

ePAR – Transfer Detail Guide

What is a Transfer ePAR?

- Transfer ePAR is used when an employee is transferring from one UTD department to another
 Should be entered by the department that the employee is transferring to
- Transfer ePAR CANNOT:
 - Job information is changing but department is not use Job Attribute Change ePAR

Enter A New ePAR

Gemini for Departments > Personnel Info/Action > ePAR Action

← \ © ♡	Q Search in Gemini HCM Menu
Personnel Info/Actions	
Eudgets Overview - PS	ePAR Actions
Eudgets Overview Report	Find an Existing Value
Create Additional Pay	Search Criteria
📔 Department Budget Table USA	Enter any information you have and click Search. Leave fields blank for a list of all values.
ePAR Actions	Precent Searches Choose from recent searches V C Raved Searches Choose from saved searches V
ePUR - Position Update/Request	Request ID begins with v
🔚 Job Data	Empl ID begins with v
🛅 Modify a Person	Name begins with V
Cuery Viewer-HCM	Department begins with V
Cuery Viewer-FMS	Request Date = V
Review Actuals Distribution	Action = V
Review Paycheck	Status = v

Select Transfer

Personnel	Action Request				
ePAR Action					
*Action		✓ Status		Request ID	
Explain Action Submit Entered Na Ph Em Second Nar Pho	Change Funding Sources End Assignment Job Attribute Change Leave of Absence New Appointment Retirement Return From LOA Supplemental Pay Termination Transfer me	as.edu	11.	Request Dt 11/0	7/2023
					Add

Enter Employee ID

Transfer	
ePAR	
Employee Information Empl ID	DeptID
EmpRcd 0 Q Job	Pos
Action	
*Action Transfer Y Status	Request ID
Explain	Request Dt 11/07/2023
Action	Attachments
Eff Date 11/07/2023 🛗	
Current	Proposed
Position Nbr	Position Nbr Q

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

			Lo	ok Up Emp						
EmpI ID begins with v										
Last Name begins with V BROWN										
First Name	begins with v									
Search Search Resu View 100	Clear Cancel	Basic L	ookup							
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						

Current Appointment Details

- The Name, Current Appointment Details and Current Funding will auto-populate, after you are entering empl ID
- Select Effective Date for Proposed department change (default as ePAR request date)

e	PAR	Transfer	-							
	Employe Empl ID	e Informatio	Name Job	Rachel [°] C09005 Admir	istrative Services Off II		ſ	DeptID 601010 Pos 00011610		
	Action									
	*Action	Transfer		✓ Status			Reque	st ID		
	Explain	Transfer to Bu	udget & Finance D te of 11/6/2023	ivision - Budget de	epartment. Financial Analys	t position	Reque	st Dt 11/07/2023		
	Action	und otalit do						Attachments		
1	Appointm	ents EmpRd	Position	Job Code	Job Title	De	pt ID	Dept Title	Job Indc	(
	1	1	00011610	C09005	Administrative Services Off II	60	1010	Housing Operations	Primary Job	
	Eff Date	11/06/2023								•
	Current	t			Proposed					
	Position I	Nbr 000116	10		Position Nbr		Q			
	Departme	ent 601010	Housing	Operations	Department		Q			
	Job Code	C09005	Administrativ	e Services Off II	Job Code	۵	.]			
	Reports 1	000137	28 Matthew	v Grief	Reports To		۹			
	Location	SSB4.4	0.0		Location		Q			

Appointment Details

The required fields for this section will vary based on if the employee is budgeted by position or appointment.

Appointment Details – By Position

- Current appointment will be pre-populated, and several fields of Proposed appointment are available to be changed.
- If an employee's position number is changing, this field 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. If no changes are needed, please leave the fields filled as is.
- The description and short description of Position should match the information in the Job Code table. If the Job Code is changing, please update this field to match.
- On the compensation fields for monthly employees, you can fill in "Annual Rate @ 100%" or "Monthly Rate @ 100%" with new compensation amount. This will update the other compensation fields once the ePAR is saved.

Current		Proposed
Position Nbr	00011610	Position Nbr
Department	601010 Housing Operations	Department 403100 BudgetA
Job Code	C09005 Administrative Services Off II	Job Code C09120 Financial Analyst
Reports To	00013728 Matthew Grief	Reports To 00012470 Eva Burnett
Location	SSB4.400	Location SP212.502
Stnd Hrs/Wk	40.00	Stnd Hrs/Wk 40.00
FTE	1.000000	FTE 1.000000
Full/Part	Full-Time 🗸	Full/Part
Reg/Temp	Regular 🗸	Reg/Temp Regular V
FLSA Status	Nonexempt 🗸	FLSA Status Exempt V
Salary Basis	Sal Mnth 🗸	Salary Basis Sal Mnth 🗸
Work Period	W	Work Period
Annual Rate @	58518.00	Annual Rate @ 100% 65000
Annual Rate @	FTE 58518.00	Annual Rate @ FTE
Monthly @1009	4876.50	Monthly @100%
Monthly Rate (2 FTE 4876.50	Monthly Rate @ FTE

Appointment Details – By Appointment

- Employees who are hired by appointment will have the following available fields to change
- Required fields: Department, Job Code, Reports To, Location, Standard Hours/Week, FTE, Salary Basis, Pay Rate
- Optional fields: Reg/Temp, Full/Part, FLSA status

Current		Proposed
Position Nbr		Position Nbr Q
Department 305200	Psychology	Department 201390 Q Texas Schools Project
Job Code S00061	Teaching Assistant	Job Code S00634 Q Research Assistant
Reports To	Heidi Kane	Reports To 00013195 Q Holly Kosiewicz
Location DAL01		Location DAL01 Q
Stnd Hrs/Wk 20.0	0	Stnd Hrs/Wk 20.00
FTE 0.5000	00	FTE 0.500000
Full/Part Part-Tin	ne 🗸	Full/Part Part-Time V
Reg/Temp Tempora	ary 🗸	Reg/Temp Temporary 🗸
FLSA Status Exempt	×	FLSA Status Exempt ~
Salary Basis Sal Mnt	h 🗸	Salary Basis Sal Mnth 🗸
Work Period]	Work Period W Q
Annual Rate @ 100%	40716.00	Annual Rate @ 100% 57600
Annual Rate @ FTE	20358.00	Annual Rate @ FTE
Monthly @100%	4524.00	Monthly @100%
Monthly Rate @ FTE	1696.50	Monthly Rate @ FTE

Proposed Funding

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

Appointments EmpRd Position Job Code Job Title Dept ID Dept Title Job Inde 1 1 00011610 C09005 Administrative Services Off II 601010 Housing Operations Primary Services Eff Date Image: Services Gent Code Operations Primary Services Service Services Gent Code Find Code <th cols<="" th=""><th></th><th></th><th></th><th></th><th></th><th></th><th></th><th></th><th></th><th></th><th></th><th></th><th></th></th>	<th></th>													
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Image: contract of the)	Primary Job	ousing perations	010	6010	ices	rative Serv	Administ Off II	:09005	C	1 00011610		1	
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Multiple Periods

- Add a second date range by clicking "+" sign, and remove the date range by click "-" sign
- If there are already multiple effective dates in the Current Funding section, data must be entered for all the same effective dates in the Proposed Funding section
- Example: Bob is working on 37755008 Project through July 19th, and changes to 37755006 on July 20th

Pro	roposed Funding														
Sta	tart 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 Q	Zyvex Labs Sttr li: Atomically	100.000	2150.00	4602.69	765.00	5501	Federal Passthroughs	202	Research - Organized	307700	System Engineering	+	-
Sta	ort Date 07/20/20	D23 🛗 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 Q	Zyvlab: Sttr li: High- Speed Pl	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 Fundin	g													
Start Date 09/01/2	2023 🛗 End Date	03/31/2024											+ -	
Cost Center In	fo 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 Q	. 37355052 Q	Nih Scalable Electrode Technol	40.000	2101.20	14708.40	5910.00	5500	Federal Sponsored Programs	202	Research - Organized	307300	Bioengineering	+	
2 REG Q	. 37355098 Q	Cwru/Nih 10718 Supp: Character	60.000	3151.80	22062.60	8864.00	5501	Federal Passthroughs	202	Research - Organized	307300	Bioengineering	+	-
Start Date 04/01/2	2024 🛗 End Date	08/31/2024											+ -	
Cost Center In	fo 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 Q	37355052 Q	Nih Scalable Electrode Technol	100.000	5253.00	26265.00	0 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/Co	ntact Informatic	on						
Entered By								
Name	Xi Chen							
Phone								
Email	xxc171830@hci	mtest.utdallas.edu						
Secondary C	ontact							
Name								
Phone								
Save	Submit	Approve	Deny	Call Back	Send Back	Cancel	Сору	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	Transfer 🗸 🗸	Status Saved	Request ID 00178987
Explain Action			Request Dt 11/07/2023 Attachments

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

		К <	1-1 of 1 👻 >	>
	Туре	File Name	Add	
1	~		Add	+
	Cell Phone Receipt 19 No Rehire Other Selective Service Social Security Card Visa	Done		
Uploa	File Dept List.xlsx	.::		
Request II	D 00181996			
Request II	D 00181996		K <	1-2 of 2 🗸 > >
Request II	D 00181996	File Name	View	1-2 of 2 > Delete
Request II	0 00181996 Type Other V	File Name Dept_List.xlsx	View View	1-2 of 2 ∨ > Delete +

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/Co	ontact Information	n		
Save	Submit	Approve	Deny	Call Back

REQUEST_ID=00181738:Pending	View/Hide Comments	3	
Department 1 Self Approved Approved			
Carina Legorreta Department Approval 10/03/23 - 2:08 PM			
Department 2			
Pending Multiple Approvers Department Approval	ers		
Commonts			
Comments			
After Department		1	
After Department REQUEST_ID=00181738:Awaiting Further	Approvals]	
After Department REQUEST_ID=00181738:Awaiting Further FND, REA	Approvals]	
After Department REQUEST_ID=00181738:Awaiting Further FND, REA Not Routed Multiple Approvers Career Center Multiple Approvers Budget Office	• Approvals ers		