

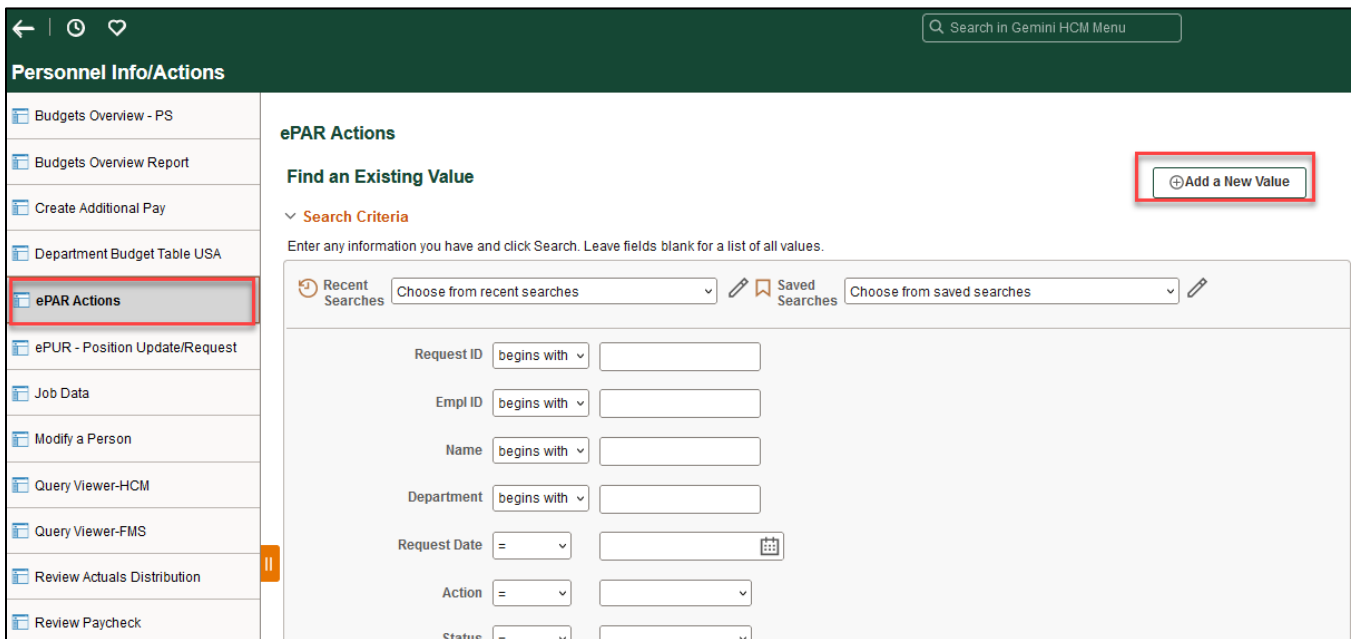
ePAR – New Appointment Detail Guide

What is a New Appointment ePAR?

- Appointment type:
 - New Hire – Payroll, HR or Provost initiates
 - Rehire – departments, Payroll, HR or Provost initiates
 - Secondary assignment for an employee who is active employed – department initiates
- Please contact Human Resources and/or Payroll Office if you have questions

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 "Find an Existing Value" heading and a red-bordered button labeled "Add a New Value". 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, and Status, each with a dropdown menu and an input field.

Select New Appointment

The screenshot shows the 'Personnel Action Request' form in the ePAR system. The 'Action' dropdown menu is open, displaying various options. 'New Appointment' is highlighted with a red box. Other visible options include 'Change Funding Sources', 'End Assignment', 'Job Attribute Change', 'Leave of Absence', 'Retirement', 'Return From LOA', 'Supplemental Pay', 'Termination', and 'Transfer'. The form also includes fields for 'Status', 'Request ID', 'Request Dt' (10/16/2023), 'Explain Action', 'Entered', 'Name', 'Phone', and an 'Add' button.

Search Employee ID

- Search for existing employee ID by name – applies to rehires and students
- If no employee ID, see **Create Employee ID for New Hire**
- If you have questions, please contact payroll@utdallas.edu

The screenshot shows the 'New Appointment' form in the ePAR system. The 'Employee Information' section is highlighted, showing the 'Empl ID' field with a search icon and a 'Create Empl ID' button. The 'Action' dropdown menu is set to 'New Appointment'. Other fields include 'Status', 'Request ID', 'Request Dt' (10/19/2023), 'Explain Action', 'Attachments', 'Appointment Type', 'Org Relationship', 'Eff Date' (10/19/2023), and a checkbox for 'Current and Future Fiscal Year Funding'. The 'Proposed Appointments' section at the bottom includes search fields for 'Position', 'Job Code', 'Department', 'Reports To', and 'Location'.

Enter Existing Employee ID

- If employee ID already exists and you don't know the ID number, click the magnifying glass to search by name
- Appointment type
 - New hire
 - Rehire
 - Secondary assignment
- Effective date: start date of employment

ePAR

New Appointment

Employee Information

Empl ID

40

Name

Mr

Create Empl ID

Action

*Action

New Appointment

Status

Request ID

Request Dt

10/17/2023

Explain Action

Appointment as Assistant Professor in JSOM

Attachments

Appointment Type

New Hire

Org Relationship

Emp

Eff Date

09/01/2023

☐ Current and Future Fiscal Year Funding

Look Up Emp

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

Create Employee ID for New Hire – Student Employee

- If the new hire has an existing student ID from Orion, the data will auto populate after entering student ID
- Enter all required fields that are missing
 - Effective date
 - Last Name, First Name
 - Date of Birth
 - SSN
 - Address

- If the employee's work telephone number is known, please enter

Create Emplid

Effective Date

Orion Student ID Enter Student ID from Orion only if it exists.

Last Name

First Name Name Suffix

Middle Name ☐ Full-Time Student

Date of Birth

SSN

Address Line 1

Address Line 2

City

State

Postal Code

Gender

Ethnic Group Hi Educ Lv

Work Phone **Campus** Phone Number should be in this format XXX/XXX-XXXX

Personal Cell **Cellular**

Home Phone **Home**

Personal Email Address

Veterans Status Marital Status

Create Employee ID for New Hire

- If the new hire doesn't have an existing Student ID or Employee ID in the system, please type all required information
- After clicking OK, the system will generate an Empl ID

Create Emplid

Effective Date

Orion Student ID
Enter Student ID from Orion only if it exists.

Last Name

First Name

Middle Name

Name Suffix

☐ Full-Time Student

Date of Birth

SSN

Address Line 1

Address Line 2

City

State

Postal Code

Gender

Ethnic Group

Hi Educ Lv

Work Phone

Campus

Cellular

Home Phone

Home

Phone Number should be in this format XXX/XXX-XXXX

Personal Email

Veterans Status

Marital Status

ePAR Actions

Employee Information

Empl ID

Name
Comet Test

Proposed Appointments Section

The required fields for this section will vary, based on whether the employee is hired by Position or Appointment. Hire by Position is for faculty and staff, Hire by Appointment refers to RA/TA/Lecturers I & II and hourly positions.

Proposed Appointments Section – Hire by Position (Staff and Faculty)

- Position 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

- For Academic Monthly or Salaried Monthly, the “Annual Rate @100%” field or the “Monthly @100%” field is required. You can fill in either one with a compensation amount. This will update the other compensation fields once the ePAR is saved.
- If Hourly is chosen, only the Hourly Rate field is required

Proposed Appointments	
Position	00029949 <input type="button" value="Q"/>
Job Code	F00030 Assistant Professor
Department	304000 Management
Reports To	00000185 Hasan Pirkul
Location	DAL01
Std Hrs/Wk	40.00
FTE	1.000000
Full/Part	Full-Time <input type="button" value="v"/>
Salary Basis	<input type="button" value="v"/>
Annual Rate @100%	Academic Monthly
Annual Rate @FTE	Hourly
	Salaried Monthly
Monthly @100%	<input type="text"/>
Monthly @FTE	<input type="text"/>
Hourly Rate	<input type="text"/>

Salary Basis	Academic Monthly <input type="button" value="v"/>
Annual Rate @100%	200000.000
Annual Rate @FTE	200000.000
Monthly @100%	22222.22
Monthly @FTE	22222.222000

Salary Basis	Hourly <input type="button" value="v"/>
Monthly @FTE	1040.000000
Hourly Rate	12.000000

Proposed Appointments Section – Hire by Appointment (RA/TA/Lecturers I & II/Hourly)

- The option chosen here for Salary Basis will determine which compensation fields are required.
- For Academic Monthly or Salaried Monthly, the “Annual Rate @100%” field or the “Monthly @100%” field is required. You can fill in either one with a compensation amount. This will update the other compensation fields once the ePAR is saved.

- If Hourly is chosen, only the Hourly Rate field is required

Proposed Appointments

Position

Job Code Research Assistant

Department Psychology

Reports To Richard Golden

Location

Std Hrs/Wk

FTE

Full/Part

Salary Basis

Annual Rate @100%

Annual Rate @FTE

Monthly @100%

Monthly @FTE

Proposed Appointments

Position

Job Code Student Assistant

Department Undergraduate Education

Reports To Elliott Joe

Location

Std Hrs/Wk

FTE

Full/Part

Salary Basis

Monthly @FTE

Hourly Rate

Proposed Funding

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

Action

*Action Status

Request ID

Request Dt 10/17/2023

Attachments

Explain Action

Appointment Type Org Relationship

Eff Date

Proposed Funding

Start Date End Date

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	<input type="text" value="34032010"/>	Jsom Fs Summer Reserve	<input type="text" value="100.000"/>	22222.22	266666.66	62383.00	3227	GR R JSOM Supplemental DT	201	Research - Departmen	304000	Management

Multiple Periods

- Add a second date range by clicking “+” sign
- Remove the date range by click “-” sign
- Example: Bob is working on 37755008 Project through July 19th and switches to 37755006 on July 20th.

Proposed Funding

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

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	37755008	Zyvex 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 ⓘ

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	Zyvlab: 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 ⓘ

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 ⓘ

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

Employee Information

Empl ID2

NameAthul S

Create Empl ID

Action

*ActionNew Appointment

StatusSaved

Request ID00175515

Request Dt08/04/2023

Attachments

Explain Action

RA appointment- Fall Semester

Appointment TypeRehire

Org Relationship

Eff Date08/16/2023

☒ 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 x

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: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