

***** Do NOT proceed if data are incorrect. Contact your HR Business Partner. *****

Hire/Rehire/Additional Job

1. Navigate to either the **Manager Self Service** or **Employee Self Service** home page.
2. Click on the **ePAR tile**.
 - a. If you use the link in the approval email notification, skip the next three (3) steps.
3. Click the **Approval Inbox**.
4. Click the **Search** button.
5. Click the **Request ID** link.
6. Ensure the **Action, Reason**, and **Effective Date** are correct.
7. Click the **Next** button.
8. Ensure the **Position** and **Job data** are correct.
9. Click the **Next** button.
10. Ensure the **Salary Plan, Grade**, and **Step** (Step for sworn officers only) are correct.
11. Ensure the **Rate Code** and **Comp Rate** are correct.
12. Click the **Next** button.
13. Ensure the **Probation Date** is correct (some positions do not require a probation date).
 - a. For sworn positions in the Sheriff's Office, ensure the **Sworn Merit Date** is correct.
14. Click the **Preview** icon to check for errors.
15. Click the **Attachment** icon (paper clip icon) and then the Eyeglass icon to ensure attachments are correct.
16. Click the **workflow Preview** icon to see routing path. Add Ad Hoc Approvers and/or Reviewers if necessary.
17. Click the **OK** button.
18. Click either the **Approve, Deny** or **Hold** icon.
 - a. **Comments** are required for Deny or Hold.
19. Click either the **Approve, Deny** or **Hold** button to finalize the ePAR.
20. Click the **OK** button. You are complete.

Termination/Retirement

1. Navigate to either the **Manager Self Service** or **Employee Self Service** home page.
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3. Click the **Approval Inbox**.
4. Click the **Search** button.
5. Click the **Request ID** link.
6. Ensure **Action, Reason**, and the **Effective Date** are correct.
7. Click the **Preview** icon to check for errors.
8. Click the **Attachment** icon (paper clip icon) and then the Eyeglass icon to ensure attachments are correct.
9. Click the **workflow Preview** icon to see routing path. Add Ad Hoc Approvers and/or Reviewers if necessary.
10. Click the **OK** button.
11. Click either the **Approve, Deny** or **Hold** icon.
 - a. **Comments** are required for Deny or Hold.
12. Click either the **Approve, Deny** or **Hold** button to finalize the ePAR.
13. Click the **OK** button. You are complete.

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Pay Changes

1. Navigate to either the **Manager Self Service** or **Employee Self Service** home page.
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3. Click the **Approval Inbox**.
4. Click the **Search** button.
5. Click the **Request ID** link.
6. Ensure **Action**, **Reason**, and the **Effective Date** are correct.
7. Click the **Next** button.
8. Ensure the **Position and Job data** are correct.
 - a. Ensure the **Job Code** for Position Change/Grade Advancement is correct.
9. Click the **Next** button.
10. Ensure the **Comp Rate** is correct.
 - a. Ensure the **Step** is correct (only for sworn officers in the Sheriff's Office).
11. Click the **Preview** icon to check for errors.
12. Click the **Attachment** icon (paper clip icon) and then the Eyeglass icon to ensure attachments are correct.
13. Click the **workflow Preview** icon to see routing path. Add Ad Hoc Approvers and/or Reviewers if necessary.
14. Click the **OK** button.
15. Click either the **Approve**, **Deny** or **Hold** icon.
 - a. **Comments** are required for Deny or Hold.
16. Click either the **Approve**, **Deny** or **Hold** button to finalize the ePAR.
17. Click the **OK** button. You are complete.

Data Changes and Leave/Return from Leave

1. Navigate to either the **Manager Self Service** or **Employee Self Service** home page.
2. Click on the **ePAR tile**.
 - a. If you use the link in the approval email notification, skip the next three (3) steps.
3. Click the **Approval Inbox**.
4. Click the **Search** button.
5. Click the **Request ID** link.
6. Ensure **Action**, **Reason**, and the **Effective Date** are correct.
7. Click the **Preview** icon to check for errors.
8. Click the **Attachment** icon (paper clip icon) and then the Eyeglass icon to ensure attachments are correct.
9. Click the **workflow Preview** icon to see routing path. Add Ad Hoc Approvers and/or Reviewers if necessary.
10. Click the **OK** button.
11. Click either the **Approve**, **Deny** or **Hold** icon.
 - a. **Comments** are required for Deny or Hold.
12. Click either the **Approve**, **Deny** or **Hold** button to finalize the ePAR.
13. Click the **OK** button. You are complete.

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Transfers

1. Navigate to either the **Manager Self Service** or **Employee Self Service** home page.
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3. Click the **Approval Inbox**.
4. Click the **Search** button.
5. Click the **Request ID** link.
6. Ensure **Action**, **Reason**, and the **Effective Date** are correct.
7. Click the **Next** button.
8. Ensure the **Position** and **Job data** are correct.
9. Click the **Next** button.
10. Ensure the new **Probation Date** is correct.
11. Click the **Next** button.
12. Ensure the **Grade** is correct.
 - a. Ensure the **Step** is correct (only for sworn officers in the Sheriff's Office).
13. Ensure the **Comp Rate** is correct.
14. Click the **Preview** icon to check for errors.
15. Click the **Attachment** icon (paper clip icon) and then the Eyeglass icon to ensure attachments are correct.
16. Click the **workflow Preview** icon to see routing path. Add Ad Hoc Approvers and/or Reviewers if necessary.
17. Click the **OK** button.
18. Click either the **Approve**, **Deny** or **Hold** icon.
 - a. **Comments** are required for Deny or Hold.
19. Click either the **Approve**, **Deny** or **Hold** button to finalize the ePAR.
20. Click the **OK** button. You are complete.