

## ePAR Frequently Asked Questions

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How do I access ePAR?

- Login to PeopleSoft and click the My ePAR Center tab

What are the deadlines for submitting ePARs?

- ePARs (as well as the pdf workflow documents) must be submitted by noon, two business days prior to the end of the pay period.

I have Saved my ePAR, but it has not routed.

- You will need to click the Submit icon.

Can I use ePAR to Hire an Active employee into my department?

- No. This is considered a transfer and you will need to submit a transfer pdf form.

What do I do if the salary is incorrect on the ePAR?

- Contact your HR Consultant for assistance with this process *BEFORE* you submit the ePAR for approval.

What do I position data (Department, Location, Reports To) is incorrect on the ePAR?

- Contact your HR Consultant for assistance with this process *BEFORE* you submit the ePAR for approval.

What do I do if I receive an error on an ePAR?

- Contact your HR Consultant for assistance.

After an ePAR has updated Job Data, how do I submit a correction request?

- Email [hrdata@slco.org](mailto:hrdata@slco.org) with the request for the change. (Note: This process subject to future change.)

Will Smart HR Template be available for Voluntary Terminations?

- No. All terminations will be processed through ePAR.

How is access added/removed to/from ePAR?

- Complete and submit the [Workflow Approver Request](#) form