Quick Start

To Access:
Gemini for Departments > Personnel Info/Actions

Select: "ePAR Actions"

Types of ePARs:
- **Change Funding Source**: Change the funding of a position
- **End Assignment**: End one of multiple positions
- **Job Attribute Change**: Change aspects of a position
- **Leave of Absence**: Initiate a formal leave of absence
- **Return from LOA**: End an absence event from LOA ePAR
- **New Appointment**: Set up a new employee; choose type: New Hire, Rehire or Secondary Assignment
- **Supplemental Pay**: Give short term additional pay
- **Termination**: Terminate an employee
- **Transfer**: Change the current department of an employee, is initiated by receiving department

ePAR Processing

(All ePARs)

To create a new ePAR select:
"Add New Value":

Action: Select the appropriate ePAR form for your needs.

Empl ID: Provide the identifying information for the employee.

NOTE: Select the magnifying glass to search by name.

Explain Action: Explain the need for the requested change.

Eff Date: Effective date for the change. Retroactive dates are allowed.

Appointment Details: View current details and enter any needed changes.

Current/Proposed Funding: View the current funding source and enter any changes.

NOTE: After the ePAR is saved any changes will be highlighted for easy review.

Once all needed changes have been entered, select “Save” at the bottom of the page.

Attachment: Attachments can be added once the ePAR is saved.

Click “Submit”. 

View Existing ePAR

Navigate to “Find an Existing Value”

Search by any field for which information is available.

Select “contains” for incomplete information.