What is a Transfer ePAR?

- Transfer ePAR is used when an employee is transferring from one UTD department to another
  - Should be entered by the department that the employee is transferring to
- Transfer ePAR CANNOT:
  - Job information is changing but department is not – use Job Attribute Change ePAR

Enter A New ePAR

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

Personnel Action Request

Action

*Action

Change Funding Sources
End Assignment
Job Attribute Change
Leave of Absence

Submit
New Appointment
Retirement
Return From LOA
Supplemental Pay
Termination

Transfer

Secondary Contact
Name
Phone

Add

Enter Employee ID

Transfer

Employee Information

Empl ID
Name
EmpRecd
Job

Action

*Action
Transfer

Status

Request ID

Request Dt 11/07/2023

Eff Date 11/07/2023

Current
Proposed

Position Nbr
Position Nbr
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 you are entering emp ID
- Select Effective Date for Proposed department change (default as ePAR request date)
**Appointment Details**

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

**Appointment Details – 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 the Job Code is changing, please update this field to match.
- 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.

![Apprentice Details Table](image-url)
Appointment Details – By Appointment

- Employees who are hired by appointment will have the following available fields to change
- Required fields: Department, Job Code, Reports To, Location, Standard Hours/Week, FTE, Salary Basis, Pay Rate
- Optional fields: Reg/Temp, Full/Part, FLSA status

### Proposed Funding

- The Funding Start Date should be consistent with effective date of department change
- Enter new 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 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