

ePAR – End of Assignment

End of Assignment vs. Termination ePAR

- End of Assignment ePAR:
 - The employee has multiple assignments, and one of the assignments has ended
 - End an employee's current assignment as of a particular date, and the employee will begin another assignment within next three months
- Termination ePAR:
 - End all their employment with UT Dallas permanently
 - Can be voluntary: resignation, personal reason, death
 - Can be involuntary: expiration of assignment, availability of work, cancellation of position and work performance

Enter a New ePAR

- Gemini for Departments > Personnel Info/Action > ePAR Action

The screenshot shows the Gemini HCM Menu interface. On the left, a sidebar lists various actions, with 'ePAR Actions' highlighted. The main area is titled 'ePAR Actions' and contains a search section. A red box highlights the 'Add a New Value' button in the top right corner of the search section. Below this, there are search criteria fields for Request ID, Empl ID, Name, Department, Request Date, Action, and Status, each with a 'begins with' dropdown and a text input field.

Select End Assignment

Personnel Action Request

ePAR

Action

*Action

Change Funding Sources

End Assignment

Job Attribute Change

Leave of Absence

New Appointment

Retirement

Return From LOA

Supplemental Pay

Termination

Transfer

Explain Action

Status

Request ID

Request Dt

10/13/2023

Submitt

Entered

Na

Ph

Em

Second

Name

Phone

Add

Enter Employee ID

End Assignment

ePAR

Employee Information

Empl ID

Name

DeptID

Action

*Action

End Assignment

Status

Request ID

Request Dt

10/13/2023

Attachments

Explain Action

Appointments

EmpRd	Position	End Date	Job Code	Job Title	Dept ID	Dept Title
1	0					

- If you don't know the employee ID, click the magnifying glass to search by name

Look Up Empl

Empl ID

Last Name

First Name

[Basic Lookup](#)

Search Results

[View 100](#)

Empl ID	Display Name	Job Code	Job Title	Department
	Charles Brown	C06342	Senior Public Safety Officer	506000
	Jessie Brown	S00634	Research Assistant	302500
	Brandon Brown	S09997	Student Assistant	601090

Appointments

- The Name, Job Code, Dept ID and Appointment will auto-populate after entering Empl ID
- Select End Date as last day of the assignment

Employee Information

Empl ID Name DeptID

Action

*Action Status

Request ID

Request Dt

Explain Action

[Attachments](#)

Appointments

Appointments

	EmpRd	Position	End Date	Job Code	Job Title	Dept ID	Dept Title
1	0		<input type="text" value="05/22/2023"/> <input type="button" value="Calendar"/>	S09997	Student Assistant	601060	University Recreation

Multiple Assignments

- If only one assignment needs to be ended, leave the end date on the other row blank
- If both assignments are being ended, end dates should be ended for both rows, and the end dates do not have to be the same for both rows

Appointments							
EmpRd	Position	End Date	Job Code	Job Title	Dept ID	Dept Title	
1	0	12/15/2023	S09997	Student Assistant	601060	University Recreation	
2	1	12/08/2023	S09997	Student Assistant	601060	University Recreation	

Save ePAR before Submit

- The Submitter/Contact information will indicate the person who created the ePAR. Click the arrow to expand.
- A secondary contact can be added.
- Click the “Save” button. Further changes can be made after ePAR has been saved.
- The ePAR cannot be submitted without first being saved.

▼ Submitter/Contact Information

Entered By

Name

Xi Chen

Phone

Email

xxc171830@hcmtest.utdallas.edu

Secondary Contact

Name

Phone

Save

Submit

Approve

Deny

Call Back

Send Back

Cancel

Copy...

History

Request ID and Attachments

- Upon saving the ePAR, a request ID will be assigned, and attachments button is available
- Request ID will allow you to leave and come back to the ePAR as needed

Action

*Action

End Assignment

▼

Status Saved

Request ID

00182486

Request Dt

10/13/2023

Attachments

Explain Action

End assignment due to internship from 5/23/2023 to 8/20/2022

Attachments

- Select type from the drop-down menu, click Add to upload
- Click Choose File to browse, and then click Upload
- Click “+” sign to add another document
- Once all documents have been attached, click Done

ePAR Attachments

Request ID 00181996

1-1 of 1

	Type	File Name	Add
1	<div>▼</div>		<div>Add</div>

Cell Phone Receipt

I9

No Rehire

Other

Selective Service

Social Security Card

Visa

Done

File Attachment ✕

Choose File Dept List.xlsx

Upload

Cancel

Request ID 00181996

1-2 of 2

	Type	File Name	View	Delete
1	Other ▼	Dept_List.xlsx	<div>View</div>	<div>Delete</div>
2	Other ▼	Payable_Status.docx	<div>View</div>	<div>Delete</div>

Done

Submit ePAR

- Please review the ePAR and make sure all of information is correct before submission
- No changes can be made after an ePAR has been submitted
- Once the ePAR is submitted, the approval workflow will be visible
- You will receive an email that your ePAR has been submitted for approval

> Submitter/Contact Information

Save

Submit

Approve

Deny

Call Back

Department Approvals

REQUEST_ID=00181738:PendingView/Hide Comments

Department 1

Self Approved

Carina Legorreta
Department Approval
10/03/23 - 2:08 PM

→

Approved

Amanda R Moilan
Department Approval
10/03/23 - 4:53 PM

Department 2

Pending

Multiple Approvers
Department Approval

→

Not Routed

Multiple Approvers
Department Approval

Comments

After Department

REQUEST_ID=00181738:Awaiting Further Approvals

FND, REA

Not Routed

Multiple Approvers
Career Center

→

Not Routed

Multiple Approvers
Budget Office

Save

Submit

Approve

Deny

Call Back

Send Back

Cancel

Copy...

History