Hire/Additional Job ePAR for Active Retired Faculty

Background: This process is to be used in accordance with the UVM Retired Faculty Software Access Guidelines.

1. Log in to PeopleSoft using the Human Resources Login.
2. Navigate to the ePAR Collection and select the Hire ePAR action. Select Add.
3. Search by Employee ID#, select the box next to Additional Job and click on Next.

![Create UVM Hire Request](image-url)
4. Select the reason Additional Job.
5. Enter in the Effective Date.
6. Select No for the working less than 12 months question.
7. Enter in any Comments important to this assignment.
8. Click Next which will bring you to Personal Information which can be skipped; click Next again.
10. Enter in Business Unit.
11. Enter in Department.
12. Enter in Expected End Date. The End Date should be three years from the start date (it will be required for these assignments even though it is normally only captured for grad students). 
   Note: It is the responsibility of the department to track when the end date is approaching and submit a Rehire ePAR for this record to request an extension of access.
13. Enter in 0950 for the Job Code.
15. Select Non Paid Faculty for the Empl Class.
16. Enter in 0.0000 for the FTE.
17. Select NU for the Union Code.
18. Click on Next and skip through the next pages until you get to the last page: Compensation.
19. On the last page, Compensation, click on Attach and attach the application material, which should include the approved application package and the Chair and Dean’s letter of support.

20. Click on Save.

21. Before you submit the ePAR, insert the Vice Provost for Faculty Affairs as an ad hoc approver, by clicking on Preview.
22. Click on the plus sign between the Dept Approver 1 and Faculty Services approval boxes.

23. In the box that pops up, select or enter in the NetID for the Vice Provost for Faculty Affairs and click on Insert and then OK.

24. Click on Submit to enter the ePAR into the workflow to be approved and processed.