*** Do ***NOT*** proceed if data are incorrect. Contact your HR Business Partner. ***

Hire/Rehire/Additional Job

1. Navigate to either the **Manager Self Service** or **Employee Self Service** home page.
2. Click the **ePAR tile**.
3. Click the **Initiate ePAR Request** link.
4. Enter the **Empl ID** (EID) and hit the Enter key.
5. Click the **Search** button.
6. Click the **Hire, Rehire or Additional Job** button.
7. Enter the **Action**, **Reason** and **Effective Date**.
8. Enter relevant **Comments** (if required; refer to Action/Reason grid)
9. Click the **Next** button.
10. Enter the **Empl Class** and ensure the **Position and Job data** are correct.
11. Click the **Next** button.
12. Ensure the **Comp Rate** is correct.
13. Click the **Next** button.
14. Ensure the **Probation Date** is correct (some positions do not require a probation date).
15. Click the **Save** icon.
16. Click the **OK** button to continue when the ePAR number is displayed.
17. Click the **Preview** icon to check for errors. **Do NOT proceed if errors. Contact your HR Business Partner.**
18. Click the **Return** button.
19. Click the **Attachment** icon (looks like a paper clip) if documents are required.
20. Click the **workflow Preview** icon to see routing path. Add Ad Hoc Approvers and/or Reviewers if necessary.
21. Click the **OK** button.
22. Click the **Submit** icon. The ePAR has been routed for approval. Your portion is complete.

Termination/Retirement

1. Navigate to either the **Manager Self Service** or **Employee Self Service** home page.
2. Click the **ePAR tile**.
3. Click the **Initiate ePAR Request** link.
4. Enter the **Empl ID** (EID) and hit the Enter key.
5. Click the **Search** button.
6. Click the **Termination** button.
7. Enter the **Action**, **Reason** and **Effective Date**.
8. Enter relevant **Comments** (if required; refer to Action/Reason grid).
9. Click the **Save** icon.
10. Click the **OK** button to continue when the ePAR number is displayed.
11. Click the **Preview** icon to check for errors. **Do *NOT* proceed if errors. Contact your HR Business Partner.**
12. Click the **Return** button.
13. Click the **Attachment** icon (looks like a paper clip) if documents are required.
14. Click the **workflow Preview** icon to see routing path (some are self-approval). Add Ad Hoc Approvers and/or Reviewers if necessary.
15. Click the **OK** button.
16. Click the **Submit** icon.
17. Click the **OK** button. The ePAR has been routed for approval (unless it is self-approval). Your portion is complete.

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Pay Changes

1. Navigate to either the **Manager Self Service** or **Employee Self Service** home page.
2. Click the **ePAR tile**.
3. Click the **Initiate ePAR Request** link.
4. Enter **Empl ID** (EID) and hit the Enter key.
5. Click the **Search** button.
6. Click the **Pay Change** button (or **Data Change** for **Correction-Pay Rate**).
7. Enter the **Action** (Pay Change for most. Position Change for Grade Advancement and Grade and/or Step Change), **Reason**, and **Effective Date**.
8. Enter relevant **Comments** (if required; refer to Action/Reason grid).
9. Click the **Next** button.
10. Ensure the **Position** and **Job data** is correct.
    a. Enter **Job Code** for Position Change/Grade Advancement.
11. Click the **Next** button.
12. Enter the new **Comp Rate**, either by entering a dollar amount or a percent.
    a. For Sheriff's Office sworn officers, enter the **new Step** for Position Change/ Grade and/or Step Change. The Comp Rate automatically adjusts by 2.75%; this field is display only.
13. Click the **Save** icon.
14. Click the **OK** button to continue when the ePAR number is displayed.
15. Click the **Preview** icon to check for errors. **Do *NOT* proceed if errors. Contact your HR Business Partner.**
16. Click the **Return** button.
17. Click the **workflow Preview** icon to see routing path. Add Ad Hoc Approvers and/or Reviewers if necessary.
18. Click the **OK** button.
19. Click the **Attachment** icon if documents are required (paper clip icon).
20. Click the **Submit** icon.
21. Click the **OK** button. The ePAR has been routed for approval. Your portion is complete.

Position Changes

1. Navigate to either the **Manager Self Service** or **Employee Self Service** home page.
2. Click the **ePAR tile**.
3. Click the **Initiate ePAR Request** link.
4. Enter the **Position** number and hit the Enter key.
5. Click the **Position** button.
6. Enter the **Action**, **Reason**, and **Effective Date**.
7. Enter relevant **Comments** (if required; refer to Action/Reason grid).
8. Click the **Next** button.
9. Change the **Department, Location and/or Reports To**.
10. Click the **Save** icon.
11. Click the **OK** button to continue when the ePAR number is displayed.
12. Click the **Preview** icon to check for errors. **Do *NOT* proceed if errors. Contact your HR Business Partner.**
13. Click the **OK** button.
14. Click the **workflow Preview** icon to see routing path. Add Ad Hoc Approvers and/or Reviewers if necessary.
15. Click the **OK** button.
16. Click the **Attachment** icon if documents are required (paper clip icon).
17. Click the **Submit** icon.
18. Click the **OK** button. The ePAR has been routed for approval (unless it is self-approval). Your portion is complete.

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Data Changes

1. Navigate to either the **Manager Self Service** or **Employee Self Service** home page.
2. Click the **ePAR tile**.
3. Click the **Initiate ePAR Request** link.
4. Enter the **Empl ID** (EID) and hit the Enter key.
5. Click the **Search** button.
6. Click the **Data Change** button.
7. Enter the **Action**, **Reason**, and **Effective Date**.
8. Enter relevant **Comments** (if required; refer to Action/Reason grid).
   a. If the Action/Reason is Data Change/Correction Pay Rate, advance to the next pages and enter the new **Comp Rate**, either by entering a dollar amount or a percent.
9. Click the **Save** icon.
10. Click the **OK** button to continue when the ePAR number is displayed.
11. Click the **Preview** icon to check for errors. **Do *NOT* proceed if errors. Contact your HR Business Partner.**
12. Click the **workflow Preview** icon to see routing path. Add Ad Hoc Approvers and/or Reviewers if necessary.
13. Click the **OK** button.
14. Click the **Attachment** icon if documents are required (paper clip icon).
15. Click the **Submit** icon.
16. Click the **OK** button. The ePAR has been routed for approval (unless it is self-approval). Your portion is complete.

Leave/Return from Leave

1. Navigate to either the **Manager Self Service** or **Employee Self Service** home page.
2. Click the **ePAR tile**.
3. Click the **Initiate ePAR Request** link.
4. Enter the **Empl ID** (EID) and hit the Enter key.
5. Click the **Search** button.
6. Click the **Leave** button.
7. Enter the **Action**, **Reason**, and **Effective Date**.
8. Enter relevant **Comments** (if required; refer to Action/Reason grid).
9. Click the **Save** icon.
10. Click the **OK** button to continue when the ePAR number is displayed.
11. Click the **Preview** icon to check for errors. If errors, do **NOT** proceed. Contact your HR Business Partner.
12. Click the **workflow Preview** icon to see routing path. Add Ad Hoc Approvers and/or Reviewers if necessary.
13. Click the **OK** button.
14. Click the **Attachment** icon if documents are required (paper clip icon).
15. Click the **Submit** icon.
16. Click the **OK** button. The ePAR has been routed for approval. Your portion is complete.

***** Do *NOT* proceed if data are incorrect. Contact your HR Business Partner. *****

Internal Transfers

Internal Transfers

1. Navigate to either the **Manager Self Service** or **Employee Self Service** home page.
2. Click the **ePAR tile**.
3. Click the **Initiate ePAR Request** link.
4. Enter the **Empl ID** (EID) and hit the Enter key.
5. Click the **Search** button.
6. Click the **Transfer** button.
7. Enter the **Action**, **Reason**, and **Effective Date**.
8. Enter relevant **Comments** (if required; refer to Action/Reason grid).
9. Click the **Next** button.
10. Enter the new **Position** number.
11. Update the **Empl Class** if needed.
12. Update the **Probation Date** or **Sworn Merit Date** (sworn officers only) if needed. (If the Probation Date is updated, you are required to provide an explanation in the Comments section on the first page of the epar.)
13. Enter the new **Comp Rate**, either by entering a dollar amount or a percent.
14. For sworn officers, the Comp Rate adjusts to the rate set by the Grade/Step; this field is display only.
15. Click the **OK** button to continue when the ePAR number is displayed.
16. Click the **Preview** icon to check for errors. **Do NOT proceed if errors. Contact your HR Business Partner.**
17. Click the **Return** button.
18. Click the **workflow Preview** icon to see routing path. Add Ad Hoc Approvers and/or Reviewers if necessary.
19. Click the **OK** button.
20. Click the **Attachment** icon if documents are required (paper clip icon).
21. Click the **Submit** icon.
22. Click the **OK** button. You are now complete.

See next page for External Transfers

***** Do *NOT* proceed if data are incorrect. Contact your HR Business Partner. *****

External Transfers

Initiating Department

1. Follow **Internal Transfer** steps 1 – 9.
2. Click the **confirm check box**.
3. Click the **Confirm** button.
4. Click the **Save** icon. (The employee's current department is notified that the employee needs to be released.)
5. After the employee is released, take one of two routes to access your employee:
   a. Click the **link** in the **email notification**.
   b. Select **Transfer Ready** from the **Switch View** drop-down menu.
   c. Click **No** when asked if you want to save your work.
   d. Follow Internal Transfer steps 9 – 22 to complete the transfer ePAR. The ePAR has been routed for approval. Your portion is complete.

   - OR -

   a. Navigate to either the **Manager Self Service** or **Employee Self Service** home page.
   b. Click the **ePAR tile**.
   c. Click the **ePAR WorkCenter** link.
   d. Click on the **Requests - To Be Submitted** link under the **My Work** section.
   e. Click on the **Request ID**
   f. Follow Internal Transfer steps 9 - 22 to complete the transfer ePAR. The ePAR has been routed for approval. Your portion is complete.

Releasing Department

**If you use the link in the release email notification, skip to step 7.

1. Navigate to either the **Manager Self Service** or **Employee Self Service** home page.
2. Click the **ePAR tile**.
3. Click the **Release Transfer** link.
4. Click the **Search** button.
5. Change the **View Name** to **ePAR Transfer Initiated**.
6. Click the **Request ID**.
7. Click the **Next** button on page 1.
8. Click the **Next** button on page 2.
9. Click the **confirm check box**.
10. Click the **Release Confirm** button.
11. Click the **Save** icon. (The initiating department is notified that release is complete. No further action is required.)