ePAR – Job Attribute Change Detail Guide

**What is a Job Attribute Change ePAR?**

- Job information can be changed
  - Position change
  - Standard hours/week
  - Report to different supervisor
  - Salary rate
  - Extend current funding
- Job Attribute Change (JAC) ePAR CANNOT:
  - Transfer to a new department as part of the job change - use Transfer ePAR

**Enter a New ePAR**

- Gemini for Departments > Personnel Info/Action > ePAR Action
Select Job Attribute Change

**Personnel Action Request**

- **Action**
  - *Action*
  - **Status**
  - Request ID
  - Request Dt 10/16/2023

- **Explain Action**
  - Change Funding Sources
  - End Assignment
  - **Job Attribute Change**
  - Leave of Absence

- **Submit**
  - New Appointment
  - Retirement
  - Leave of Absence
  - Supplemental Pay
  - Termination
  - Transfer

- **Secondary**
  - Name
  - Phone

Enter Employee ID
• If you don’t know the employee ID, click the magnifying glass to search by name
Current Appointment Details

- The Name, Current Appointment Details and Current Funding will auto-populate after entering Empl ID
- Select Effective Date for Proposed Job Change (default as ePAR request date)

Appointment Details

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

Appointment Details – Hire 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 Job Code is inconsistence with position, please contact Budget@utdallas.edu

• 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.
Appointment Details – Hire by Appointment

- Employees who are hired by appointment will have the following available fields to change, position will be blank
- All filled in fields are required, and should be left as is if there are no changes
Current and Proposed Funding

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

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%

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.
Request ID and Attachments

- Upon saving the ePAR, a request ID will be assigned, and attachments button is available
- Request ID will allow you to leave and come back to the ePAR as needed

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
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