Employee Transactions

Transactions are migrating away from Smart ePAR transactions to the use of delivered Template Based Transactions on Fluid HCM pages, providing users with a faster, more direct navigation to approvals with fewer clicks.

- Template Based Transactions in Fluid
- Smart ePAR Non-Pay Transactions
- Smart ePAR Pay Transactions
- HCM Favorites

Learn how to process the following Template Based Transactions on Fluid HCM pages:

- Course Completions
- Contract Pay
- Create Positions
- Funding Entry
- Hire or Rehire
- Payroll Expense Transfer (PET)
- Person of Interest (POI)
- Termination
- Transfer Employees
Smart ePAR Non-Pay Transactions  Learn More

Job Changes  Enter job changes [1]
Group Termination  Enter group terminations [2]
Leave  Put employees on leave [3]
Group Changes  Enter group changes [4]
Person of Interest (POI)  Add a Person of Interest (POI) [5]
Other tasks  See course completions [6]

Smart ePAR Pay Transactions  Learn More

Additional Pay  Issue additional pay (one-time and recurring) [7]
Pay Rate Changes  Enter a Pay Rate Change [8]
Non-Person Profile (NPP)  Creating or Updating a Non-Person Profile [9]

The videos below walk you through how to use HCM Favorites as well as how to navigate and log into HCM.

How to: Navigate Through HCM

How to: Log into HCM

How to: Use HCM Favorites

Groups audience: HCM Community