ePAR Quick Guide for Optional ePAR Review

ePAR allows for other people to review ePAR’s prior to an employee receiving the ePAR for certification. When a department administrator is reviewing PAR’s at the end of a quarter, the administrator may forward an ePAR on for review by clicking the “Route for Review” button. If any ePAR’s have been routed to you for review, the ePAR’s will show up on your “My Review List” tab.

Names will remain on your list until each of the ePAR’s change to a different processing state by being either recycled or sent on to be certified. Because the review state is optional in the certification process, the ePAR system does allow an ePAR to be moved to another processing state even if you have not yet opened or reviewed the ePAR that has been sent to you.
When an ePAR is routed to you for review, you should receive an email notification similar to this:

**From:** edr@noreply.utah.edu  
**Sent:** Tuesday, May 26, 2015 10:57 AM  
**To:** {Faculty/Staff Name}  
**Subject:** **ePAR/EDR** ePAR Review Required

Dear {Faculty/Staff Name},

{Department Administrator Name} has routed the 03/31/2015 ePAR for {Faculty/Staff Name} for your review.

Message From {Department Administrator Name}

No message included.

Link to ePAR:  
https://www.acs.utah.edu/uofu/hrs/EDR/faces/index.xhtml?faces-redirect=true&emplid=...

Link to My Review List:  
https://www.acs.utah.edu/uofu/hrs/EDR/faces/index.xhtml?faces-redirect=true&emplid=...

**Clicking on the links at the bottom of the email** will take you to CIS where you will be required to log in, if you are not already logged into CIS. You will then be taken to the ePAR or “My Review List” depending on the link you click. Alternatively, you can log into CIS, find the Reports section, and click on Effort Distribution Report (EDR) or ePAR Certification, and then click on the “My Review List” tab.
**Employee:** Employee 1  
**Home Department:** Employee 1’s Department  
**ABA:** 44,800.00

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**ePAR (Certification Required)**

**Period:** 07/01/2014 – 09/30/2014

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**Effort-Based Earnings Distribution:**

Earnings (exempt), including adjustments processed to date for the 1st Quarter of FY2015, were distributed to the following accounts. Any adjustment to the effort distribution will generate a corresponding adjustment to the related benefits. The corrected benefit amounts shown are ESTIMATED only, and will be adjusted (if necessary) by Central Administration when the reallocation is created.

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<tbody>
<tr>
<td>0000001</td>
<td>062</td>
<td>00005422</td>
<td>51400</td>
<td>1</td>
<td>2,295.5</td>
<td>100.00%</td>
<td>100.00%</td>
<td>2,295.5</td>
<td>-229.60</td>
<td>16.19</td>
<td>14.57</td>
<td>-1.62</td>
<td>-231.22</td>
<td>9416</td>
<td></td>
</tr>
</tbody>
</table>

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**Explaination:** Appropriately allocate employee’s payroll distribution

**Prepared by:** 00958421 – MERRITT, JEREMY CRAIG  
**Requested by:** 00958421 – Craig MERRITT  
**Preparer Email:** craig.merritt@admin.utah.edu  
**Preparer Phone:**  
**Preparer Date/Time:** 06/02/2015 10:53 PM  
**Certified By:**  
**Certified Date/Time:**

**Processing Comments:** REVIEW

**Last Action:** 00958421–Craig MERRITT – MERRITT, JEREMY CRAIG  
**Last Updated By:** 00958421–Craig MERRITT – MERRITT, JEREMY CRAIG  
**Last Updated Date/Time:** 06/02/2015 10:53 PM

**Reallocation #:** Pay Period Processed:

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**Options:**  
- [x] Recycle  
- [x] Trash  
- [x] Request Certification  
- [x] Validate  
- [x] Submit  
- [x] Route for Review  
- [x] Save  
- [x] Validate  
- [x] Submit  
- [x] Upload Attachment

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**Note:** The highlighted sections indicate areas of focus or required actions. The table provides detailed distribution information, while the options at the bottom allow for various actions and validations.
Request Certification

Once you open an ePAR, you can verify if the percent allocations are correct and that all the projects are listed on the ePAR. If you are satisfied with the ePAR, you may click the “Request Certification” button to send the ePAR to the person for their certification. The following box will pop up:

When you **click the “Continue” button**, email notifications will be sent to the preparer of the ePAR and to the employee. Unchecking the boxes will stop the system from sending email notifications to these individuals.
Recycle

If the allocation(s) are not reasonably accurate (within 3-5%) or if there is a project/activity that you have expended effort on which is not included on the PAR, click the “Recycle” button. The following box will pop up:

Clicking the “Continue” button will return the ePAR to the Preparing State where changes can then be made. You may add a comment about what is not correct here, or work directly with your department administrator to make the necessary changes.
Route for Review

If there is another person that you would like to also review the ePAR in addition to yourself, you can click the “Route for Review” button, the following box will pop up:

![Add Reviewer(s) - Route for Review](image)

Type in the last name, first name of the person and then click on the name to add them to your list. You may create a list of multiple people by typing in additional names. Once your list of names is complete, **click the “Add Reviewer(s)” button** and the system will send email notifications to those on the list that you created.