ePAR – Termination Detail Guide

What is a Termination ePAR?

- Termination ePAR:
  - End all their employment with UT Dallas permanently
  - Can be voluntary: resignation, personal reason, death
  - Can be involuntary: expiration of assignment, availability of work, cancellation of position and work performance
- Termination ePAR CANNOT:
  - End an employee’s current assignment as of a particular date, and the employee will begin another assignment within next three months – use End of Assignment ePAR
  - When an employee will be on temporary authorized leave from their employment at UTD, but will be returning to their current position – use Leave of Absence ePAR

Enter A New ePAR

Gemini for Departments > Personnel Info/Action > ePAR Action
Select Termination

Personnel Action Request

**Action**

*Action: Termination

*Submit

Requested Date: 11/07/2023

Enter Employee ID

**Termination**

**Employee Information**

Empl ID

Name

Dept ID

Action

*Action: Termination

*Submit

Requested Date: 11/08/2023

Termination Reason

*Level 1
*Level 2
*Level 3
If you don’t know the employee ID, click the magnifying glass to search by name

<table>
<thead>
<tr>
<th>Look Up Emp</th>
</tr>
</thead>
<tbody>
<tr>
<td>Empl ID</td>
</tr>
<tr>
<td>Last Name</td>
</tr>
<tr>
<td>First Name</td>
</tr>
<tr>
<td>Search</td>
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</tbody>
</table>

Search Results

<table>
<thead>
<tr>
<th>View 100</th>
</tr>
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<tbody>
<tr>
<td>Empl ID</td>
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Select Termination Reasons

- Involuntary
  - Availability for work
  - Cancellation of position
  - Expiration of assignment
  - Failure of meet essential function
  - Reduce in force
  - Unacceptable conduct
  - Work performance

- Voluntary
  - Death
  - Job dissatisfaction
  - Personal reasons
  - Resignation for employment
Termination Information

- Last Day of Employment and the date of Remove PeopleSoft Access are required, and the dates are not necessarily the same
- Eligible for Rehire is a required field
  - If “No” is selected, paperwork will have to be attached to the ePAR on a later step as evidence of why the employee should not be rehired
- Transfer to State Agency is optional: check the box to select the agency from the list
  - If the agency is not found in the search page, it can be entered manually after checking Other Agency Not in List box
- Donate sick leave is optional
  - If Donate All is checked, the Hours to Donate field will disappear

*Last Day of Employment: 11/05/2023
*Eligible for Retire: 11/03/2023
Transfer to State Agency: ☐
Texas Agency Employer: 
Other Agency Not in List: ☐
Transfer to Job Title: 
Donate Sick Leave: ☐
Donate All: ☐
Hours to Donate: 

W2/Forwarding Address

- Please review the W2 Forwarding address
- Check the Change Address box if the terminating employee’s address needs to be updated
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 the 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