

Human Capital Management: Step-by-Step Guide

Entering Separations

This guide describes the process for entering a separation using an ePAR Non-Pay Action.

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Before You Begin

Navigation tips:

HCM Community Users

Procedures in this guide begin from the HCM Community Users dashboard:

- 1. From the portal, click the **HCM** tile. The Employee Self Service dashboard appears.
- 2. Click Employee Self Service.
- 3. Click **HCM Community Users** to display the dashboard.

The NavBar displays options for accessing other systems. Through the NavBar, you can select CU Resources to access systems on the portal.

The magnifying glass is called a look up and displays search results for you to select valid field values.

The book and checkmark lets you spell check text boxes.

The down arrow lets you hide, or collapse, sections you do not want to view.

Click the rrow to expand the section.

Beginning the Transaction

To terminate an employee:

- 1. From the HCM Community Users dashboard, click the Non-Pay Actions tile.
- 2. Under ePAR Separation, click Add.

Smart eP	AR Non-Pay Actions	
 ✓ ▲ ▲ 	ePAR Job Change Make changes to non-pay related fields Add Modify Inquiry ePAR Group Termination ePAR Employee Group Termination Add Modify Inquiry ePAR Separation Retire or Terminate an Employee Add Modify Inquiry	ePAR Group Change ePAR Employee Group Change Add Modify Inquiry ePAR Leave Leave of Absence, Paid Leave or Return from Leave Add Modify Inquiry

Step 1: Employee Selection

1. Under Search Criteria, type the Employee ID or name and click Search.

Collaborate Attach Process			
Create ePAR Separation Requi	est		
Step 1 of 3: ePAR - Employee Sele	ection		
 Transaction Details 			
PAR Action: Termination	Action:	Document ID:	ePAR Separation
Request ID: NEXT	Reason Code:	Document Instance:	<u>0</u>
ePAR Status: Initial	Effective Date:	Document Status:	Initial / Add Entry
	Effective Seq: 0		
Search Criteria			
Empl ID:			
First Name:			
Last Name:			
Department:			
Position Number:			
Search Clear			

2. Select the checkbox that appears next to the employee record and click Next.

Se	arch Result	s								🔄 🛛 First 🕚 1 of 1 🕑 Last
	Empl ID	First Name	Last Name	Empl Record	Position Number	Description	Department	Description	Job Code	Description
•						Professional Research Asst	10080	Coop Inst Res/Envrm Sci - Dir	1310	Professional Research Asst
						(Next			

Step 2: Action/Reason

- 1. Complete the required fields marked by an asterisk (*). Termination is displayed as the default Action.
- 2. From the Reason list box, select a reason code and type any comments.

Collaborate Attach Process	,			
Create ePAR Separa	ation Request			
Step 2 of 3: ePAR - A	ction/Reason			
Iransaction Details				
PAR Action: Termination	Action:	Termination	Document ID:	ePAR Separation
Request ID: NEXT	Reason Code:		Document Instance:	0
ePAR Status: Initial	Effective Date:	09/01/2015	Document Status:	Initial / Add Entry
	Effective Seq:	0		
Employee Details				
Name:	Empl ID:		Empl Rcd:	0
Profile Type:	Profile ID:		Last Personnel Action:	
			Last Transaction Date:	
Action/Reason Selection	ion			
*Action:	Termination N	 Image: A start of the start of	*Reason:	✓
Old Effective Date:	07/01/2015		Old Effective Sequence:	0
*Effective Date:	31		Effective Sequence:	0 Fiscal Year:
Comments:				
L				
			Previous Next	

3. Click Next.

Step 3: ePAR Terminate Confirmation

1. Add any further comments, select the Certification box and click Confirm.

Seve Collaborate Atta	paration Request				8
					Help
Entered By:	Entered On:	Document Status	Finitial		
Updated By:	Updated On:	Sub Status:	Add Entry	Additional Info	
Comments:					
Confirm	rmation provided is complete and accura	ate to the best of my know	wledge		
			Previous		

2. When you receive the message with your ePAR Termination number, click **OK**.

ePAR TER0000096 has been saved and must be submitted to complete the request
Click OK to return to the transaction
ОК

Step 4: Submit

- 1. Click Submit. Submit
- 2. Click OK.



3. Click OK to return to your transaction page. It will be in Display Only mode.

	l
\checkmark	
OK	

