payment Term:	Pay over 'X' montl
Monthly Frequency:	M MON Sal	Calculation Method:	Actual
Pay Period Hours:		Daily Hours:	8.00
Assign Hours To Flag:	All Earnings(Contract+PNE+ENP)	*Contract Begin Date:	08/14/2017
*Contract End Date:	05/16/2018	*Contract Eff Date:	09/01/2017
*Payment End Date:	08/13/2018	*Payment Begin Date:	09/01/2017
*Termination Date:	05/16/2018	School Schedule:	
		*Actual Start Date:	08/14/2017

- The system will provide an Actual Start Date, which will match the Contract Begin Date. The system provides the Termination date that matches the Contract End Date.

6. Select the **School Schedule**. (Does not apply to Denver or AMC campuses, see note below.)

Important: The School Schedule is used **only** when creating 9 Pay 9, 9 Pay 12, and 10 Pay 10 contracts. For all other contract types it **must** remain blank.

Contract Information			
Contract Pay Type:	AY Admin Pd/9 Months	Payment Term:	Pay over 'X' montl
Monthly Frequency:	M MON Sal	Calculation Method:	Prorate
Pay Period Hours:		Daily Hours:	8.00
Assign Hours To Flag:	Contract Earnings Only	*Contract Begin Date:	08/14/2017
*Contract End Date:	05/16/2018	*Contract Eff Date:	09/01/2017
*Payment End Date:	05/31/2018	*Payment Begin Date:	09/01/2017
*Termination Date:	05/16/2018	School Schedule:	JCB
		*Actual Start Date:	08/14/2017

Boulder Campus: If you are tracking contracts in a worksheet, you may want to update it because you can only work with one contract at a time.

Denver Campus: Do not put in a school schedule. Refer to Working with Contracts Step-by-Step Guide for correct dates.

After the transaction has been approved, you can check that you have successfully set up the contract by going to the Update Contract Pay NA page. Navigation: **Main Menu> Workforce Administration> Job Information> Contract Administration> Update Contract Pay NA**. Check to make sure you have a new unique contract ID number.

7. Click **Next**.

Step 6 of 7: Department Budget



Contract Pay: If you are paying this employee on contract, then this is step 7 of 8 of the transaction. Otherwise, the funding is step 6.

- If you are using the position funding that was approved, leave the **New Funding Same as Current Funding?** checkbox selected; otherwise, proceed to the next step.

Collaborate Attach

Create ePAR Hire Request

Step 6 of 7: ePAR - Department Budget

Transaction Details

PAR Action: Hire	Action: Hire	Document ID: ePAR Hire
Request ID: NEXT	Reason Code: New Hire	Document Instance: 0
ePAR Status: Initial	Effective Date: 09/14/2015	Document Status: Initial / Add Entry
	Effective Seq: 0	

Employee Details

Name: Test, Jane	Empl ID:	Empl Rcd: 0
Profile Type:	Profile ID:	Last Personnel Action:
		Last Transaction Date:

Current Funding

Budget Amount	Department	Project/Grant	Speedtype	Product	Fund Code	Program Code	Distrb %	Funding End Date
1 0.00	10769		11059070	1400	10	34434	100.000	

Dept Budget

☒ New Funding Same as Current Funding?

New Funding

Empl ID: Empl Record: 0 ☐ Amt ☐ Pct

Budget Amount	Department	Project/Grant	Speedtype	Product	Fund Code	Program Code	Distribution %	Funding End Date
1 0.00	10769		11059070				100.000	

Previous Next

- If you need to adjust the funding, deselect the **New Funding Same as Current Funding?** checkbox and then under New Funding, select either **Amt** (Amount) or **Pct** (Percent). In this example, Pct is selected. You can add more rows by clicking the plus button.

Note: By typing the Combination Code and pressing **Tab**, all fields except Distribution % and Funding End Date will be populated automatically.

New Funding

Empl ID: Empl Record: 0 ☐ Amt ☒ Pct

3. Type in new the **Department** number, **SpeedType** number and **Distribution %**.

Department	Project/Grant	Speedtype	Product	Fund Code	Program Code	Distribution %	Funding End Date
1 10045		11050655	1500	10	10345	100.000	

Note: If you need to split the account Distribution, click the plus button (+) and add the additional Department number, SpeedType number and Distribution %. (Total Distribution % must equal 100%.)

Department	Project/Grant	Speedtype	Product	Fund Code	Program Code	Distribution %	Funding End Date
1 10045		11050655	1500	10	10345	50.000	
2 10046		11028547	1500	10	10352	50.000	

Previous Next

4. Click **Next**.

Step 7 of 7: ePAR Save and Submit the Transaction

- Click the checkbox next to the statement, "I certify that the information provided is completed and accurate to the best of my knowledge."
- Depending on your method of entry, save and submit the transaction as follows:

- Standard Entry:**

- Click **Confirm** to complete the transaction.

This also saves your transaction.

Save
 Collaborate
 Attach

Create ePAR Hire Request

Step 7 of 7: ePAR Confirmation

Entered By:	Entered On:	Document Status: Initial
Updated By:	Updated On:	Sub Status: Add Entry Additional Info

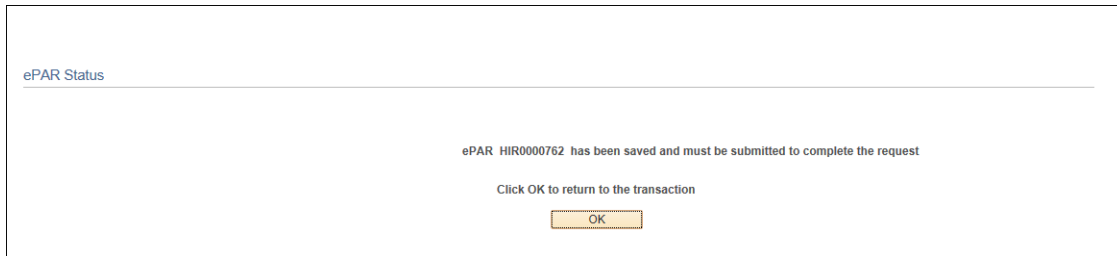
All items on Pre-hire form have been completed.

☐ I certify that the information provided is complete and accurate to the best of my knowledge

Confirm

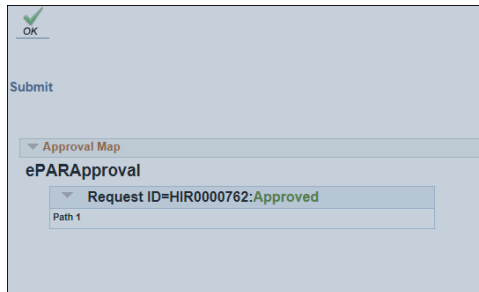
Previous

- b) When you receive your ePAR Status, click **OK**.

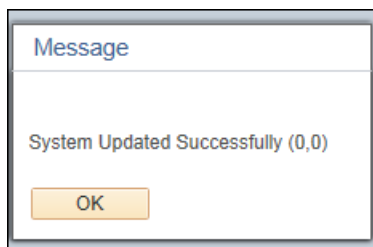


- c) Click **Submit**.

- d) Click **OK**.



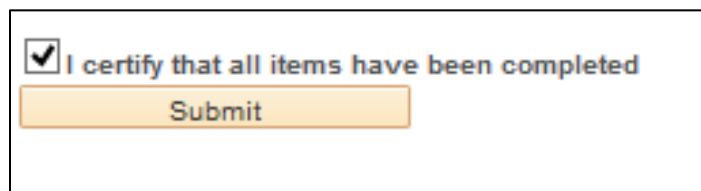
You will receive the following message: System Updated Successfully.



- e) Click **OK**.

• Expert Entry:

- a) After completing the ePAR Expert Hire information, click the certification check box and click **Submit**.



A confirmation message displays the date, time and the name of the user who filled and confirmed the data in the transaction.

- b) Click the **Save** button at the top of the page. An ePAR number is generated.

Create ePAR Expert Hire Request

Step 2 of 2: ePAR Expert Hire Information

Transaction Details

PAR Action: Hire	Action: Hire	Document ID: ePAR Hire
Request ID: NEXT	Reason Code: New Hire	Document Instance: 0
ePAR Status: Initial	Effective Date: 06/21/2016	Document Status: Initial / Add Entry

- c) After you receive your ePAR Status, click **OK**.

ePAR **HIR0093741** has been saved successfully

Click OK to return to the transaction

OK

- d) Click **Submit**.

Collaborate Attach Print Preview Submit Lifecycle Viewer Withdraw

- e) Click **OK**.

Approval Map

ePARApproval

Request ID: [redacted] - Approved

Path 1

The system displays a System Updated Successfully message:

Message

System Updated Successfully (0,0)

OK

- f) Click **OK**.

Toggle Between ePAR Expert ReadOnly and ePAR ReadOnly

You can toggle ePAR transaction views by selecting the view you want from the **Switch View** list box.

Collaborate Attach Print Workflow Lifecycle Viewer Audit

Review ePAR Expert Hire Request

Switch View: ▼

- Expert ReadOnly
- ePAR ReadOnly**

Transaction Details

PAR Action: Hire	Action: Hire	Document ID:
Request ID: HR0093741	Reason Code: New Hire	Document Instance: 96939
ePAR Status: Approved	Effective Date: 07/15/2016	Document Status: System Update / Completed
Effective Seq: 0	GoTo:	

Selecting ePAR ReadOnly loads as a traditional ePAR with multiple steps:

Collaborate Attach Print Workflow Lifecycle Viewer Audit

ePAR Hire ReadOnly

Step 1 of 6: ePAR - Action/Reason (Display Only) Switch View: ▼

Transaction Details

PAR Action: Hire	Action: Hire	Document ID: ePAR Hire
Request ID: HR0093741	Reason Code: New Hire	Document Instance: 96939
ePAR Status: Approved	Effective Date: 07/15/2016	Document Status: System Update / Completed
Effective Seq: 0	GoTo:	

Employee Details

Name: Manning, Payton	Empl ID: 295363	Empl Rcd: 0
Profile Type:	Profile ID:	Last Personnel Action:
Historical ePARs	Pending ePARs	Last Transaction Date:

Action/Reason Selection

*Action: Hire	*Reason: New Hire
*Effective Date: 07/15/2016	Effective Sequence: 0 Fiscal Year: 2017
Is this employee on a contract?: <input type="radio"/> Yes <input checked="" type="radio"/> No	
Comments:	

Next

Selecting Expert ReadOnly displays the Review ePAR Expert Hire Request page as one consolidated page, unless if the employee is on contract (contract Pay page displays as a separate page).

Review ePAR Expert Hire Request

Switch View:

Transaction Details	
PAR Action: Hire	Action: Hire
Request ID: HIR0093741	Reason Code: New Hire
ePAR Status: Approved	Effective Date: 07/15/2016
Effective Seq: 0	Document ID: ePAR Hire
	Document Instance: 96939
	Document Status: System Update / Completed
	GoTo: <input type="button" value="v"/> <input type="button" value="C"/>
Employee Details	
Name: Manning, Payton	Empl ID: 295363 <input type="button" value="v"/>
	Empl Rcd: 0 <input type="button" value="v"/>
Historical ePARs	Pending ePARs
	Last Personnel Action:
	Last Transaction Date:
Action/Reason Selection	
*Action: Hire <input type="button" value="v"/>	*Reason: New Hire <input type="button" value="v"/>
Old Effective Date:	Old Effective Sequence: 0
*Effective Date: 07/15/2016	Effective Sequence: 0 Fiscal Year: 2017

You can also toggle the ePAR transactions view by navigating to the Inquire ePAR Transactions page and selecting between Expert ReadOnly and ePAR ReadOnly under the View Name field.

Navigation: **Main Menu> Smart PAF> Inquire ePAR Transactions**

ePAR Global Inquiry

Use Saved Search:

ePAR #	equal to <input type="button" value="v"/>	HIR0093741 <input type="button" value="Q"/>
PAR Action	equal to <input type="button" value="v"/>	<input type="button" value="v"/>
ePAR Status	equal to <input type="button" value="v"/>	<input type="button" value="v"/>
Action	equal to <input type="button" value="v"/>	<input type="button" value="Q"/>
Reason Code	equal to <input type="button" value="v"/>	<input type="button" value="Q"/>
Empl ID	equal to <input type="button" value="v"/>	<input type="button" value="Q"/>
Department	equal to <input type="button" value="v"/>	<input type="button" value="Q"/>
First Name	begins with <input type="button" value="v"/>	<input type="button" value="Q"/>
Last Name	begins with <input type="button" value="v"/>	<input type="button" value="Q"/>
Position Number	equal to <input type="button" value="v"/>	<input type="button" value="Q"/>
Job Code	equal to <input type="button" value="v"/>	<input type="button" value="Q"/>
Classified Indicator	equal to <input type="button" value="v"/>	<input type="button" value="v"/>
Document State	equal to <input type="button" value="v"/>	<input type="button" value="v"/>
State Detail	equal to <input type="button" value="v"/>	<input type="button" value="Q"/>

ePAR Details 1 of 1

ePAR Details	Employee Details	<input type="button" value="v"/>
Request ID	View Name	Effective Date
1 HIR0093741	Expert ReadOnly <input type="button" value="v"/>	07/15/2016
	Expert ReadOnly	Hire
	ePAR ReadOnly	New Hire
		System Update Completed