

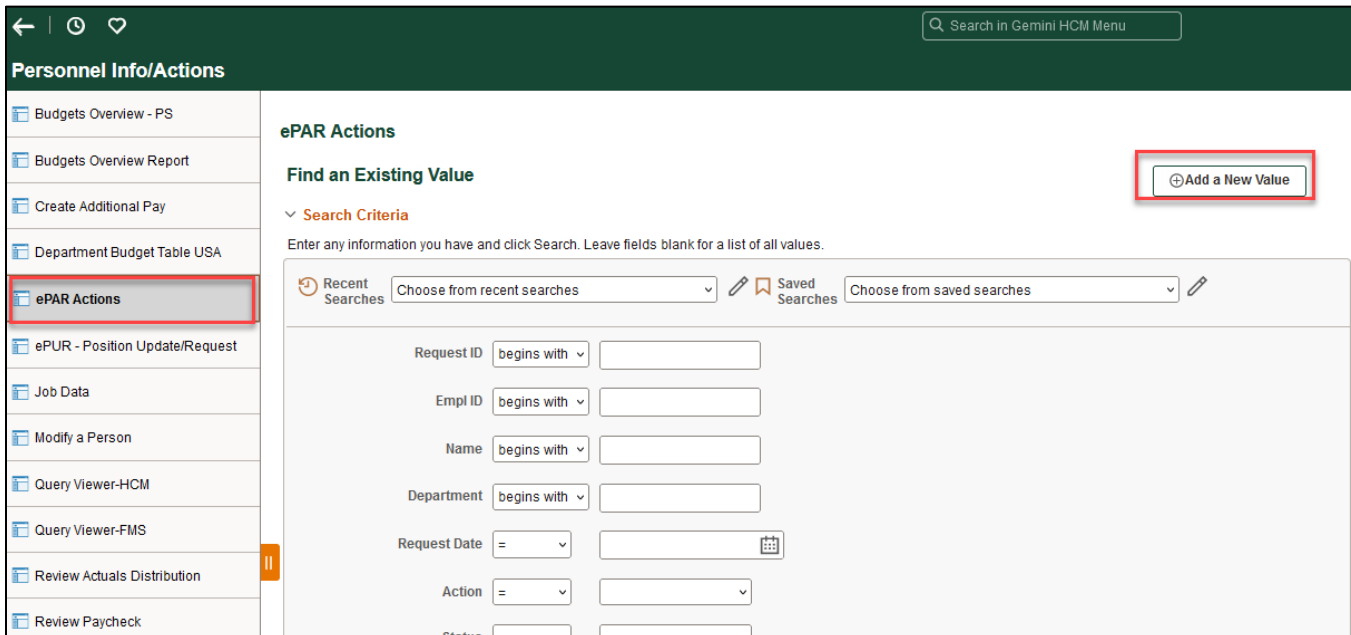
ePAR – Job Attribute Change Detail Guide

What is a Job Attribute Change ePAR?

- Job information can be changed
 - Position change
 - Standard hours/week
 - Report to different supervisor
 - Salary rate
 - Extend current funding
- Job Attribute Change (JAC) ePAR CANNOT:
 - Transfer to a new department as part of the job change - use Transfer ePAR

Enter a New ePAR

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



The screenshot shows the Gemini HCM Menu interface. On the left is a sidebar with a list of menu items: Budgets Overview - PS, Budgets Overview Report, Create Additional Pay, Department Budget Table USA, **ePAR Actions** (highlighted with a red box), ePUR - Position Update/Request, Job Data, Modify a Person, Query Viewer-HCM, Query Viewer-FMS, Review Actuals Distribution, and Review Paycheck. The main content area is titled "Personnel Info/Actions" and contains the "ePAR Actions" section. This section has a sub-header "Find an Existing Value" and a button "Add a New Value" (highlighted with a red box). Below this is a "Search Criteria" section with a prompt: "Enter any information you have and click Search. Leave fields blank for a list of all values." There are two search filters: "Recent Searches" and "Saved Searches", each with a dropdown menu. The search criteria form includes several fields: Request ID (begins with), Empl ID (begins with), Name (begins with), Department (begins with), Request Date (with a date picker), Action (with a dropdown), and Status (with a dropdown).

ePAR

Personnel Action Request

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

▼ Submit

Entered

Name

Phone

Email

Second

Name

Phone

Status

Request ID

Request Dt 10/16/2023

ePAR

Job Attribute Change

Employee Information

Empl ID

Name

EmpRcd

0

Action

*Action

Job Attribute Change

Status

Request ID

Request Dt

10/16/2023

Explain Action

Attachments

Eff Date

10/16/2023

☐ Current and Future Fiscal Year Funding

Appointment Details

Empl Record

0

Current

Position

Description

Short Desc

Job Code

Department

Reports To

Location

Std Hrs/Wk

FTE

Full/Part

Proposed

Position

Description

Short Desc

Job Code

Department

Reports To

Location

Std Hrs/Wk

FTE

Full/Part

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

Look Up Empl

Empl ID

begins with

Last Name

begins with

BROWN

First Name

begins with

Search

Clear

Cancel

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

Current Appointment Details

- The Name, Current Appointment Details and Current Funding will auto-populate after entering Empl ID
- Select Effective Date for Proposed Job Change (default as ePAR request date)

Empl ID	<input type="text" value="20"/>	Name	Andrew F
EmpRcd	<input type="text" value="0"/>		
Action			
*Action	<input type="text" value="Job Attribute Change"/>	Status	Saved
Request ID	00182349		
Request Dt	10/05/2023		
Explain Action	<input type="text" value="Changing the 'Reports to' ID to new Department Head, Kelli Palmer."/>		
	<input type="button" value="Attachments"/>		
Eff Date	<input type="text" value="10/05/2023"/>	<input type="checkbox"/> Current and Future Fiscal Year Funding	
Appointment Details			
Empl Record	0		
Current		Proposed	
Position	<input type="text"/>	Position	<input type="text"/>
Description	<input type="text"/>	Description	<input type="text"/>
Short Desc	<input type="text"/>	Short Desc	<input type="text"/>
Job Code	<input type="text" value="S00061"/> Teaching Assistant	Job Code	<input type="text" value="S00061"/> Teaching Assistant
Department	<input type="text" value="302500"/> Biological Sciences	Department	<input type="text" value="302500"/> Biological Sciences
Reports To	<input type="text" value="00026926"/> Tae Hoon Kim	Reports To	<input type="text" value="00020986"/> Kelli Palmer
Location	<input type="text" value="DAL01"/>	Location	<input type="text" value="DAL01"/>
Std Hrs/Wk	<input type="text" value="20.00"/>	Std Hrs/Wk	<input type="text" value="20.00"/>
FTE	<input type="text" value="0.500000"/>	FTE	<input type="text" value="0.500000"/>
Full/Part	<input type="text" value="Part-Time"/>	Full/Part	<input type="text" value="Part-Time"/>
Reg/Temp	<input type="text" value="Temporary"/>	Reg/Temp	<input type="text" value="Temporary"/>

Appointment Details

The required fields for this section will vary, based on if the employee is hired by position or appointment

Appointment Details – Hire by Position

- Current appointment will be pre-populated, and several fields of Proposed appointment are available to be changed.
- If an employee's position number is changing, this field should be entered first, as it drives the information in several other fields.
- Certain fields will be greyed out as they cannot be altered from what is attached to the position number.
- Other fields can be changed as needed. If no changes are needed, please leave the fields filled as is.

ePAR – Job Attribute Change Detail Guide

Payroll & Tax Services
payroll@utdallas.edu

- The description and short description of Position should match the information in the Job Code table. If Job Code is inconsistent with position, please contact Budget@utdallas.edu
- On the compensation fields for monthly employees, you can fill in “Annual Rate @ 100%” or “Monthly Rate @ 100%” with new compensation amount. This will update the other compensation fields once the ePAR is saved.

Empl Record 1	
Current	Proposed
Position: 00011167	Position: 00030097
Description: Admin Project Coordinator I	Description: Asst Dir International Svcs
Short Desc: AdPrjCrdl	Short Desc: AsDrIntSvc
Job Code: C09037 Admin Project Coordinator I	Job Code: C03060 Asst Dir International Svcs
Department: 601070 International Center	Department: 601070 International Center
Reports To: 00013409 Deborah Buckner	Reports To: 00012488 Josephine Vitta
Location: SSB3.400	Location: DAL01
Std Hrs/Wk: 40.00	Std Hrs/Wk: 40.00
FTE: 1.000000	FTE: 1.000000
Full/Part: Full-Time	Full/Part: Full-Time
Reg/Temp: Regular	Reg/Temp: Regular
Salary Basis: Salaried Monthly	Salary Basis: Salaried Monthly
FLSA Status: Nonexemp	FLSA Status: Exempt
Annual Rate @ 100%: 46823.00	Annual Rate @ 100%: 46823.00
Annual Rate @ FTE: 46823.00	Annual Rate @ FTE: 46823.00
Monthly @100%: 3901.91	Monthly @100%: 3901.91
Monthly Rate @FTE: 3901.91	Monthly Rate @FTE: 3901.91

Change to 60,000

Proposed	Before Save	Proposed	After Save
Position	00030097	Position	00030097
Description	Asst Dir International Svcs	Description	Asst Dir International Svcs
Short Desc	AsDrIntSvc	Short Desc	AsDrIntSvc
Job Code	C03060 Asst Dir International Svcs	Job Code	C03060 Asst Dir International Svcs
Department	601070 International Center	Department	601070 International Center
Reports To	00012488 Josephine Vitta	Reports To	00012488 Josephine Vitta
Location	DAL01	Location	DAL01
Std Hrs/Wk	40.00	Std Hrs/Wk	40.00
FTE	1.000000	FTE	1.000000
Full/Part	Full-Time	Full/Part	Full-Time
Reg/Temp	Regular	Reg/Temp	Regular
Salary Basis	Salaried Monthly	Salary Basis	Salaried Monthly
FLSA Status	Exempt	FLSA Status	Exempt
Annual Rate @ 100%	600000	Annual Rate @ 100%	600000.00
Annual Rate @ FTE	46823.00	Annual Rate @ FTE	60000.00
Monthly @100%	3901.91	Monthly @100%	50000.00
Monthly Rate @FTE	3901.91	Monthly Rate @FTE	50000.00

Appointment Details – Hire by Appointment

- Employees who are hired by appointment will have the following available fields to change, position will be blank
- All filled in fields are required, and should be left as is if there are no changes

Empl Record 0	
Current	Proposed
Position	Position
Description	Description
Short Desc	Short Desc
Job Code S09997 Student Assistant	Job Code S09997 Student Assistant
Department 107020 Multicultural Center	Department 107020 Multicultural Center
Reports To 00029774 Lisa Borello	Reports To 00029785 Adrienne Drake
Location DAL01	Location DAL01
Std Hrs/Wk 12.00	Std Hrs/Wk 12.00
FTE 0.300000	FTE 0.300000
Full/Part Part-Time	Full/Part Part-Time
Reg/Temp Temporary	Reg/Temp Temporary
Salary Basis Hourly	Salary Basis Hourly
FLSA Status Nonexempt	FLSA Status Nonexempt
Hourly Rate 12.000000	Hourly Rate 12.000000

Current and Proposed Funding

- The effective date should be consistent with Start Date of Proposed Funding
- Enter Cost Center (if not known, click magnifying glass to search) and Percent

Action

*Action Job Attribute Change Status Completed Request ID 00147382

Explain Per Tracy Lederer, extend appointment to 07/31/2022 Request Dt 07/08/2022

Attachments

Processing Messages

Eff Date 07/01/2022

☒ Current and Future Fiscal Year Funding

Current Funding												
Start Date 05/01/2022		End Date 06/30/2022										
Cost Center Info		Project Info										
Earn Code	Cost Center	Cost Center Description	Percent	Monthly Amt	Total Amt	Benefits Estimate	Fund Code	Fund Description	Function	Function Description	Dept ID	Department
1 REG	41120003	Afr State Salaries	100.000	2882.75	2882.75	1200.00	2010	E&G General Funds	713	Institutional Suppor	401102	Accounting & Financial Rept
Proposed Funding												
Start Date 07/01/2022		End Date 07/31/2022										
Cost Center Info		Project Info										
Earn Code	Cost Center	Cost Center Description	Percent	Monthly Amt	Total Amt	Benefits Estimate	Fund Code	Fund Description	Function	Function Description	Dept ID	Department
1 REG	41120003	Afr State Salaries	100.000	2882.75	2882.75	1200.00	2010	E&G General Funds	713	Institutional Suppor	401102	Accounting & Financial Rept

Multiple Periods

- Add a second date range by clicking “+” sign, and remove the date range by click “-” sign
- If there are already multiple effective dates in the Current Funding section, data must be entered for all the same effective dates in the Proposed Funding section
- Example: Bob is working on 37755008 Project through July 19th, and changes to 37755006 on July 20th

Proposed Funding

Start Date: 05/16/2023 End Date: 07/19/2023 + -

Cost Center Info **Project Info** ID#

Earn Code	Cost Center	Cost Center Description	Percent	Monthly Amt	Total Amt	Benefits Estimate	Fund Code	Fund Description	Function	Function Description	Dept ID	Department		
1 REG	37755008	Zyex Labs Str Ii: Atomically	100.000	2150.00	4602.69	765.00	5501	Federal Passthroughs	202	Research - Organized	307700	System Engineering	+	-

Start Date: 07/20/2023 End Date: 08/31/2023 + -

Cost Center Info **Project Info** ID#

Earn Code	Cost Center	Cost Center Description	Percent	Monthly Amt	Total Amt	Benefits Estimate	Fund Code	Fund Description	Function	Function Description	Dept ID	Department		
1 REG	37755006	Zyexlab: Str Ii: High-Speed PI	100.000	2150.00	2969.05	494.00	5501	Federal Passthroughs	202	Research - Organized	307700	System Engineering	+	-

Multiple Cost Centers

- Add a new Cost Center and percentage by clicking “+” sign
- Remove a Cost Center and percentage by clicking “-” sign
- The total % for each funding effective date adds up to 100%

Proposed Funding

Start Date: 09/01/2023 End Date: 03/31/2024 + -

Cost Center Info **Project Info** ID#

Earn Code	Cost Center	Cost Center Description	Percent	Monthly Amt	Total Amt	Benefits Estimate	Fund Code	Fund Description	Function	Function Description	Dept ID	Department		
1 REG	37355052	Nih Scalable Electrode Technol	40.000	2101.20	14708.40	5910.00	5500	Federal Sponsored Programs	202	Research - Organized	307300	Bioengineering	+	-
2 REG	37355098	Cwru/Nih 10718 Supp: Character	60.000	3151.80	22062.60	8864.00	5501	Federal Passthroughs	202	Research - Organized	307300	Bioengineering	+	-

Start Date: 04/01/2024 End Date: 08/31/2024 + -

Cost Center Info **Project Info** ID#

Earn Code	Cost Center	Cost Center Description	Percent	Monthly Amt	Total Amt	Benefits Estimate	Fund Code	Fund Description	Function	Function Description	Dept ID	Department		
1 REG	37355052	Nih Scalable Electrode Technol	100.000	5253.00	26265.00	10567.00	5500	Federal Sponsored Programs	202	Research - Organized	307300	Bioengineering	+	-

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

NameXi Chen

Phone

Emailxxc171830@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

*ActionJob Attribute Change

StatusSaved

Request ID00182762

Request Dt10/13/2023

Attachments

Explain Action

Updating supervisor to Adrienne Drake.

Eff Date10/13/2023

☐ Current and Future Fiscal Year Funding

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> <div>Cell Phone Receipt I9 No Rehire Other Selective Service Social Security Card Visa</div> </div>		<div>Add</div> <div></div>

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	View	Delete
2	Other	Payable_Status.docx	View	Delete

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:Pending View/Hide Comments

Department 1

Self Approved → Approved

Carina Legorreta → Amanda R Moilan

Department Approval 10/03/23 - 2:08 PM → Department Approval 10/03/23 - 4:53 PM

Department 2

Pending → Not Routed

Multiple Approvers → Multiple Approvers

Department Approval → Department Approval

Comments

After Department

REQUEST_ID=00181738:Awaiting Further Approvals

FND, REA

Not Routed → Not Routed

Multiple Approvers → Multiple Approvers

Career Center → Budget Office

Save Submit Approve Deny Call Back Send Back Cancel Copy... History