

**ePAR Action: Change > Reclassification****Staff, Monthly Employee (Pay Groups: 54A, 54X, 54Y)**

This transaction type will be used when a department is reclassifying a staff, monthly employee. The employee will remain in the same position and within the same department however the duties of the position are changing.

1. Log into the ePAR system (<https://uwgforms.westga.edu>) using your UWG credentials. Select the UWG repository. The UWGDev repository is used for testing and training purposes.
2. Under the **My Forms** menu section, click the **Personnel Action Request Form**. Click **OK** to begin a new Personnel Action Request form.
3. The **Initiator** name will be populated.
4. Enter the **Initiator contact phone number**.
5. If the PAR is being entered on behalf of another initiator, you may select the individual's name in the **On Behalf Of** field.
6. Enter the **ADP Position Number** for which you are taking action on. The ADP position number populates several information fields on the form. The current position information (position title, job code, etc.) for the employee will populate. If you receive a red exclamation mark at any point in the process, correct the information or contact the ePAR functional administrator.
7. Enter the **Effective Date of Action**. For this scenario, enter the effective date of the reclassification.
8. Enter the **Type of Action**. For this scenario, enter **Change**.
9. Enter the **Reason for Action**. For this scenario, enter **Reclassification**.
10. Verify the information that populates in the gray fields: **Division, Department, Employee Type, Department ID, PAR Employee Name, Position Title, and Job Code**.
11. In **PAR Summary**, enter a detailed description of the action that you are taking. This field is required and must be completed for form submission. For a reclassification, enter the information that is changing (i.e. position title, position #, etc) for the reclassified position.
12. Indicate if the person is a **TRS retiree**.
13. Verify that the current employee information is displayed in the **Employee Name, ADP Employee Number** and **Home Department Description** fields.
14. In the **Pay Attributes** section, enter the following:
  - a. **Annual Rate** – enter the annual salary for this position based on 1.0 full-time equivalent (FTE).
  - b. **Number of Working Months per Year** – enter the number of working months per year that this employee will work (i.e. 12, 10 or 9 months, etc.)



- c. **Standard Hours (Per Week)** – enter the anticipated number of hours the employee will work per week (i.e. 40, 30, 19 hours, etc.)
- d. **Expected Annual Pay – Expected Annual Pay** – enter the annual amount you expect the person to be paid. If less than 1.0 FTE, the amount should be prorated. Use the following calculation to calculate the expected annual pay if less than 1.0 FTE:
  - Number of hours to be worked per week/40 hours = FTE%
  - Annual Salary \* FTE% = Expected Annual Pay
  - Ex. Employee works 30 hrs. per week instead of 40. Divide 30/40 standard hours and FTE is .75; \$50,000 \* .75 = \$37,500. An employee earning \$50,000 per year at 1.0 would earn \$37,500 at .75 FTE.
15. Utilizing the dropdown in the **Chart Strings** section, select the **Department ID, Fund, Account, Program, Class and Project Codes** (if applicable). Enter the total **Amount** of the expected annual salary that should be expensed to the chartstring(s). In addition, enter the corresponding **Percentage** (% up to 3 decimals) that is to be expensed to the chartstring(s). If split funded, please enter both the split amount and percentage accordingly.
16. The **Current Supervisor** for the employee will be populated. Using the dropdown, select the **New Supervisor** for the employee's newly reclassified position. Once the new supervisor is selected, the **New Supervisor ADP Employee Number** will populate.
17. Enter the **New Classification Title** that has been approved by Human Resources in the Employee Title section.
18. Comments can be added as necessary in the **Comments** tab. After entering the comments, click the green box with a plus sign to add the comment. Related documents can be attached in the **Related Documents** tab.
19. If the PAR needs to be saved for later, click the **Save** icon. If it is ready to be submitted, click the **Submit** button. If the PAR needs to be canceled and deleted from the ePAR system, click the **Cancel** button.
20. Click on the **Personnel Action Request** link in the **Document Status** section to view the PAR after it has been submitted.

### PAR Summary

Enter Summary Statement for the Purpose of this PAR

### TRS Retiree

Is this person a TRS retiree?

### Employee Current Information

Employee Name  ADP Employee Number  Home Department Description

### Pay Attributes

Annual Rate (1.0 FTE)  Number of Working Months per Year  Standard Hours (Per Week)  Expected Annual Pay

#### Chart Strings

	Dept	Fund	Acct	Program	Class	Project	Amount	Percentage
1	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
2	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
3	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

### Supervisor

Current Supervisor  New Supervisor  New Supervisor ADP Employee Number

### Employee Title

New Classification Title - Approved by HR