

# Did you know... No. 20

## 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.*

Favorites ▾ Main Menu ▾ > HR/Payroll Menu ▾ > Department Self Service ▾ > ePAR Home Page

### Select An Employee

Enter any information you have and click Search. Leave fields blank for a list of all values.

[Find an Existing Value](#)

▽ Search Criteria

Empl ID: [= ▾] 730137564 🔍

Empl Record: [= ▾] [ ]

Name: [begins with ▾] [ ] 🔍

Last Name: [begins with ▾] [ ] 🔍

Department: [begins with ▾] [ ] 🔍

Employee Group: [= ▾] [ ] ▾

Description: [begins with ▾] [ ]

Descr: [begins with ▾] [ ]

Case Sensitive

[Search](#) [Clear](#) [Basic Search](#) [Save Search Criteria](#)

### Search Results

View All First 1-2 of 2 Last

Set ID	Empl ID	Empl Record Name	Last Name	Department	Employee Group	Description Descr	Description
UNCCH	730137564 0	EHRA Student	STUDENT	260100	EPA/StChF	(blank) OHR-Human Resources	Graduate Research Assistant
UNCCH	730137564 1	EHRA Student	STUDENT	260101	EPA/StChF	(blank) OHR-Ofc Assoc Vice Chancellor	Graduate Research Assistant

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

Current Job Info			
<b>Name:</b>	EHRA Student		<b>Empl ID:</b> 730137564
<b>Position:</b>			<b>Empl Record:</b> 1
<b>Job Code:</b>	800170	Graduate Research Assistant	<a href="#">Historical Data</a>
<b>Dept ID:</b>	260101	OHR-Ofc Assoc Vice Chancellor	<a href="#">Job Data</a>
<b>Empl Status</b>	Active		
<b>eForm ID:</b>	398621		
<a href="#">View original job data</a>			

- 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:	<input type="text"/>
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	<input type="checkbox"/>
<input checked="" type="checkbox"/> I do not wish to update compensation/funding on this action.	
<input type="button" value="Next &gt;&gt;"/>	
<input type="button" value="Search"/> <input type="button" value="Hold"/> <input type="button" value="Close"/>	

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

**Change Job Data** Authorized by

Step 2 of 4: Job Info UNC

Please fill in the fields below, which are needed for all part-time employees.

**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 UNC data](#)

Severe Weather Essential  
 Subject to HIPAA  
 Supervisory Duties

\*UNC Long Title: Graduate Research Assistant  
 Communicable Disease Mandatory:

**Faculty & EPA NF Indicators**

AHEC       OFG Voting Eligible  
 Visiting Faculty  
 Nominated Faculty  
 Funding Contingency

<< Previous      **Next >>**      Hold

- 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**.

Step 3 of 4: Finalize Form

Before submitting the eForm, please acknowledge any form messages, attach necessary documentation, and add any appropriate explanatory comment.

**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

**Actions & Action Reasons**

Action Code	Action Description	Reason Code	Action Reason Description
1 SWB	Short Work Break	ESW	EPA Student Short Work Break

**File Attachments**

	Upload	View	Description	Doc ID	Delete
1	Upload	View			Delete

Add File Attachment

**Comments**

Your Comment:

<< Previous      **Submit**      Hold

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.