Understanding ePAR

**What is an ePAR?** ePAR’s are the electronic version of the paper Personal Action Form.

**Approver ePAR Actions:** There are only two approver actions: Approve or Deny.

| If approved | the ePAR is routed to the next approver. An email is sent to the submitter and the ePAR is processed after final approval. |
| If denied   | an email is immediately sent to the submitter. The ePAR cannot be changed but must be recreated and submitted (if needed). |

**Accessing the ePAR**

**Using PeopleSoft Navigation**

- Main Menu > UTD Customizations > UTD HR Customizations > ePAR > ePAR Actions
- Click the My Assignments check box to display all ePAR’s the require your review and action

**Using Email**

1. An email is sent to you which contains a link to the specific ePAR. The ePAR and YODA icons open email and YODA site respectively. They can be permanently displayed in subsequent emails by adding the email to your Safe Sender List.
2. Log into Galaxy > Gemini HR
3. Click the email link to display the specific ePAR sent

**Once you have accessed the ePAR:**

1. Review the details
2. Click the Approve or Deny button