**Guide to the ePAR Close-Out**

*ePAR Close-Outs must be done using Internet Explorer*

**Why do I need to close-out an ePAR?**
The ePAR Close-Out is used to finalize an ePAR when an ePAR is done in error, a Ratee’s title changes, a Ratee’s supervisor changes, a Ratee’s department changes, or a Ratee leaves/separates from the university. The ePAR should be closed-out to record any changes in the system.

**Who closes out an ePAR?**
The Rater has responsibility for closing-out the ePAR for the Ratee. The Ratee and Reviewer cannot initiate a Close-Out.

**Which ePAR close-out option should I select?**
When closing-out an ePAR, the Rater will have five options to select from the drop-down menu.

You should select:

- **Title Change** when a
  - Ratee’s state title changes, but the Rater remains the same
  - Ratee’s state title changes and Ratee moves to a new department
  - Ratee’s title changes and he/she moves to a non-state civil service position

- **Supervisor Change** when a
  - Ratee’s supervisor changes and he/she is assigned a new Rater
  - Ratee’s state title remains the same, but Ratee moves to a new department

- **Separation** when a
  - Ratee leaves the university and no longer works for Rowan. This includes termination, resignation, and retirement

- **Invalid ePAR** when an
  - ePAR is created in error such that the Ratee was assigned to the wrong Rater
  - Initial ePAR (Job Expectations) has not been fully completed, but the employee has left the university
  - ***The Invalid ePAR Close-Out deletes the ePAR record from the system***
- **Agency Change** when a
  - Ratee leaves Rowan and takes employment with another state agency. ***It is very unlikely that this option will be selected.

**When do I close the ePAR out?**

The Rater should complete an ePAR Close-Out as soon as he/she is aware that one of the above changes will take place. The Title Change, Supervisor Change, Separation, and Agency Change Close-Outs all require Ratee, Rater, and Reviewer signatures, so they should be completed with the intention of gaining the appropriate signatures before the Ratee switches positions and/or supervisors, or leaves the university. If the ePAR cannot be completed until after the change has taken place, the Rater should still follow the steps to complete the Close-Out.

**How do I close the ePAR out?**

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1. To begin an ePAR Close-Out, the Rater should open the current ePAR for the Ratee by clicking on the Ratee’s name under the My Ratees section of the ePAR Dashboard (Home Screen).

2. Once the Ratee’s ePAR is open, click on the ePAR Close-Out button.

3. The screen will then update to show the ePAR Close-Out form.
4. Click the arrow in the drop-down “Reason” box and select the appropriate Close-Out Reason from the list.

5. Complete the ePAR Close-Out form
   a. When Supervisor Change, Title Change, Agency Change or Separation is selected, you should complete the final rating by entering a rating for each factor.

Once you complete the Ratings, go back to the top of the page and click Compute Rating.
Then scroll down to the bottom of the page to complete the Remarks section. Remarks are required in an ePAR close-out.

Click Confirm after the remarks are entered.

b. When Invalid ePAR is selected you should complete the Remarks section to state why the ePAR is invalid. A Rating does not need to be completed.
Click Confirm after the remarks are entered.

6. Once the Close-Out form is confirmed, the ePAR will be sent for signatures. The system will send an email reminder to all parties for review and signature.
Raters can certify that the Ratee refuses signature if the Ratee has already left the university before the Close-Out is completed.

7. Once all signatures are received, the Rater’s Dashboard updates. Progress changes to “Review Close”. Status will update to “Complete.” The employee will remain on the Dashboard until the next rating cycle.

At the end of the invalid ePAR (where signatures are not required), the Rater’s Dashboard updates. Progress changes back to “Goal Setting” with a status of “Not Initiated”.

After the Close-Out is completed the Rater should email HR to have the Ratee removed from his/her Ratee list (if applicable).