

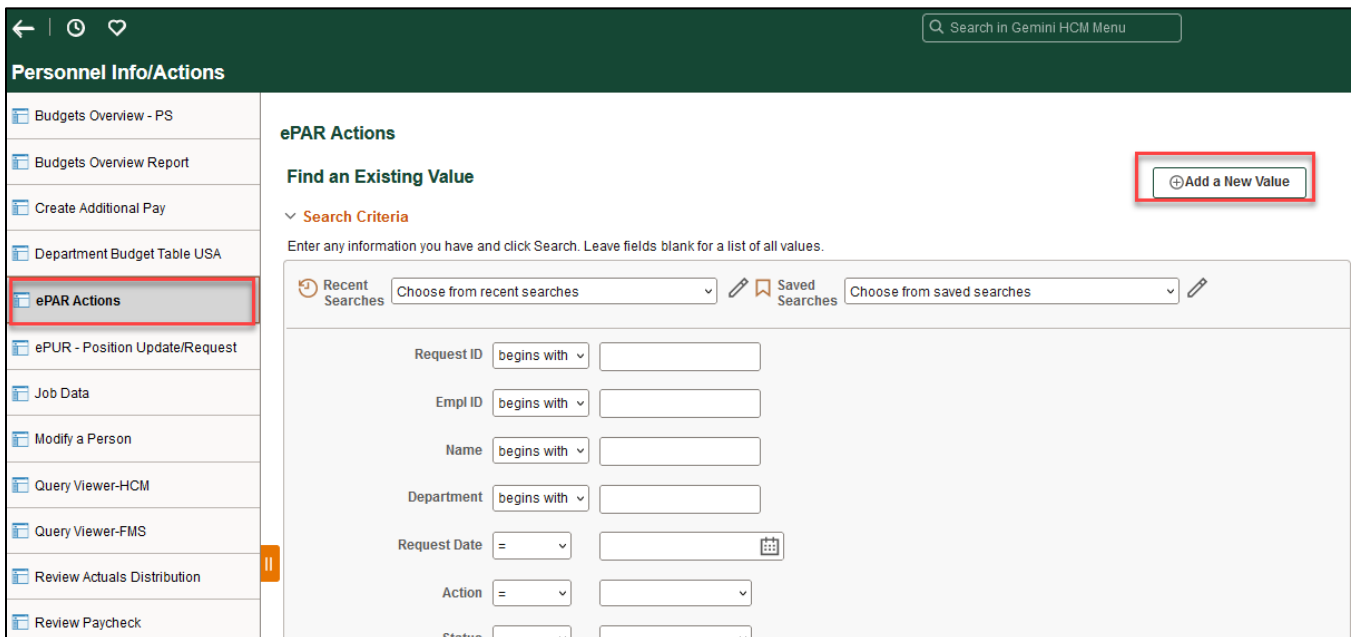
ePAR – Leave of Absence Detail Guide

What is a Leave of Absence ePAR?

- When an employee will be on a temporary authorized leave of absence from their employment at UTD, but will be returning to their current position
 - Family Medical Leave
 - Health Reasons
 - Military Leave
 - Non-Medical Leave
 - Parental Leave
- Please consult with Human Resources on a potential leave of absence before starting a Leave of Absence 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 dropdown menu "Choose from recent searches" and a "Saved Searches" section with a dropdown menu "Choose from saved searches". The search criteria section includes fields for Request ID, Empl ID, Name, Department, Request Date, Action, and Status, each with a "begins with" dropdown and a text input field. The Request Date field also includes a calendar icon.

Select Leave of Absence

ePAR

Personnel Action Request

Action

*Action

▼

Status

Request ID

Request Dt 10/16/2023

Explain Action

Change Funding Sources

End Assignment

Job Attribute Change

Leave of Absence

New Appointment

Retirement

Return From LOA

Supplemental Pay

Termination

Transfer

▼ Submit

Entered

Name

Phone

Em

Second

Name

Phone

Add

Enter Employee ID

Leave of Absence

ePAR

Employee Information

Empl ID

Name

Job

DeptID

Pos

Action

*Action

Leave of Absence

Status

Request ID

Request Dt

10/17/2023

Explain Action

Leave Information

*Begin

*Reason

Return Information

EmpRd	Position	*Expected Return Date	Job Code	Job Title	Dept ID	Dept Title
1	0	<input type="text"/> <input type="button" value="Calendar"/>				

- 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

Leave Information

- The Name, Job Code, Dept ID will auto-populate after entering Empl ID
- Select
 - Leave Begin Date (first day that the employee will be on leave)
 - Reason
 - Expected Return Date (if not known, you best estimate will suffice)

Employee Information

Empl ID
Name Luis
DeptID 502000

Job C05510 Mechanical Maintenance Tech
Pos 00011713

Action

*Action
Status
Request ID

Explain Action
Request Dt 10/17/2023

Leave Information

*Begin

*Reason

Return Information

EmpRd	Position	*Expected Return Date	Job Code	Job Title	Dept ID	Dept Title
1	0 00011713	<input type="text" value="11/30/2023"/> <input type="button" value="Calendar"/>	C05510	Mechanical Maintenance Tech	502000	Facilities Management

*Reason

Family Medical Leave
HEA - Health Reasons
MIL - Military Service
NMD - Non-Medical Leave
PAR - Parental Leave

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, which allows you to leave and come back to the ePAR as needed
- Attachments cannot be uploaded to a leave of absence ePAR because of confidentiality concerns
- If you have any questions about documentation, please consult Human Resources

Action
*Action Leave of Absence Status Saved
Request ID 00182778
Request Dt 10/17/2023
Attachments
Explain Action
Leave Information
*Begin 10/01/2023
*Reason Family Medical Leave

Submit ePAR

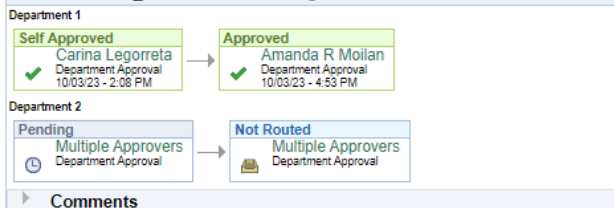
- Please review the ePAR and make sure all of information is correct before submission
- No changes can be made after an ePAR has been submitted
- Once the ePAR is submitted, the approval workflow will be visible
- You will receive an email that your ePAR has been submitted for approval

> Submitter/Contact Information

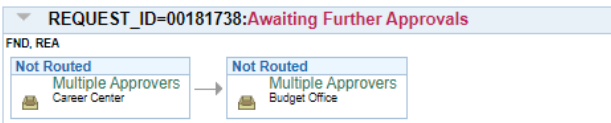
Save Submit Approve Deny Call Back

Department Approvals

REQUEST_ID=00181738:Pending View/Hide Comments



After Department



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