

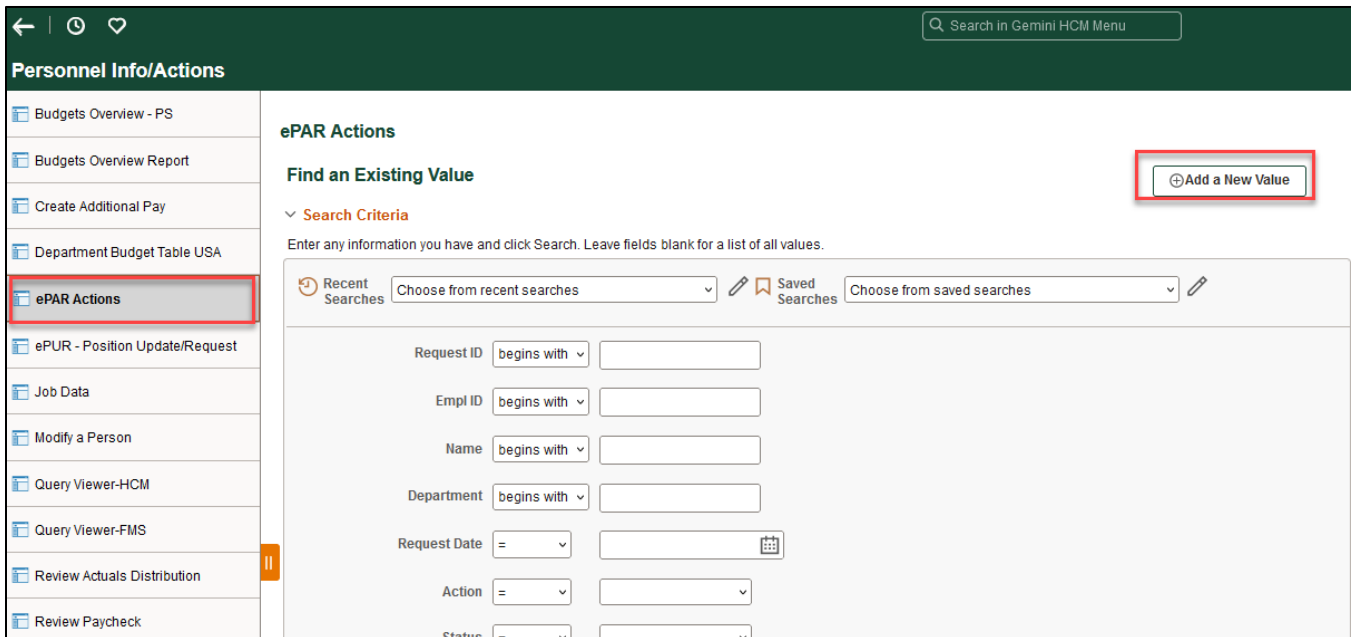
ePAR – Leave of Absence Detail Guide

What is a Return from Leave of Absence ePAR?

- When an employee returns to work after a leave of absence
- Can only be used to return an employee back to active employment status who is currently on leave status

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 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 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 dropdown menu for "Recent Searches" and a "Saved Searches" section with a dropdown menu. The search criteria form 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. A calendar icon is next to the Request Date field.

Select Return from 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

Submitted Entered Name Phone Email Second Name Phone

Add

Enter Employee ID

Return From LOA

ePAR

Employee Information

Empl ID Name DeptID
Job Pos

Action

*Action Return From LOA Status Request ID
Request Dt 10/18/2023
Attachments

Explain Action

Leave Information

Begin Reason

Return Information

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

ePAR – Return from Leave of Absence Detail Guide

Payroll & Tax Services
payroll@utdallas.edu

- 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

[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

Return Information

- The Name, Job Code, Dept ID and Return Information will auto-populate, after you enter empl ID
- Return Date will be populated with the expected return date that was entered when the employee's leave started
- If the expected return date is not the actual return date, enter the correct date

Employee Information

Empl ID Name Carlos DeptID 102030

Job C09703 IT Support Specialist I Pos 00027065

Action

*Action Status

Request ID

Request Dt 10/18/2023

Explain Action

Leave Information

Begin 09/28/2022

Reason

Return Information

EmpRd	Position	*Return Date	Job Code	Job Title	Dept ID	Dept Title
1	0 00027065	<input type="text" value="10/23/2023"/> <input type="button" value="Q"/>	C09703	IT Support Specialist I	102030	Client Services

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

Return From LOA

▼

Status

Saved

Request ID

00173680

Request Dt

10/18/2023

Explain Action

Attachments

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