

ePAR Quick Guide

Central Business Office

Quick Start

To Access:

Gemini for Departments > Personnel Info/Actions



Select: "ePAR Actions"



Types of ePARs:

Change Funding Source: Change the funding of a position

End Assignment: End one of multiple positions

Job Attribute Change: Change aspects of a position

Leave of Absence: Initiate a formal leave of absence

Return from LOA: End an absence event from LOA ePAR

New Appointment: Set up a new employee; choose type: New Hire, Rehire or Secondary Assignment

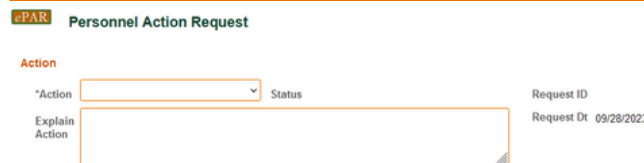
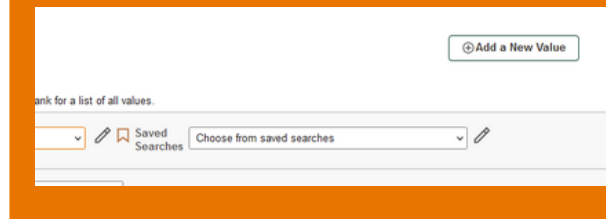
Supplemental Pay: Give short term additional pay

Termination: Terminate an employee

Transfer: Change the current department of an employee, is initiated by **receiving** department

ePAR Processing (All ePARs)

To create a new ePAR select: "Add New Value":



Action: Select the appropriate ePAR form for your needs.

Empl ID: Provide the identifying information for the employee.

NOTE: Select the magnifying glass to search by name.

Explain Action: Explain the need for the requested change.

ePAR Processing (Job Attribute Change)

Eff Date: Effective date for the change. Retroactive dates are allowed.

Appointment Details: View current details and enter any needed changes.

Current/Proposed Funding: View the current funding source and enter any changes.

NOTE: After the ePAR is saved any changes will be highlighted for easy review.

Once all needed changes have been entered, select **"Save"** at the bottom of the page.

Attachment: Attachments can be added once the ePAR is saved.

Click **"Submit"**.

View Existing ePAR

Navigate to "Find an Existing Value"

Search by any field for which information is available.

Select "contains" for incomplete information.



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