

Walk through upcoming ePAR upgrade, then see how to prepare ^[1]

January 27, 2020 by [Employee Services](#) ^[2]

On Feb. 13, the Separation ePAR will transition to the Template-Based Transaction (TBT) framework to and give users access to functions and features that streamline business processes, help minimize the effects of vendor updates on systems and operations, and keep CU in compliance with Oracle.

Group terminations and termination business processes remain largely unchanged, and Payroll Personnel Liaisons and Transaction Approvers will experience no changes to their processes.

What's changing?

1. The SmartERP Separations form will no longer be visible.
2. Instead of using the SmartERP form, users will click the Transaction Launch Page tile found under HCM Community Users in the employee portal.
3. Users will use the Transaction Launch Page to initiate a Termination transaction and search for the person being terminated (search criteria remains the same). A new value, Termination, will be available in the required Search Option field. Termination can be selected from the dropdown list.
4. Once a Termination transaction is entered, it will be routed for approval according to campus-specific policies.

Walk through the updates

Enter the criteria to find the employee who will be terminated, then choose the Termination option. Ensure you select the correct record to terminate. The record number is visible on the Transaction Launch Page after you search for the employee.

Click the images to enlarge them


Transaction Launch Page

Search Criteria

Empl ID

First Name

Last Name

Date of Birth 

National ID

National ID Last 4

Department

*Search Option

- Hire/Rehire/Additional Job
- Termination
- Transfer Employee

ATS Applicants [Personalize](#) | [Find](#) | [View All](#) | 

Select	Source System	Applicant ID	Name	Date of Birth	National ID Last 4	Dept ID	Department Name
<input type="checkbox"/>							

Clear ATS Selection

HCM Data

Select	Template Action	Empl ID	Empl Record	Name	Status	National ID Last 4	Effective Date	Unit	Dept ID	Department Name
<input type="checkbox"/>										

Clear HCM Selection

Add a Person


Submit

[3]

Enter an effective date (this is the first day the employee will no longer be employed) and select a reason for termination.

Enter Transaction Details

The following transaction details are required.

Template	Direct Termination
Organizational Relationship	Employee
Country	United States
*Empl ID	<input type="text"/>
*Employment Record Number	0 (Business Services Professional) ▼
*Job Effective Date	01/13/2020 
Action	Termination
*Reason Code	<input type="text"/>

[4]

Add comments and submit the transaction for approval.

Enter Transaction Information

Enter the following Employee or Contingent Worker information.

[Return to Enter Transaction Details Page](#)

Save and Submit

Save as Draft

Cancel

Save and Submit for Approval

Position - Job Infor

Work Location - Position Data

Position Number

Description

Work Location - Job Fields

Regulatory Region

Company

Department

Department Description

Location Code

Location Code Description

Business Unit

Job Information - Job Code

Job Code

Description

Comments

Job Notes



Attachments

You have not added any attachments.

Add Attachment

[Return to Enter Transaction Details Page](#)

Save and Submit

Save as Draft

Cancel

Save and Submit for Approval

[5]

Start preparing for the upgrade

To ensure you are ready to use the new template, follow the steps below:

1. [Clear your cache](#) [6] and turn off your popup blocker.
2. [Complete the HCM Termination Demo and Practice exercise in Skillsoft](#) [7].

3. Review the [Terminating an Employee step-by-step guide](#) [8].
4. Ensure all termination transactions are entered and approved before **Feb. 6**. If a termination needs to be entered between **Feb. 7 and Feb. 13**, please work with your campus Human Resources office.

Have questions?

If you have questions or concerns, please call Employee Services at 303-860-4200, option 2, or email hcm_community@cu.edu [9].

ePAR [10]

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[5] https://www.cu.edu/sites/default/files/step%203_0.png [6] <https://www.cu.edu/doc/hcmjaid-pop-blockers-cachepdf-1>

[7]

<http://universityofcolorado.skillport.com/skillportfe/custom/login/saml/login.action?courseaction=launch&assetid>

[8] <https://www.cu.edu/docs/sbs-terminating-employee> [9] mailto:hcm_community@cu.edu

[10] <https://www.cu.edu/blog/hcm-community/tag/epar>