



WEST LINN - WILSONVILLE SCHOOL DISTRICT
Department of Human Resources

EPAR GUIDELINES

Epars are completed in the iVisions system.

- The link is located under Forms and Systems on the District Home Page.

Who completes epars?

- The school secretary or principal. Mass changes at the beginning and/or end of year should be **cross-checked** to be sure **all** changes have been captured. *This is very important.*

When is it important to complete an epar?

- When an employee goes on leave
- When an employee returns from leave
- When an employee's FTE is increased or decreased
- When an employee changes locations
- When an employee changes position assignments
- When an employee separates from the district

When is a different process needed?

- New Hires - unless it is a current employee transferring from another location or classification; a paper pan is needed to process new hires.

Why are epars important?

- Human Resources and Payroll often do not know when changes occur at the building level.
- To ensure accurate pay and funding for employees we ask that epars are created to inform all parties of the changes.
- They provide the district office with accurate FTE counts for the staffing matrix.

What happens when there is no epar?

- Employees are overpaid.
- Employees are underpaid.
- Employees receive pay when they no longer work for the district.
- The wrong building or department is charged for the employee's salary.
- The information reflected in ivisions does not mirror that at the building level.