ePAR Action: Change > FWSP/SA Transition

From FWS to SA (Pay Group: 54W to 54T)

This transaction type will be used when a department is transitioning a student employee from a federal work study to a student assistant.

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. In this scenario, you would enter the position number for the SA position the student is transitioning into. 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 change.
8. Enter the **Type of Action**. For this scenario, enter **Change**.
9. Enter the **Reason for Action**. For this scenario, enter **FWSP/SA Transition**.
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. In addition, please include the Banner ID or 917# for the student assistant.
12. The position the student is transitioning from will be displayed in the **Transitioning From** field. In this scenario, it will be a Federal Work Study employee. Enter the **Current Position Number** for the Federal Work Study position.
13. Using the dropdown, select the Employee Name and Employee ADP #. Once selected the **ADP Employee Number** will populate and the **Employee Name** will be displayed.
14. In the **Pay Attributes** section, enter the following:
    a. **Number of Working Months per Year** – enter the number of working months the student employee will work within the academic year. Assume

there are 10 months in the academic year (August-May) and enter the number of months accordingly. For example, if you are hiring the student in August enter 10 months. If you are hiring them in January, enter 5 months.
   b. **Hourly Rate** – enter the hourly pay rate for the student employee
   c. **Work Hours Per Week** – enter the number of hours the student employee will work per week
   d. **Semester Pay** – this field is not needed for student assistants; only complete for Graduate Assistants.
15. Utilizing the dropdown in the **Chart Strings** section, select **the Department ID, Fund, Account, Program, Class and Project Codes** (if applicable). In the **Amount** field, enter the anticipated annual expenditure expected for this employee. For budgeting purposes, assume there are 4 weeks per month. Depending on the number of working months indicated, utilize the following calculation: # of weeks * hourly rate * # of hours per week. For example, you hire a student in August to work 10 hours per week at $8 per hour. The calculation would be: 40 weeks (10 months*4 weeks per month) * $8 (hourly rate) * 10 (hours per week) = $3,200.   This is the amount to be entered into the **Amount** field on the chartstring(s). In addition, enter the corresponding **Percentage** (% up to 3 decimals) that is to be expensed to the chartstring(s).
16. 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.
17. 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.
18. 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

FWSP/SA Transition

Transitioning From:

FWSP

Current Position Number

Employee Information

ADP Employee Number (type last name for lookup)

Employee Name

Pay Attributes

Number of Working Months per Year

Hourly Rate

Work Hours Per Week

Semester Pay

Chart Strings

	Dept	Fund	Acct	Program	Class	Project	Amount	Percentage
1								
2								
3								