University of Colorado
Boulder | Colorado Springs | Denver | Anschutz Medical Campus
EMPLOYEE SERVICES

# Human Capital Management: Step-by-Step Guide

## Entering Separations

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

## Contents


Entering Separations ..... 1
Before You Begin ..... 1
Beginning the Transaction ..... 2
Step 1: Employee Selection ..... 2
Step 2: Action/Reason ..... 3
Step 3: ePAR Terminate Confirmation ..... 3
Step 4: Submit ..... 4


## 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.

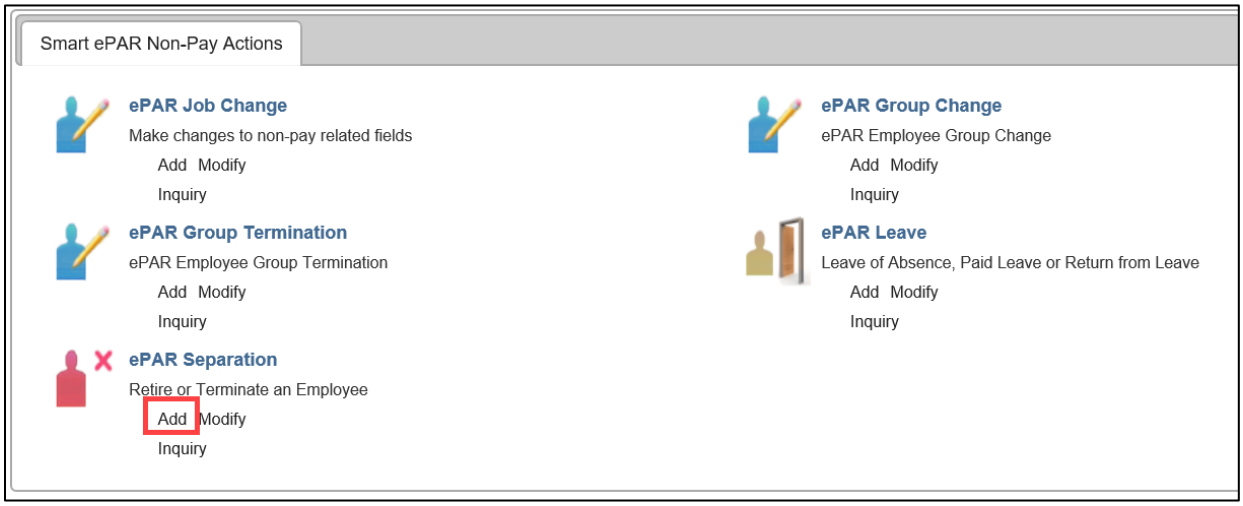

The down arrow lets you hide, or collapse, sections you do not want to view.

Click the arrow to expand the section.

# Beginning the Transaction

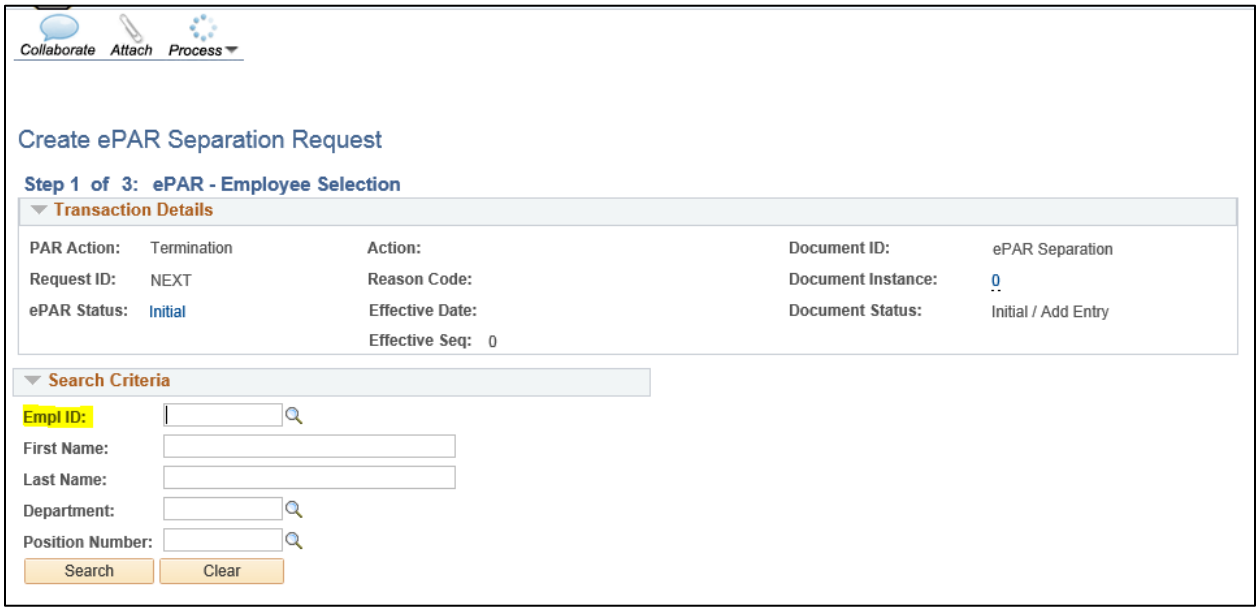
To terminate an employee:

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

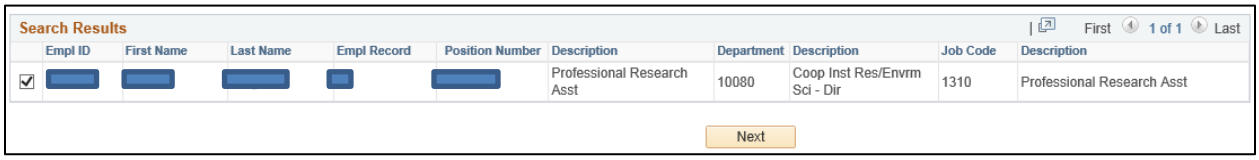



# Step 1: Employee Selection

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

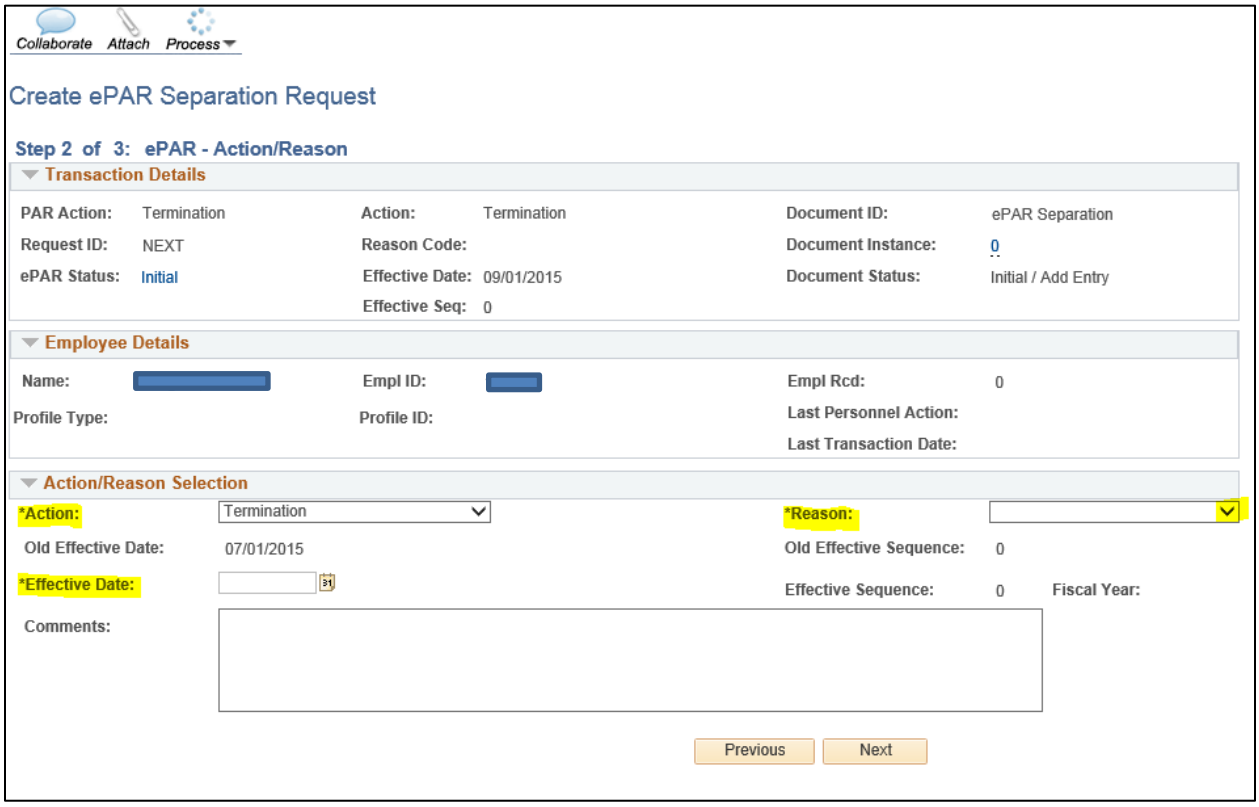



2. Select the checkbox that appears next to the employee record and click **Next**.



# Step 2: Action/Reason

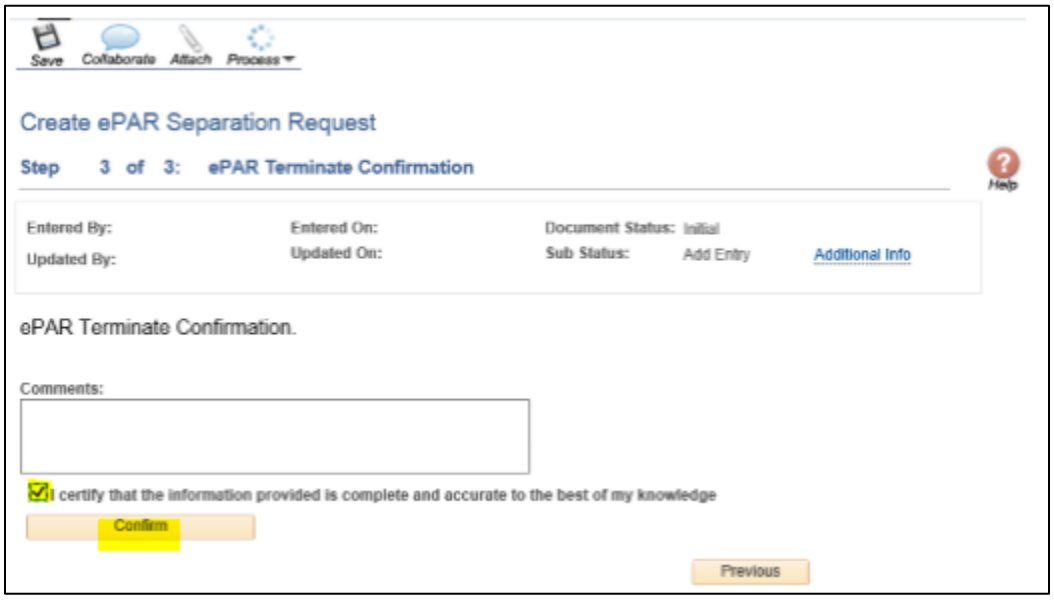
1. Complete the required fields marked by an asterisk (*). Termination is displayed as the default Action.
2. From the **Reason** list box, select a reason code and type any comments.



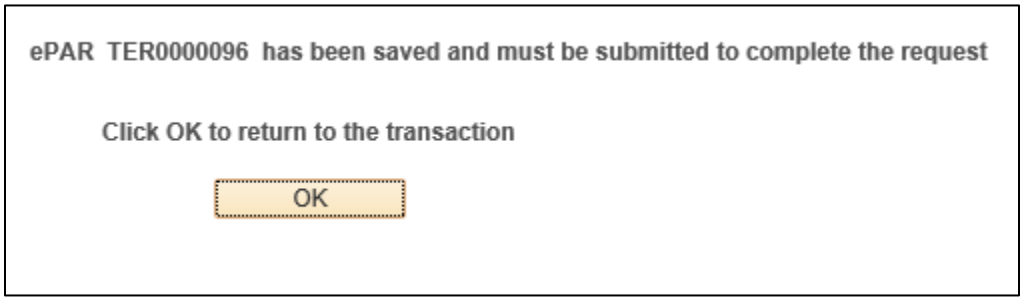

3. Click **Next**.

# Step 3: ePAR Terminate Confirmation

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



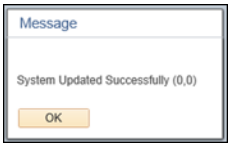
2. When you receive the message with your ePAR Termination number, click **OK**.

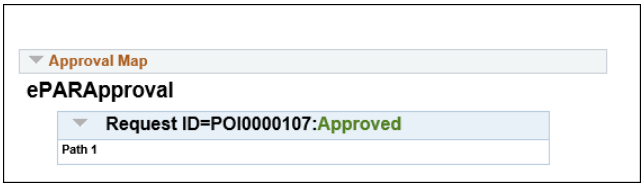



## Step 4: Submit

1. Click **Submit**.


2. Click OK.




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