

ePAR – Retirement Detail Guide

What is a Retirement ePAR?

- Retirement vs Termination
 - Retirement: retiring from UTD AND eligible for retirement through the UT system
 - Termination: retiring but NOT eligible for retirement through the UT system
- Please contact Human Resources if you are unsure whether an employee is retiring or terminating

Enter a New ePAR

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

The screenshot displays the Gemini HCM Menu interface. On the left is a sidebar with a list of navigation 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 includes a 'Find an Existing Value' header and a red-bordered button labeled '+ Add a New Value'. Below this is a 'Search Criteria' section with the instruction: 'Enter any information you have and click Search. Leave fields blank for a list of all values.' The search criteria are organized into two columns: 'Recent Searches' and 'Saved Searches'. Each column has a dropdown menu labeled 'Choose from recent searches' and 'Choose from saved searches' respectively. Below these are several search fields: 'Request ID' (begins with), 'Empl ID' (begins with), 'Name' (begins with), 'Department' (begins with), 'Request Date' (with an equals sign and a calendar icon), 'Action' (with an equals sign), and 'Status' (with an equals sign).

Select Retirement

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

Status

Request ID

Request Dt 10/16/2023

Explain Action

▼ **Submit**

Entered

Name

Phone

Em

Second

Name

Phone

Add

Enter Employee ID

Retirement

ePAR

Employee Information

Empl ID

Name

Job

DeptID

Pos

Action

*Action Retirement

Status

Request ID

Request Dt 10/18/2023

Explain Action

Attachments

Termination Reason

*Level 1 Voluntary

*Level 2 Retirement

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

Look Up Employee

Empl ID

Last Name BROWN

First Name

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

Retirement - Termination Information Section

- The Name, Job Code, Dept ID and Termination Information will auto-populate after entering Empl ID
- Select Last Day of Employment and Remove PeopleSoft Access. These 2 dates can be different
- Eligible for Rehire is required field
- Donated Sick Leave box can be checked if the retiring employee would like to donate any or all of their remaining sick time

Employee Information

Empl ID 201

Name Van 1

DeptID 102010

Job C09728 Systems Engineer I

Pos 00014759

Action

*Action Retirement

Status

Request ID

Request Dt 10/18/2023

Explain Action Kim will be retiring effective 12/31/2023 with a last day on campus 11/20/2023.

Attachments

Termination Reason

*Level 1 Voluntary

*Level 2 Retirement

Termination Information

EmpRd	Position	Job Code	Job Title	Dept ID	Dept Title	Job Indc
1	0 00014759	C09728	Systems Engineer I	102010	Enterprise Tech Innov & Service	Primary Job

*Last Day of Employment 12/31/2023

Remove PeopleSoft Access 11/20/2023

*Eligible for Rehire Yes No

Donate Sick Leave: ☒

Donate All: ☒

W2/Forwarding Address

- Change Address can be checked if the employee's address information needs to be updated

W2/Forwarding Address

☐ Change Address

*Address Line 1 7

Address Line 2

*City P

*State TX

*Zip 7

Telephone

Email Address

Country USA United States

> Submitter/Contact Information

Save

Submit

Approve

Deny

Call Back

Send Back

Cancel

Copy...

History

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 the Attachments button is available
- Request ID will allow you to leave and come back to the ePAR as needed

Action

*ActionRetirement

StatusSaved

Request ID00182779

Request Dt10/18/2023

Attachments

Explain Action

Kim will be retiring effective 12/31/2023 with a last day on campus 11/20/2023.

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>		Add	<div>+</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	View	Delete	<div>+</div>
2	Other ▼	Payable_Status.docx	View	Delete	<div>+</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: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