

ePAR Action: Change > Separation of Employment**Student Pay Groups**

This transaction type will be used when a department is separating a student employee from employment at UWG.

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 **OneUSG Position Number** for which you are taking action on. The OneUSG position number populates several information fields on the form. After entering the position number, verify that the other information related to the position is accurate. 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, the effective date should be the first day of the pay period following the pay period of the last date worked. (Ex. Pay period 3/10/XX – 3/23/XX. Student's last day is 3/15/XX. Separation effective date should be 3/24/XX).
8. Enter the **Type of Action**. For this scenario, enter **Change**.
9. Enter the **Reason for Action**. For this scenario, enter **Separation of Employment**.
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. If the employee is a student, include the Banner ID or 917# for the student employee.
12. Verify the **Employee Name, Employee ID Number** and **Home Department Description** have populated correctly in the Employee Current Information.
13. In the Separation section, enter the date for the last work day in the **Last Day of Work** field. The **Effective Date of Action** at the top of the form should be the first day of the pay period following the pay period of the last date worked. (Ex. Pay period 3/10/XX – 3/23/XX. Student's last day is 3/15/XX. Separation effective date should be 3/24/XX). Select the appropriate **Reason for Separation**. The available selections are: Resignation, Retirement, End of Contract, Discharge, Lack of Work or Death.

14. 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.
15. 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.
16. 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

Employee Current Information

Employee Name

ADP Employee Number

Home Department Description

Separation

Last Day of Work

Reason for Separation