Placing EHRA Student on Short Work Break

In order to stop payment for a period of time for an EHRA Student, they must be placed on a Short Work Break. To place an EHRA Student on a work break, the Student Originator or Complex User should take the following steps:

1. Review the student's information via Multiple Jobs Summary, UNC Employee Information, or the InfoPorte Expected End Date Report. Take note of the Empl Record that needs to be placed on work break and the current Expected Job End Date.

2. Navigate to the Edit Existing Job ePAR.

3. Enter the PID and select the Empl Rec you want to work with. *Remember, the system will let you select an Empl Rec that is outside your security. As such, it's important to ensure you're selecting the correct Empl Rec.*

4. When the ePAR opens, confirm you have selected the correct record by reviewing the information at the top of the ePAR.

Current Job Info

Name:	EHRA Student		Empl ID:	730137564
Position:			Empl Record:	1
Job Code:	800170	Graduate Research Assistant		Historical Data
Dept ID:	260101	OHR-Ofc Assoc Vice Chancellor		Job Data
Empl Status	Active			
eForm ID:	398621			

View original job data

5. In the **Effective Date** field enter the first day the employee should no longer receive pay for the Empl Rec. Be sure to extend the **Expected Job End Date** to when the student is expected to return from their work break. Since Compensation and Funding will not change, select the box to bypass the Compensation page. Click **Next>>**
    *Comp and Funding can always be changed when the student is returned from work break.

Form Data

*Effective Date:	05/16/2016		
Job Family	EPA		
Employee Group:	EPA Student / Teaching Fellow		
Position Number:			
Department:	260101	OHR-Ofc Assoc Vice Chancellor	
Location Code:	260101	OHR-Ofc of the Vice Chancellor	
*Job Code:	800170	Graduate Research Assistant	
*Expected Job End Date:	09/01/2016		
Regular/Temporary	Temporary		
*Std Hrs/Wk:	10.00		
FTE:	0.250000		
*Supervisor ID	708478916	Corrie Mimms	
TSERS Re-employed Retiree			

☑ I do not wish to update compensation/funding on this action.

Next >>

<< Search   Hold   Close

6. Typically, no changes are necessary on the Job Info UNC page. Click **Next>>**

7. The system will default the Action to Data Change. Click the magnifying class and change it to **Short Work Break** and select the reason of **EPA Student Short Work Break**. Click **Submit**.

8. Ensure the ePAR has been submitted, is approved by all levels, and executes prior to the Payroll lockout for the month in which the student is set to go on break. Otherwise, the student will be overpaid.

9. If the ePAR does not execute in a timely manner (either because it did not receive all the approvals prior to lockout or it was started late), the department must submit a HELP ticket in order for Payroll to work on the dock in pay or overpayment. The ticket should not be submitted until the Short Work Break action has Executed.