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

Hire/Rehire/Additional Job

1. Click the **ePAR WorkCenter** tab.
2. Click the **Initiate ePAR Request**.
3. Enter the **Empl ID** (EID) and hit the Enter key.
4. Click the **Search** button.
5. Click the **Hire, Rehire or Additional Job** 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. Enter the **Empl Class** and ensure the **Position and Job data** are correct.
10. Click the **Next** button.
11. Ensure the **Comp Rate** is correct.
12. Click the **Next** button.
13. Ensure the **Probation Date** is correct (some positions do not require a probation date).
14. Click the **Save** icon.
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 **Attachment** icon (looks like a paper clip) if documents are required.
19. Click the **workflow Preview** icon to see routing path. Add Ad Hoc Approvers and/or Reviewers if necessary.
20. Click the **OK** button.
21. Click the **Submit** icon. You are now complete.

Termination/Retirement

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

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

Pay Changes

1. Click the **ePAR WorkCenter** tab.
2. Click the **Initiate ePAR Request**.
3. Enter **Empl ID** (EID) and hit the Enter key.
4. Click the **Search** button.
5. Click the **Pay Change** button (or **Data Change** for **Correction-Pay Rate**).
6. Enter the **Action** (Pay Change for most. Position Change for Grade Advancement and Grade and/or Step Change), **Reason**, and **Effective Date**.
7. Enter relevant **Comments** (if required; refer to Action/Reason grid).
8. Click the **Next** button.
9. Ensure the **Position** and **Job data** is correct.
   a. Enter **Job Code** for Position Change/Grade Advancement.
10. Click the **Next** button.
11. 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.
12. Click the **Save** icon.
13. Click the **OK** button to continue when the ePAR number is displayed.
14. Click the **Preview** icon to check for errors. **Do *NOT* proceed if errors. Contact your HR Business Partner.**
15. Click the **Return** button.
16. Click the **workflow Preview** icon to see routing path. Add Ad Hoc Approvers and/or Reviewers if necessary.
17. Click the **OK** button.
18. Click the **Attachment** icon if documents are required (paper clip icon).
19. Click the **Submit** icon.
20. Click the **OK** button. You are now complete.

Position Changes

1. Click the **ePAR WorkCenter** tab.
2. Click the **Initiate ePAR Request**.
3. Enter the **Position** number and hit the Enter key.
4. Click the **Position** button.
5. Enter the **Action**, **Reason**, and **Effective Date**.
6. Enter relevant **Comments** (if required; refer to Action/Reason grid).
7. Click the **Next** button.
8. Change the **Department, Location and/or Reports To**.
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 **OK** button.
13. Click the **workflow Preview** icon to see routing path. Add Ad Hoc Approvers and/or Reviewers if necessary.
14. Click the **OK** button.
15. Click the **Attachment** icon if documents are required (paper clip icon).
16. Click the **Submit** icon.
17. Click the **OK** button. You are now complete.

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Data Changes

1. Click the **ePAR WorkCenter** tab.
2. Click the **Initiate ePAR Request**.
3. Enter the **Empl ID** (EID) and hit the Enter key.
4. Click the **Search** button.
5. Click the **Data Change** button.
6. Enter the **Action**, **Reason**, and **Effective Date**.
7. Enter relevant **Comments** (if required; refer to Action/Reason grid).
8. Click the **Save** icon.
9. Click the **OK** button to continue when the ePAR number is displayed.
10. Click the **Preview** icon to check for errors. **Do *NOT* proceed if errors. Contact your HR Business Partner.**
11. Click the **workflow Preview** icon to see routing path. Add Ad Hoc Approvers and/or Reviewers if necessary.
12. Click the **OK** button.
13. Click the **Attachment** icon if documents are required (paper clip icon).
14. Click the **Submit** icon.
15. Click the **OK** button. You are now complete.

Leave/Return from Leave

1. Click the **ePAR WorkCenter** tab.
2. Click the **Initiate ePAR Request**.
3. Enter the **Empl ID** (EID) and hit the Enter key.
4. Click the **Search** button.
5. Click the **Leave** button.
6. Enter the **Action**, **Reason**, and **Effective Date**.
7. Enter relevant **Comments** (if required; refer to Action/Reason grid).
8. Click the **Save** icon.
9. Click the **OK** button to continue when the ePAR number is displayed.
10. Click the **Preview** icon to check for errors. If errors, do **NOT** proceed. Contact your HR Business Partner.
11. Click the **workflow Preview** icon to see routing path. Add Ad Hoc Approvers and/or Reviewers if necessary.
12. Click the **OK** button.
13. Click the **Attachment** icon if documents are required (paper clip icon).
14. Click the **Submit** icon.
15. Click the **OK** button. You are now complete.