

**ePAR Approval Required** Using Email

payroll@utdallas.edu  
 Sent: Thu 4/10/2014 2:25 PM  
 To: Roffe, Patricia F

Termination ePAR Request ID 00000032 is ready for your review. To review, please click on the link below.

[Go to ePAR](#)

ePAR Action: Termination  
 Employee Name: Gabrielle Portlande  
 Department: 407000/Payroll & Employee Data Admin  
 Originator/Requestor: Harold Lindholm

**ePAR Actions** Using PeopleSoft Navigation

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value | Add a New Value

Search Criteria

Request ID: begins with  
 Empl ID: begins with  
 Name: begins with  
 Department: begins with  
 Request Date: =  
 Assigned Oprid: begins with  
 My Assignments   
 Last Name: begins with  
 First Name: begins with

Case Sensitive  
 Limit the number of results to (up to 300): 300

Search | Clear | Basic Search | Save Search Criteria

Approvals

Approve | Deny

**Department Approvals**

REQUEST\_ID=00000032: Pending

Department 1

Approved: Natalie Cummings (PAF Department Approval, 04/10/14 - 12:25 PM) → Pending: Multiple Approvers (PAF Department Approval) → Not Routed: Terry Pankratz (PAF Department Approval)

**After Department**

REQUEST\_ID=00000032: Awaiting Further Approvals

TER, LOA, RFL

Not Routed: Multiple Approvers (Employee Relations) → Not Routed: Multiple Approvers (Leave Administration) → Not Routed: Multiple Approvers (Payroll Office)

submitter/Contact Information

Entered By: Harold Lindholm (Extension 2619, Email hxl132130@utdallas.edu)

Secondary Contact: Name, Phone

Save | Return to Search | Add

## Understanding ePAR

**W**hat is an ePAR? ePAR's are the electronic version of the paper Personal Action Form.

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

There may be more than one approver assigned to an ePAR.

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