



**Q: Who should sign the ZPAR?**

A: Someone other than the creator should to sign the ZPAR, to ensure separation of duties; Either the Business Officer or Chair are appropriate options.

**Q. What actions require a ZPAR?**

A. New hire and re-hire actions require a ZPAR. Some Additional Assignments kick off workflow, but a ZPAR is needed to show what amount was put on the 14 or 15 screen.

**Q: What determines if an employee is a STEPs or temporary employee?**

A: Ensure there is an exempt from temporary employment number under comments on the ZPAR, or under comments on the workflow. If none of the exemption numbers are appropriate, the employee needs to be a STEPs employee.

**Q: What documents are needed with a ZPAR?**

A: For new hires an I-9 is required, in addition to, copies of the approved hiring proposal and Education & Experience calculator. International employees must provide one of the following documents: An Alien Registration Number/USCIS, Form I-94 Admission or Foreign Passport and the I-9. Any additional documentation approving the hire.

**Q: How do I submit a ZPAR to the CAFE Business Center?**

A: Please email all ZPARS/documents to [agbusinesscenter@uky.edu](mailto:agbusinesscenter@uky.edu).

**Q: Who has to complete an I-9?**

A: New Employees, rehired employees who have been separated for more than one year and international employees who have been separated one day or more. We highly encourage BW Fellowship employees to complete an I-9. All non-citizens that are a rehire, regardless of the duration of the separation.

**Q: How do new employees fill out tax forms and direct deposit information?**

A: New employees will have access to Employee Self Service once they are entered into SAP and can submit their tax/bank information via the myUK Employee Self Service portal.

**Q: What is the difference between the “locked” and “correction” fields on the Payroll Status screen (3)?**

A: In the diagram below the red arrow is pointing to the lock box, which indicates that an employee will not be running through payroll. The blue arrow is pointing to the payroll correction box which indicates the employee had a change made to their record after Payroll Services ran the first prelim, now the record will need to run back through payroll again to pick up and process the change.





**Q: What do I need to let the Martin-Gatton CAFE Business Center know if someone gets promoted?**

A: When someone is promoted and has a new position number, the Department needs to let the M-G CAFE Business Center know if the promoted person supervises staff, so the appropriate relationships can be set up.

**Q: Where do I find the Seasonal flag in SAP?**

A: If your employee is seasonal, please remember to select the seasonal flag on screen 7 when processing the personnel action.

**Q: What name should be used when entering a new hire into SAP?**

A: The employee name entry should match the social security card or passport exactly (including middle name).

**Q. I am re-hiring an employee, and they have more than one Perner in SAP, which Perner should I enter the Rehire action on?**

A. Always enter re-hires on the separated Perner. Do not enter re-hires on an “end of additional assignment” Perner

Additional resources can be found on the [HR Administrator Resources](#) section of our website.

