

ePAR Faculty Transaction Summary

Revised: 12/1/2010

Required Approvals/Reviews Legend
BLUE - Administrative Approval
GREEN - Financial Review
RED - Review

Administrator Legend	
Benefit Administrator - HR Benefits	Payroll Administrator - Controller Payroll
Budget Administrator - Budget and Analysis	Personnel Administrator - HR Data Processing
MFE Administrator - HR Faculty Affairs	

	Use When ...	Method used to initiate transaction	Required Supporting Documentation	Required Approvals/Reviews	PeopleSoft Automatic Email Notification	Deadline Calendar
Personal Data Change Transactions						
Primary Name Change/Addition	An employee's primary name, as reflected on their Social Security Card, is changing.	Employee makes change using SoftServ	Social Security Card reflecting Name Change	N/A	> Employee > Personnel Administrator	N/A
Preferred Name Change/Addition	An employee's preferred name differs from the name that appears on their Social Security Card.	Employee makes change/addition by emailing HUMANRESOURCES_PROCESSING@mcg.edu	N/A	N/A	N/A	N/A
Address Change/Addition	An employee's address information is changing or an employee elects to add additional address information	Employee makes change using SoftServ	N/A	N/A	> Employee	N/A
Phone Change/Addition (Home, Cell, Other)	An employee's personal telephone information is changing or an employee elects to add additional personal telephone information.	Employee makes change using SoftServ	N/A	N/A	> Employee	N/A
Marital Status Change	An employee's marital status has changed.	Employee makes change using SoftServ	Documentation reflecting change; Marriage Certificate, Divorce Decree, Death Certificate	N/A	> Employee > Personnel Administrator	N/A
Emergency Contact Change/Addition	An employee's emergency contact information is changing or an employee elects to add additional emergency contact information.	Employee makes change using SoftServ	N/A	N/A	> Employee	N/A
E-Mail Change/Addition (Home)	An employee's personal e-mail address is changing or an employee elects to add additional personal e-mail address information.	Employee makes change/addition by emailing HUMANRESOURCES_PROCESSING@mail.mcg.edu	N/A	N/A	N/A	N/A
Education Level Change/Addition	An employee's current education level is changing or an employee elects to add additional education information.	Employee makes change/addition by emailing HUMANRESOURCES_PROCESSING@mail.mcg.edu <i>*Note: Faculty may provide original transcripts to their respective Dean's Office for changes/additions in education.</i>	Diploma, Certification, or Official Transcript	N/A	N/A	N/A
Citizenship Status Change	An employee's citizenship status has changed.	Employee makes change by visiting Human Resources - Data Processing	Documentation reflecting change; Visa, Permanent Resident Card, Naturalization Documentation, etc.	> IPSO/Student Diversity	N/A	N/A

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Dependent Change/Addition	An employee experiences a status change outside the Open Enrollment timeframe, such as marriage, birth, death or divorce, that results in the need to add/remove dependents from current benefit elections. <i>*Note - The change in status must be made within 31 days of the qualifying event</i>	Employee makes change by visiting Human Resources - Benefits	Documentation reflecting change; Marriage Certificate, Divorce Decree, Death Certificate, Birth Certificate, Adoption Documentation, etc.	N/A	N/A	N/A

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Campus Contact Information Change Transactions						
Campus Email Change/Addition	An employee's MCG assigned campus e-mail address is changing	Changes in Novell GroupWise Accounts are automatically recorded in the HR system, no action is required by either the employee or the department.	N/A	N/A	N/A	N/A
Phone Change/Addition (Campus, Pager, Fax)	An employee's campus telephone information is changing or an employee elects to add additional campus telephone information.	Employee makes change using SoftServ	N/A	N/A	> Employee	N/A
Campus Mail Address	An employee's campus mail address must be added or is changing	Department Requests Change from Employment/Classification/Compensation	Approved Position Classification Form, Pg.1	N/A	N/A	N/A

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Institution Approved Transactions						
Status Change Transactions						
Hire Transactions						
Hire - Regular Appointment	<p>*Academic Faculty member is being appointed into a regular, tenure and benefit eligible position, no probationary credit is being granted, and incoming faculty will not be tenured upon appointment.</p> <p>*Incoming Administrative Faculty member with rank is being appointed into a regular, benefit eligible position. Faculty member will be eligible for Tenure but probationary credit toward tenure is not being considered nor will they be tenured upon appointment.</p> <p>*Incoming Administrative Faculty member without rank is being appointed into a regular, benefit eligible position.</p> <p><b>*This transaction should also be used when a current MCG faculty member is receiving an appointment at the VA (MCG/VA combined FTE = 1.0)</b></p>	ePAR Originator initiates transaction by completing <b>ePAR - Request Non-Classified Hire</b> Transaction	<a href="#">All Regular Employee Hire Documentation</a>	<p>&gt; Dean/VP (or designated approval authority*)</p> <p>&gt; VP Instruction</p> <p>&gt; Provost</p> <p>&gt; Faculty Affairs</p>	<p>&gt; ePAR Originator</p> <p>&gt; ePAR Approvers</p> <p>&gt; Employee's Direct Supervisor</p> <p>&gt; Personnel Administrator</p>	Exempt
Hire - Tenure Upon Appointment	Faculty is being appointed into a regular, tenure and benefit eligible position, and will be tenured upon appointment.	ePAR Originator initiates transaction by completing <b>ePAR - Request Non-Classified Hire</b> Transaction	<a href="#">All Regular Employee Hire Documentation</a>	<p>&gt; Dean/VP (or designated approval authority*)</p> <p>&gt; VP Instruction</p> <p>&gt; Provost</p> <p>&gt; Faculty Affairs</p>	<p>&gt; ePAR Originator</p> <p>&gt; ePAR Approvers</p> <p>&gt; Employee's Direct Supervisor</p> <p>&gt; Personnel Administrator</p>	Exempt
Hire - Regular Appointment (Probationary Credit toward Tenure Granted)	Faculty is being appointed into a regular, tenure and benefit eligible position, and probationary credit toward tenure is being granted.	ePAR Originator initiates transaction by completing <b>ePAR - Request Non-Classified Hire</b> Transaction	<a href="#">All Regular Employee Hire Documentation</a>	<p>&gt; Dean/VP (or designated approval authority*)</p> <p>&gt; VP Instruction</p> <p>&gt; Provost</p> <p>&gt; Faculty Affairs</p>	<p>&gt; ePAR Originator</p> <p>&gt; ePAR Approvers</p> <p>&gt; Employee's Direct Supervisor</p> <p>&gt; Personnel Administrator</p>	Exempt

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<p>Hire - Limited Term Appointment</p> <p><i>Limited Term positions are created or budgeted for some defined period that is expected to be at least 6 months, but that is not expected to continue indefinitely (MCG Policy allows for Limited Term Faculty to be appointed for a period not to exceed one year). Limited Term positions of at least 50% FTE are benefits-eligible, and must be posted/advertised just like a regular position. Positions expected to exist for more than 3 years should be established as regular positions.</i></p>	Faculty member is being appointed into a regular, benefit eligible NON-tenure eligible position . Per MCG Policy, not to exceed one year.	ePAR Originator initiates transaction by completing <b>ePAR - Request Non-Classified Hire</b> Transaction	<a href="#">All Regular Employee Hire Documentation</a>	> Dean/VP (or designated approval authority*) > VP Instruction > Provost > Faculty Affairs	> ePAR Originator > ePAR Approvers > Employee's Direct Supervisor > Personnel Administrator	Exempt
<p>Hire - Temporary Appointment</p> <p><i>Temporary positions may be filled for up to 6 months, and may be full- or part-time. Temporary positions are not benefits-eligible, regardless of FTE. Departments may seek an extension of a Temporary appointment for up to six additional months (12 consecutive months total). However, under BOR Policy, once the individual has worked for the institution for 12 consecutive months, the employment relationship must end. The individual may not be rehired as a Temp in the same institution unless there has been a break in service of at least 30 calendar days.</i></p>	Faculty member is being appointed into a temporary, non-benefit eligible, non-tenure eligible position which will not exceed a 12 month period.	ePAR Originator initiates transaction by completing <b>ePAR - Request Non-Classified Hire</b> Transaction	<a href="#">All Temporary Employee Hire Documentation</a>	> Dean/VP (or designated approval authority*) > VP Instruction > Provost > Faculty Affairs	> ePAR Originator > ePAR Approvers > Employee's Direct Supervisor > Personnel Administrator	Exempt

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Hire - Part-Time Appointment	Incoming Faculty member is being appointed into a position with an FTE that is less than 1.0.	ePAR Originator initiates transaction by completing <b>ePAR - Request Non-Classified Hire Transaction</b>	<a href="#">All Part-Time Employee Hire Documentation</a>	> Dean/VP (or designated approval authority*) > VP Instruction > Provost > Faculty Affairs	> ePAR Originator > ePAR Approvers > Employee's Direct Supervisor > Personnel Administrator	Exempt
Hire - Clinical Appointment	Individual is being appointed as a non-paid Clinical Faculty member.	ePAR Originator initiates transaction by completing <b>ePAR - Request Non-Classified Hire Transaction</b>	<a href="#">All Clinical/Adjunct Hire Documentation</a>	> Dean/VP (or designated approval authority*) > VP Instruction > Provost > Faculty Affairs	> ePAR Originator > ePAR Approvers > Employee's Direct Supervisor > Personnel Administrator	Exempt
Hire - Adjunct Appointment	Individual is being appointed as a non-paid Adjunct Faculty member.	ePAR Originator initiates transaction by completing <b>ePAR - Request Non-Classified Hire Transaction</b>	<a href="#">All Clinical/Adjunct Hire Documentation</a>	> Dean/VP (or designated approval authority*) > VP Instruction > Provost > Faculty Affairs	> ePAR Originator > ePAR Approvers > Employee's Direct Supervisor > Personnel Administrator	Exempt
Hire - MCG/VA Appointment (Requires creation of two positions)	Faculty is being appointed as Full Time MCG Faculty with FTE split between MCG and VA.  <b>*This transaction should also be used when a current MCG faculty member is receiving an appointment at the VA (MCG/VA combined FTE = 1.0)</b>	ePAR Originator initiates transaction by completing <b>ePAR - Request Non-Classified Hire Transaction</b>	<a href="#">All Regular Hire Documentation</a>	> Dean/VP (or designated approval authority*) > VP Instruction > Provost > Faculty Affairs	> ePAR Originator > ePAR Approvers > Employee's Direct Supervisor > Personnel Administrator	Exempt
Hire - 100% VA Appointment	Faculty is being appointed as Full Time MCG Faculty will full FTE being VA.	ePAR Originator initiates transaction by completing <b>ePAR - Request Non-Classified Hire Transaction</b>	<a href="#">All Regular Hire Documentation</a>	> Dean/VP (or designated approval authority*) > VP Instruction > Provost > Faculty Affairs	> ePAR Originator > ePAR Approvers > Employee's Direct Supervisor > Personnel Administrator	Exempt

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Hire - Rehired Retiree Appointment <i>"Note: Rehired Retiree Appointments are only approved on a Fiscal Year basis, regardless of the effective date of the appointment. In order to continue employment, Rehired Retirees must be re-appointed at the beginning of each fiscal year via a Request Non-Classified Hire transaction. TRS approval must be obtained prior to each Fiscal Year appointment. Re-Appointment transactions must be received no later than the 15th of April to be considered for the pending Fiscal Year."</i>	An MCG retiree is being appointed in a temporary capacity.	ePAR Originator initiates transaction by completing <b>ePAR - Request Non-Classified Hire</b> Transaction	<a href="#">All Temporary Employee Hire Documentation</a>	> Dean/VP (or designated approval authority*) > VP Instruction > Provost > President > Faculty Affairs > Benefit Manager > TRS (if applicable) > BOR	> ePAR Originator > ePAR Approvers > Employee's Direct Supervisor > Personnel Administrator	Faculty
Hire - Occasional Faculty Appointment	Faculty is being appointed in an occasional capacity (FTE not to exceed 0.25 annually).	ePAR Originator initiates transaction by completing ePAR - <b>Request Non-Classified Hire</b> Transaction	<a href="#">All Temporary Employee Hire Documentation</a>	> Dean/VP (or designated approval authority*) > VP Instruction > Provost > President > Faculty Affairs > Benefit Manager > TRS (if applicable) > BOR	> ePAR Originator > ePAR Approvers > Employee's Direct Supervisor > Personnel Administrator	Faculty
Retirement	Faculty member is retiring from MCG with MCG Benefits	ePAR Originator initiates transaction by completing <b>ePAR- Retire Employee</b> Transaction	Retirement Documentation <i>*The employee should contact the Benefit Office at (706) 721-3770 to schedule an appointment with the Benefit's Supervisor.</i>	N/A - Quarterly Report to Provost	> ePAR Originator > Employee's Direct Supervisor > RET Administrator	Exempt
Termination	Employment has ended.	ePAR Originator initiates transaction by completing <b>ePAR- Terminate Employee</b> Transaction	Termination Documentation <i>*Termination documentation includes the employee's letter of resignation, the departments resignation acceptance letter, and/or any other documentation relevant to the termination. Termination documentation should be sent to the HR staff member assisting with the termination. However, at the discretion of the department, documentation may be forwarded directly to the Assistant Director of Employee Benefits/Data Management or to the Processing Supervisor. Clearance Form</i>	N/A - Quarterly Report to Provost	> ePAR Originator > Employee's Direct Supervisor > Personnel Administrator	Exempt

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Leave of Absence - Senior Leadership Approval Required						
Paid Leave of Absence - Academic <i>Policy: MCG/Academic, Research, and Student Affairs Policy Library, No. 7.01</i>	Faculty member is being placed on Academic leave of absence and will be exhausting AL concurrently.	Employee completes <b>Faculty Change in Status Acknowledgement Form</b> and routes to respective Dean for approval. ePAR Originator initiates transaction by completing <b>ePAR- Request Leave of Absence</b> Transaction	Faculty Change in Status Acknowledgement Form *Note - AL, SL, UH, and LWOP time should be recorded on Employee's Monthly Record of Leave	> Dean/VP (or designated approval authority*) > VP Instruction > Provost	> ePAR Originator > ePAR Approvers > RET Administrator	Exempt
Paid Leave of Absence - Educational <i>Policy: BOR Educational and Professional Leave, No. 802.0804</i>	Faculty member is being placed on Educational leave of absence and will be exhausting AL concurrently.	Employee completes <b>Faculty Change in Status Acknowledgement Form</b> and routes to respective Dean for approval. ePAR Originator initiates transaction by completing <b>ePAR- Request Leave of Absence</b> Transaction	Faculty Change in Status Acknowledgement Form *Note - AL, SL, UH, and LWOP time should be recorded on Employee's Monthly Record of Leave	> Dean/VP (or designated approval authority*) > VP Instruction > Provost	> ePAR Originator > ePAR Approvers > RET Administrator	Exempt
Paid Leave of Absence - Personal <i>Policy: Faculty Manual, Personal Leave</i>	Faculty member is being placed on Personal leave of absence and will be exhausting AL concurrently.	Employee completes <b>Faculty Change in Status Acknowledgement Form</b> and routes to respective Dean for approval. ePAR Originator initiates transaction by completing <b>ePAR- Request Leave of Absence</b> Transaction	Faculty Change in Status Acknowledgement Form *Note - AL, SL, UH, and LWOP time should be recorded on Employee's Monthly Record of Leave	> Dean/VP (or designated approval authority*) > VP Instruction > Provost	> ePAR Originator > ePAR Approvers > RET Administrator	Exempt
Unpaid Leave of Absence - Academic <i>Policy: MCG/Academic, Research, and Student Affairs Policy Library, No. 7.01</i>	Faculty member is being placed on Academic leave of absence and has exhausted all AL leave.	Employee completes <b>Faculty Change in Status Acknowledgement Form</b> and routes to respective Dean for approval. <i>*In situations where an additional transaction is being completed to move an employee on Leave of Absence from Paid to Unpaid Status, the Faculty Change in Status Acknowledgement form is not required.</i> ePAR Originator initiates transaction by completing <b>ePAR- Request Leave of Absence</b> Transaction	Faculty Change in Status Acknowledgement Form *Note - AL, SL, UH, and LWOP time should be recorded on Employee's Monthly Record of Leave	> Dean/VP (or designated approval authority*) > VP Instruction > Provost	> ePAR Originator > ePAR Approvers > RET Administrator	Exempt

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Unpaid Leave of Absence - Educational <i>Policy: BOR Educational and Professional Leave, No. 802.0804</i>	Faculty member is being placed on Educational leave of absence and has exhausted all AL leave.	Employee completes <b>Faculty Change in Status Acknowledgement Form</b> and routes to respective Dean for approval. <i>*In situations where an additional transaction is being completed to move an employee on Leave of Absence from Paid to Unpaid Status, the Faculty Change in Status Acknowledgement form is not required.</i> ePAR Originator initiates transaction by completing <b>ePAR- Request Leave of Absence Transaction</b>	Faculty Change in Status Acknowledgement Form <i>*Note - AL, SL, UH, and LWOP time should be recorded on Employee's Monthly Record of Leave</i>	> Dean/VP (or designated approval authority*) > VP Instruction > Provost	> ePAR Originator > ePAR Approvers > RET Administrator	Exempt
Unpaid Leave of Absence - Personal <i>Policy: Faculty Manual, Personal Leave</i>	Faculty member is being placed on Personal leave of absence and has exhausted all AL leave.	Employee completes <b>Faculty Change in Status Acknowledgement Form</b> and routes to respective Dean for approval. <i>*In situations where an additional transaction is being completed to move an employee on Leave of Absence from Paid to Unpaid Status, the Faculty Change in Status Acknowledgement form is not required.</i> ePAR Originator initiates transaction by completing <b>ePAR- Request Leave of Absence Transaction</b>	Faculty Change in Status Acknowledgement Form <i>*Note - AL, SL, UH, and LWOP time should be recorded on Employee's Monthly Record of Leave</i>	> Dean/VP (or designated approval authority*) > VP Instruction > Provost	> ePAR Originator > ePAR Approvers > RET Administrator	Exempt
Leave of Absence - Senior Leadership Approval NOT Required						
Paid Leave of Absence - FMLA <i>Policy: MCG Family Medical Leave (FMLA), No. 1.4.34</i>	Faculty member is being placed on leave of absence that is governed by the Family Medical Leave Act and will be exhausting AL/SL concurrently.	ePAR Originator initiates transaction by completing <b>ePAR- Request Leave of Absence Transaction</b>	<a href="#">FMLA documentation</a> <i>*Note - Comments section should include "Employee is using SL/AL concurrent with FMLA. Please begin tracking FMLA"</i>	> Dean/VP (or designated approval authority*)	> ePAR Originator > ePAR Approvers > RET Administrator	Exempt
Paid Leave of Absence - Military <i>Policy: BOR Military Leaves, 802.0805</i>	Faculty member is being placed on Military leave of absence and will be exhausting AL concurrently. <i>*Note: BOR Policy allows for 18 days paid Military Leave.</i>	ePAR Originator initiates transaction by completing <b>ePAR- Request Leave of Absence Transaction</b>	Copy of the employee's military orders <i>*Note - AL, SL, UH, and LWOP time should be recorded on Employee's Monthly Record of Leave</i>	> Dean/VP (or designated approval authority*)	> ePAR Originator > ePAR Approvers > RET Administrator	Exempt
Unpaid Leave of Absence - FMLA <i>Policy: MCG Family Medical Leave (FMLA), No. 1.4.34</i>	Faculty member is being placed on leave of absence that is governed by the Family Medical Leave Act and has exhausted all SL/AL leave.	ePAR Originator initiates transaction by completing <b>ePAR- Request Leave of Absence Transaction</b>	<a href="#">FMLA documentation</a> <i>*Note - Comments section should include "Employee is using SL/AL concurrent with FMLA. Please begin tracking FMLA"</i>	> Dean/VP (or designated approval authority*)	> ePAR Originator > ePAR Approvers > RET Administrator	Exempt

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Unpaid Leave of Absence - Military <i>Policy: BOR Military Leaves, 802.0805</i>	Faculty member is being placed on Military leave of absence and will be exhausting AL concurrently. <i>*Note: BOR Policy allows for 18 days paid Military Leave.</i>	ePAR Originator initiates transaction by completing <b>ePAR- Request Leave of Absence</b> Transaction	Copy of the employee's military orders <i>*Note - AL, SL, UH, and LWOP time should be recorded on Employee's Monthly Record of Leave</i>	> Dean/VP (or designated approval authority*)	> ePAR Originator > ePAR Approvers > RET Administrator	Exempt
Return from Leave of Absence - Senior Leadership Approval NOT Required						
Return from Leave of Absence	Faculty member is returning from any of the leave types listed above.	ePAR Originator initiates transaction by completing <b>ePAR- Request Return from Leave of Absence</b> Transaction	N/A	> Dean/VP (or designated approval authority*)	> ePAR Originator > ePAR Approvers > RET Administrator	Exempt
Transfer Transaction						
Transfer - Employee Only <i>Note: This transaction is only to be completed in cases where competitive recruitment is not required. Please contact the Faculty Affairs Office prior to submitting this transaction to verify whether or not the transaction may be used.</i>	Faculty member is transferring from one position to another position WITHIN the same Department.	ePAR Originator initiates transaction by completing <b>ePAR- Request Transfer</b> Transaction	Justification in "Comments Section" of ePAR	> Dean/VP (or designated approval authority*) > VP Instruction > Provost > Faculty Affairs	> ePAR Originator > ePAR Approvers > Personnel Administrator	Exempt
Salary Change Transactions						
Salary Change	Approval has been granted to either increase or decrease salary outside the normal Budget Prep season.	ePAR Originator initiates transaction by completing <b>ePAR- Request Ad Hoc Salary Change</b> Transaction	<b>Approval Memo from Provost/Dean with documentation supporting the increase.</b> Justification for increase included in the "Comments Section" of ePAR	> Dean/VP (or designated approval authority*) > VP Instruction > Provost > SPA (if applicable) > Budget > Faculty Affairs	> ePAR Originator > ePAR Approvers > Personnel Administrator	Exempt
Additional Pay <i>Note: Applies only to extra duty compensation for full time, 1.0 FTE, faculty. Payment for additional duties for part-time, less than 1.0 FTE, faculty should be handled by an increase in FTE (see below) and a Salary Change (see above)</i>	Approval has been granted for additional or one time payment in accordance with the Extra Duty Compensation for Faculty Employed by the Medical College of Georgia Policy 2.2.14.	ePAR Originator initiates transaction by completing <b>ePAR- Request Additional Pay</b> Transaction	Approval Memo from Provost that clearly identifies the employee and additional amount that is to be paid.	> Dean/VP (or designated approval authority*)	> ePAR Originator > ePAR Approvers > Payroll Administrator	Exempt
Salary Distribution Change Transactions						

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Salary Distribution Change	Account information or associated percentages in Salary Distribution require change.	ePAR Originator initiates transaction by completing <b>ePAR- Request Salary Distribution Change</b> Transaction	<i>* Note - A change in Salary Distribution resulting from a change in contracted time and effort will require an additional Request Change in BOR Funding and Effort transaction. Please see below for additional information.</i>	> Dept Manager > SPA (if applicable)	> ePAR Originator > ePAR Approvers > Budget Administrator	Exempt
Faculty Only Transactions						
Change in Academic Appointment						
Change/Add/End Primary Academic Appointment	A Faculty member requires an addition of, change to, or ending of an academic appointment.	ePAR Originator initiates transaction by completing <b>ePAR - Request Academic Appointment Change</b> Transaction	Approval Memo or Letter outlining new/change to appointment. Justification in "Comments Section" of ePAR	> Dean/VP (or designated approval authority*) > VP Instruction > Provost	> ePAR Originator > ePAR Approvers > MFE Administrator	Exempt
Change/Add Primary Academic Appointment Tenure Home	A Faculty member requires an addition of or change to their Academic Appointment Tenure Home.	ePAR Originator initiates transaction by completing <b>ePAR - Request Academic Appointment Change</b> Transaction	Approval Memo or Letter outlining new/change to appointment. Justification in "Comments Section" of ePAR	> Dean/VP (or designated approval authority*) > VP Instruction > Provost	> ePAR Originator > ePAR Approvers > MFE Administrator	Exempt
Change/Add Primary Academic Appointment Tenure Track	A Faculty member requires an addition or change to Tenure Track status.	ePAR Originator initiates transaction by completing <b>ePAR - Request Academic Appointment Change</b> Transaction	Approval Memo or Letter outlining new/change to appointment. Justification in "Comments Section" of ePAR	> Dean/VP (or designated approval authority*) > VP Instruction > Provost	> ePAR Originator > ePAR Approvers > MFE Administrator	Exempt
Change/Add/End Joint Academic Appointment	A Faculty member requires an addition of, change to, or end of a joint appointment.	ePAR Originator initiates transaction by completing <b>ePAR - Request Academic Appointment Change</b> Transaction	Approval Memo or Letter outlining new/change to appointment. Justification in "Comments Section" of ePAR	> Dean/VP (or designated approval authority*) > VP Instruction > Provost	> ePAR Originator > ePAR Approvers > MFE Administrator	Exempt
Change in Administrative Appointment						

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ePAR Faculty Transaction Summary

Revised: 12/1/2010

Required Approvals/Reviews Legend
BLUE - Administrative Approval
GREEN - Financial Review
RED - Review

Administrator Legend	
Benefit Administrator - HR Benefits	Payroll Administrator - Controller Payroll
Budget Administrator - Budget and Analysis	Personnel Administrator - HR Data Processing
MFE Administrator - HR Faculty Affairs	

	Use When ...	Method used to initiate transaction	Required Supporting Documentation	Required Approvals/Reviews	PeopleSoft Automatic Email Notification	Deadline Calendar
Change/Add/End Administrative Appointment	A Faculty member requires an addition of, change to, or end of an Administrative Appointment.	ePAR Originator initiates transaction by completing <b>ePAR - Request Administrative Post Change</b> Transaction <i>*Note: The Administrative Appointment transaction should only be used for Administrative Appointments that are not considered the faculty members primary position.</i>	Justification in "Comments Section" of ePAR	> Dean/VP (or designated approval authority*) > VP Instruction > Provost	> ePAR Originator > ePAR Approvers > MFE Administrator	Exempt
Change/Add Administrative Appointment Home	A Faculty member requires an addition or change to an Administrative Appointment Home Department.	ePAR Originator initiates transaction by completing <b>ePAR - Request Administrative Post Change</b> Transaction <i>*Note: The Administrative Appointment transaction should only be used for Administrative Appointments that are not considered the faculty members primary position.</i>	Justification in "Comments Section" of ePAR	> Dean/VP (or designated approval authority*) > VP Instruction > Provost	> ePAR Originator > ePAR Approvers > MFE Administrator	Exempt
Change in BOR Effort and Funding	A Faculty member requires a change in their BOR reported Effort and Funding.	ePAR Originator initiates transaction by submitting <b>ePAR- Request Change in BOR Effort and Funding</b> transaction	Justification in "Comments Section" of ePAR	> Dean/VP (or designated approval authority*) > VP Instruction > Provost	> ePAR Originator > ePAR Approvers > MFE Administrator	Exempt

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ePAR Faculty Transaction Summary

Revised: 12/1/2010

Required Approvals/Reviews Legend
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Administrator Legend	
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Budget Administrator - Budget and Analysis	Personnel Administrator - HR Data Processing
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	Use When ...	Method used to initiate transaction	Required Supporting Documentation	Required Approvals/Reviews	PeopleSoft Automatic Email Notification	Deadline Calendar
Institution Approved - Non Electronic Transactions						
FTE Change (Part-time to Full-Time/Full-Time to Part Time) - less than 10% change in FTE	An employees work commitment is either being increased or decreased.	Department Requests Change from Employment/Classification/Compensation	Approved Position Classification Form, Pg. 1 FTE Change Letter with signature of faculty member, Dean, and Department Chair Notes: <u>* Any Change from Part-Time to Full-Time, when the faculty member started as Part-Time, must be supported by a search for the Full-Time position.</u> *A change in FTE will require an associated change in Salary which requires an additional transaction (see above)	> Dean/VP (or designated approval authority*) > Faculty Affairs	N/A	Exempt
FTE Change (Part-time to Full-Time/Full-Time to Part Time) - greater than or equal to 10% change in FTE	An employees work commitment is either being increased or decreased.	Department Requests Change from Employment/Classification/Compensation	Approved Position Classification Form, Pg. 1 FTE Change Letter with signature of faculty member, Dean, and Department Chair. Notes: <u>* Any Change from Part-Time to Full-Time, when the faculty member started as Part-Time, must be supported by a search for the Full-Time position.</u> *Changes in FTE that result in a tenure track change from "On Track" to "Not on Track" require an additional Request Change in Academic Appointment Transaction. Please see below for details. A change in FTE that results in a change in salary that does not directly correlate with the change in FTE will require an additional Request Ad Hoc Salary Change transaction. Please see above for details.	> Dean/VP (or designated approval authority*) > VP Instruction > Provost > Faculty Affairs	N/A	Exempt
Transfer - Employee and Position	A position and incumbent are to be moved from one Department to another.	Department Requests Change from Employment/Classification/Compensation	Approved Position Classification Form, Pg. 1	> Dean/VP (or designated approval authority*) > Faculty Affairs	N/A	Exempt

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ePAR Faculty Transaction Summary

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	Use When ...	Method used to initiate transaction	Required Supporting Documentation	Required Approvals/Reviews	PeopleSoft Automatic Email Notification	Deadline Calendar
Contract Type Change	Faculty member has requested and received approval to change Contract Type; Academic to Fiscal or Fiscal to Academic	Department submits memo requesting change to contract type.	Approval Memo	> Dean/VP (or designated approval authority*) > VP Instruction > Provost > Faculty Affairs	N/A	Exempt
Reappointment	A Part-Time, Clinical, or Adjunct Faculty is being reappointed.	Department designates reappointments via Reappointment report and returns to Faculty Affairs	N/A	> Dean/VP (or designated approval authority*) > VP Instruction > Provost > Faculty Affairs	N/A	Exempt
Emeritus Appointment - Academic/Administrative	Retired Administrative Faculty member is being recommended for an Emeritus Appointment	The Department Chair submits a memo requesting emeritus status for a retired faculty member. The memo should include justification (according to BOR Policy) for the emeritus appointment. This memo would route through the Dean, VP of Instruction, and the Provost for approval. HR would use this memo to change the retirees title in PS.	N/A	> Dean/VP (or designated approval authority*) > VP Instruction > Provost > Faculty Affairs	N/A	Exempt

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ePAR Faculty Transaction Summary

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Administrator Legend	
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Budget Administrator - Budget and Analysis	Personnel Administrator - HR Data Processing
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	Use When ...	Method used to initiate transaction	Required Supporting Documentation	Required Approvals/Reviews	PeopleSoft Automatic Email Notification	Deadline Calendar
BOR Approved Electronic Transactions						
Hire - Special Faculty Appointment	Incoming Faculty is being appointed into a regular, tenure and benefit eligible position, and will be tenured upon appointment.	ePAR Originator initiates transaction by completing <b>ePAR - Request Non-Classified Hire</b> Transaction	<a href="#">All Regular Hire Documentation</a> Required documentation for establishment of Special Faculty Appointment	> Dean/VP (or designated approval authority*) > VP Instruction > Provost > Faculty Affairs	> ePAR Originator > ePAR Approvers > Employee's Direct Supervisor > Personnel Administrator	Faculty
Add Special Faculty Appointment	A Faculty member requires an addition of, change to, or end of a Special Faculty Appointment.	ePAR Originator initiates transaction by completing <b>ePAR - Request Administrative Post Change</b> Transaction <i>*Note: The Administrative Appointment transaction should only be used for Administrative Appointments that are not considered the faculty members primary position.</i>	Required documentation for establishment of Special Faculty Appointment	> Dean/VP (or designated approval authority) > VP Instruction > Provost > BOR	> ePAR Originator > ePAR Approvers > MFE Administrator	Faculty
Unpaid Leave of Absence - Time to exceed one year	Faculty member is being placed on leave of absence for a time period that extends past one year.	Employee completes <b>Faculty Change in Status Acknowledgement Form</b> and routes to respective Dean for approval. <i>*In situations where an additional transaction is being completed to move an employee on Leave of Absence from Paid to Unpaid Status, the Faculty Change in Status Acknowledgement form is not required.</i> ePAR Originator initiates transaction by completing <b>ePAR- Request Leave of Absence</b> Transaction	Faculty Change in Status Acknowledgement Form <i>*Note - AL, SL, UH, and LWOP time should be recorded on Employee's Monthly Record of Leave</i>	> Dean/VP (or designated approval authority*) > VP Instruction > Provost	> ePAR Originator > ePAR Approvers > RET Administrator	Faculty

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ePAR Faculty Transaction Summary

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	Use When ...	Method used to initiate transaction	Required Supporting Documentation	Required Approvals/Reviews	PeopleSoft Automatic Email Notification	Deadline Calendar
Institution Approved with BOR Notification Non-Electronic Transactions						
Promotion	a Faculty member has been recommended and approved for promotion.	MFE Case Review	<a href="#">All Promotion Documentation</a>	> Department Chair > Dean/VP (or designated approval authority*) > VP Instruction > Provost > President	N/A	Faculty
Tenure	A Faculty member has been recommended and approved for tenure.	MFE Case Review	<a href="#">All Tenure Documentation</a>	> Department Chair > Dean/VP (or designated approval authority*) > VP Instruction > Provost > President	N/A	Faculty

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