

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.

Quarter-to-date Effort Distribution Report **My Review List**

Name or Emplid: JEREMY CRAIG MERRITT~00958421

Search/Refresh List Reset

Last Action	Employee	Fiscal Year:	Quarter:
REVIEW	Employee 2~Single Chartfield: Project	2015	1

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=...>

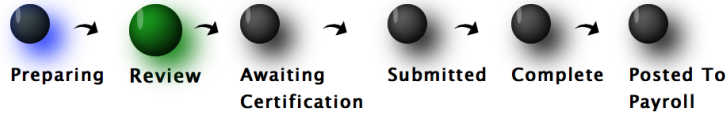
Link to My Review List:

<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

Reallocation State



ePAR (Certification Required)

PERIOD: 07/01/2014 - 09/30/2014

Hide Popups

Zoom In: Ctrl + Zoom Out: Ctrl -

SL:A

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.

Organized Sponsored Agreements:

BU	Org	Act/Proj	Account/A/U	Rcd	Effort Earnings	Earn Percent	Corr Earn Percent	Corr Earn Amount	Earn Real Amount	Related Benefits	Corr Ben Amount	Ben Real Amount	Total Real Amount	Jobs Code	Proj Beg-End Dates		
State Appropriated Activities																	
01	00062	00005422	51400	1	0	2,295.9	100.000%	90.000	2,066.39	-229.60	16.19	14.57	-1.62	-231.22	9416		
New Chartfields:																	
1	01	00062	58501563	51400	1	0	0.0	.000%	10.000	229.60	229.60	0.00	1.62	1.62	231.22	9416	09/15/2010 08/31/2015
Totals:					2,295.9	100.000%	100.000%	2,295.99	229.60	0.00	16.19	16.19	0.00				

+ Add Chartfield | + Add Multiple Chartfields | Add Chartfields by File Upload

Explanation: Appropriately allocate employee's payroll distribution
 Prepared by: 00958421 ~ MERRITT, JEREMY CRAIG
 Preparer Email: craig.merritt@admin.utah.edu
 Preparer Phone:
 Certified By: ~

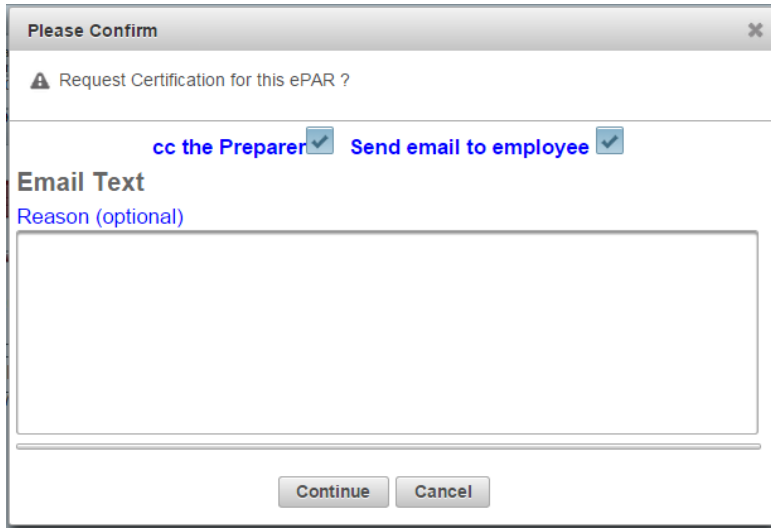
Requested By: 00958421 ~ Craig MERRITT
 Submitted: 06/02/2015 10:53 PM
 Certified Date/Time:

Processing Comments: REVIEW
 Last Action: REVIEW
 Last Updated By: 00958421~Craig MERRITT ~ MERRITT, JEREMY CRAIG
 Last Updated: 06/02/2015 10:53 PM

Reallocation #:
 Pay Period Processed:

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:



The screenshot shows a dialog box titled "Please Confirm" with a close button (X) in the top right corner. The main text inside the dialog is "Request Certification for this ePAR ?". Below this, there are two checked checkboxes: "cc the Preparer" and "Send email to employee". Underneath these is a section titled "Email Text" with a sub-label "Reason (optional)" and a large empty text area for input. At the bottom of the dialog, there are two buttons: "Continue" and "Cancel".

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:



Please Confirm

⚠ Recycle EDR?

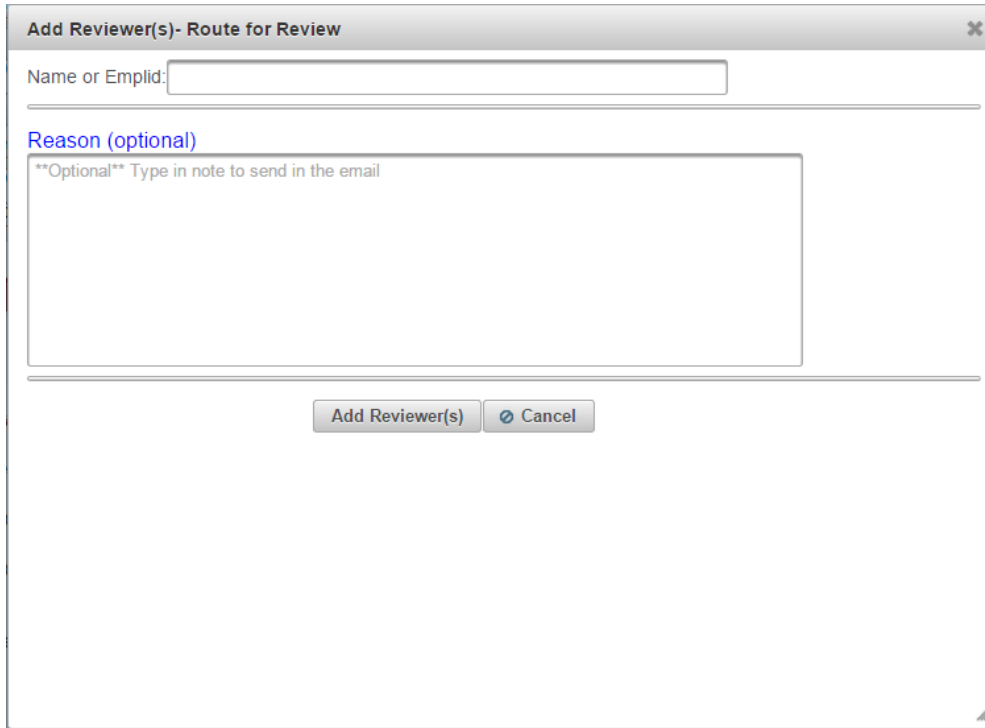
Reason (optional)

Continue Cancel

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:



The screenshot shows a dialog box titled "Add Reviewer(s)- Route for Review" with a close button (X) in the top right corner. Inside the dialog, there is a text input field labeled "Name or Emplid:". Below this field is a horizontal line. Underneath the line, the text "Reason (optional)" is displayed in blue. Below that, there is a larger text area with the placeholder text "**Optional** Type in note to send in the email". At the bottom of the dialog, there are two buttons: "Add Reviewer(s)" and "Cancel".

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.