

ePAR Action: Change > Supervisor**All Pay Groups**

This transaction type will be used when a change is being made to the current supervisor of a current employee.

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. 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, enter the effective date of the supervisor change.
8. Enter the **Type of Action**. For this scenario, enter **Change**.
9. Enter the **Reason for Action**. For this scenario, enter **Supervisor**.
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, ADP Employee Number and Home Department Description** have populated correctly in the Employee Current Information.
13. The **Current Supervisor** will be displayed in the Supervisor section. Select the new supervisor from the **New Supervisor** dropdown. Once the new supervisor is selected, the **New Supervisor ADP Employee Number** should populate.
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

Supervisor

Current Supervisor

New Supervisor

New Supervisor ADP Employee Number