

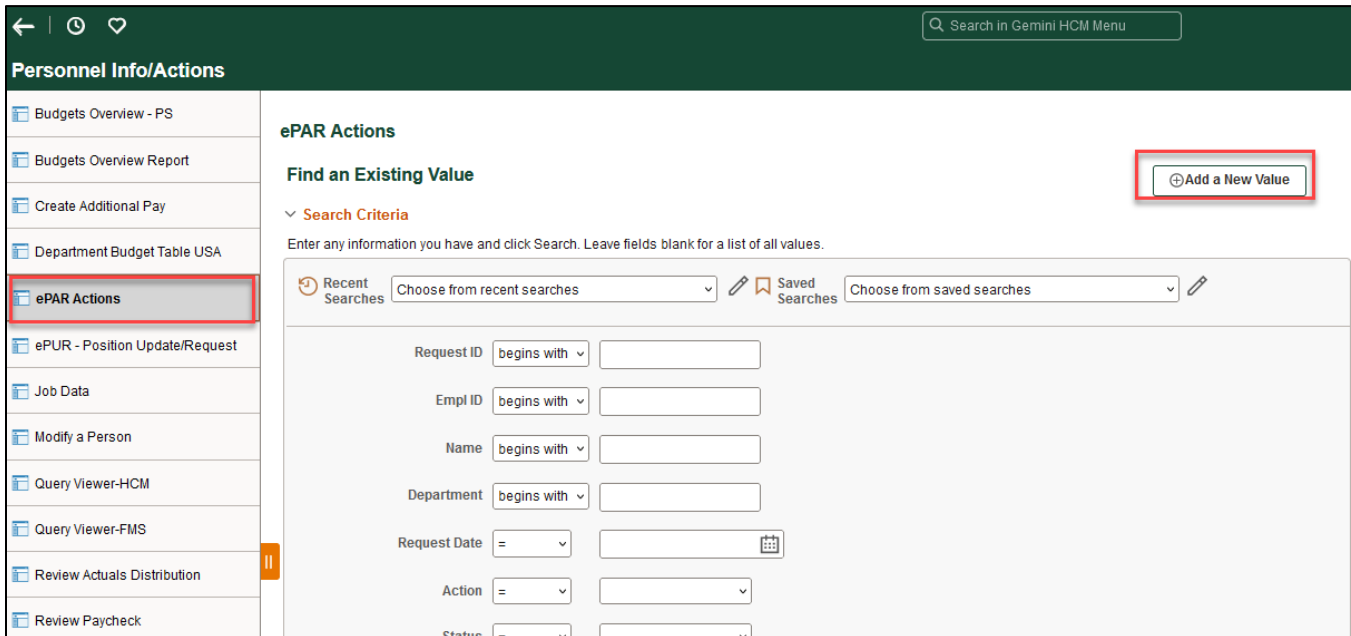
## ePAR – Termination Detail Guide

### What is a Termination ePAR?

- Termination ePAR:
  - End all their employment with UT Dallas permanently
  - Can be voluntary: resignation, personal reason, death
  - Can be involuntary: expiration of assignment, availability of work, cancellation of position and work performance
- Termination ePAR CANNOT:
  - End an employee's current assignment as of a particular date, and the employee will begin another assignment within next three months – use End of Assignment ePAR
  - When an employee will be on temporary authorized leave from their employment at UTD, but will be returning to their current position – use 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 the instruction "Enter any information you have and click Search. Leave fields blank for a list of all values." The search criteria include: 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). There are also sections for "Recent Searches" and "Saved Searches" at the top of the search criteria area.

## Select Termination

### Personnel Action Request

**ePAR**

#### Action

\*Action  Status

Request ID

Explain  
Action

Request Dt 11/07/2023

- Change Funding Sources
- End Assignment
- Job Attribute Change
- Leave of Absence
- New Appointment
- Retirement
- Return From LOA
- Supplemental Pay
- Termination**
- Transfer

Submit

Entered

Na

Ph

En

as.edu

#### Secondary Contact

Name

Phone

Add

## Enter Employee ID

### Termination

**ePAR**

#### Employee Information

Empl ID

Name

DeptID

Job

Pos

#### Action

\*Action Termination Status

Request ID

Explain  
Action

Request Dt 11/08/2023

Attachments

#### Termination Reason

\*Level

1

\*Level

2

Level

3

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

**Select Termination Reasons**

- Involuntary
  - Availability for work
  - Cancellation of position
  - Expiration of assignment
  - Failure of meet essential function
  - Reduce in force
  - Unacceptable conduct
  - Work performance
- Voluntary
  - Death
  - Job dissatisfaction
  - Personal reasons
  - Resignation for employment

### Employee Information

Empl ID 202

Name Akz

Job C09103 Manager - Finance

DeptID 401102

Pos 00007719

### Action

\*Action Termination

Status

Request ID

Request Dt 11/08/2023

Explain Action

Attachments

### Termination Reason

\*Level 1

\*Level 2 Involuntary

Level 3 Voluntary

### Termination Information

EmpRd	Position	Job Code	Job Title	Dept ID	Dept Title	Job Indc
1	1 00007719	C09103	Manager - Finance	401102	Accounting & Financial Rept	Primary Job

### Termination Information

- Last Day of Employment and the date of Remove PeopleSoft Access are required, and the dates are not necessarily the same
- Eligible for Rehire is a required field
  - If “No” is selected, paperwork will have to be attached to the ePAR on a later step as evidence of why the employee should not be rehired

### Termination Information

EmpRd	Position	Job Code	Job Title	Dept ID	Dept Title	Job Indc
1	1 00007719	C09103	Manager - Finance	401102	Accounting & Financial Rept	Primary Job

\*Last Day of Employment 11/05/2023

Remove PeopleSoft Access 11/03/2023

\*Eligible for Rehire Yes No

Transfer to State Agency: ☐

Donate Sick Leave: ☐

## ePAR – Termination Detail Guide

Payroll & Tax Services  
[payroll@utdallas.edu](mailto:payroll@utdallas.edu)

- Transfer to State Agency is optional: check the box to select the agency from the list
  - If the agency is not found in the search page, it can be entered manually after checking Other Agency Not in List box
- Donate sick leave is optional
  - If Donate All is checked, the Hours to Donate field will disappear

**Termination Information**

EmpRd	Position	Job Code	Job Title	Dept ID	Dept Title	Job Indc
1	1 00007719	C09103	Manager - Finance	401102	Accounting & Financial Rept	Primary Job

\*Last Day of Employment: 11/05/2023  
\*Eligible for Rehire: ☒ Yes ☐ No  
Transfer to State Agency: ☒  
Texas Agency Employer:   
Other Agency Not in List: ☐  
Transfer to Job Title:   
Donate Sick Leave: ☒  
Donate All: ☐  
Hours to Donate:

**Look Up Texas Agency Employer**

Texas Agency Employer: begins with   
Long Description: >=   
Search Clear Cancel Basic Lookup  
Search Results  
Only the first 300 results can be displayed.  
View 100 1-300 of 300  

Texas Agency Employer	Long Description
000	Prior TX Agency Service from various agencies (converted as of 09/01/2010)
101	Senate
102	House of Representatives
103	Texas Legislative Council
104	Legislative Budget Board
105	Legislative Reference Library
107	Uniform State Laws, Commission on – Administered by Agency
111	Legislative Property Tax Committee -Repealed
115	Texas Constitution Convention Disband

### W2/Forwarding Address

- Please review the W2 Forwarding address
- Check the Change Address box if the terminating employee's address needs to be updated

*Last Day of Employment	11/05/2023	Remove PeopleSoft Access	11/03/2023
*Eligible for Rehire <input checked="" type="radio"/> Yes <input type="radio"/> No			
Transfer to State Agency: <input type="checkbox"/>			
Donate Sick Leave: <input checked="" type="checkbox"/>			
Donate All: <input checked="" type="checkbox"/>			
<b>W2/Forwarding Address</b>			
<input type="checkbox"/> Change Address			
*Address Line 1			
Address Line 2			
*City			
*State	TX	*Zip	
Telephone			
Email Address			
Country	USA	United States	

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

**Action**

\*Action

Termination

Status Saved

Request ID

00175819

Request Dt

08/07/2023

Attachments

Explain Action

Employee resigned effective August 4 (last working day August 3) as he is moving to Austin to pursue MBA/higher education.

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