

# Staff Termination EPAR

This guide provides a step-by-step process for submitting an employee Resignation/Retirement EPAR - which is known as staff termination. Submit this to create a vacancy and you can indicate if the position needs to be posted for hire as well.

**1** Navigate to <https://ivisions.tylerhost.net/iv-mt-billingspublicschools/apps/dashboard/>

The screenshot shows a dashboard with several key components:

- AP CONTROL PANEL**: A pink box with a document icon and a checkmark.
- FO APPROVAL**: A pink box with the number '0' and a document icon.
- STAFF**: A blue box with the number '6579' and a person icon.
- POSITIONS**: A pink box with a document icon and a checkmark.
- Left Sidebar**: A list of menu items including 'Part Cards', 'ePAR Approval (50)', 'HR - PAR Completion (69)', 'Employee Birthdays (269)', 'Employee Anniversaries (925)', 'Dependents Nearing Eligibility End Date (1)', 'New Hires with Hire Date within the last 30 days (57)', 'Employees Approaching ACA Hours Limit (66)', and '25-26 Fiscal Budget Recap'.
- Employee Lookup**: A search box containing the text 'Employee'.
- Monthly Expenditure**: A section titled '2025-26 & 2025-26 • By Function' with the message 'Not enough data to display graph'.
- Monthly Spending**: A section titled 'by 2025-26 • October • by Function' with the message 'Not enough data to display graph'.
- Overtime Usage Chart by Year**: A bar chart showing cumulative overtime usage. The y-axis is labeled 'cumulative' and ranges from 30k to 45k. A red line graph shows an upward trend, and a teal bar represents the current year's data.

## 2 Click here.

Billings Public Schools  
Human Resources

Open menu (Ctrl + F2) Search

My Dashboard

AP CONTROL PANEL 0

STAFF 6579

POSITIONS

Smart Cards

- ePAR Approval (50)
- HR - PAR Completion (69)
- Employee Birthdays (269)
- Employee Anniversaries (925)
- Dependents Nearing Eligibility End Date (1)
- New Hires with Hire Date within the last 30 days (57)
- Employees Approaching ACA Hours Limit (66)

2025-26 Fiscal Budget Recap

Employee Lookup

Employee

Monthly Expenditure  
2025-26 & 2025-26 • By Function  
Not enough data to display graph

Monthly Spending  
by 2025-26 • October • by Function  
Not enough data to display graph

Overtime Usage Chart by Year

45k

## 3 Click "Human Resources"

Billings Public Schools  
Human Resources

Search

My Dashboard

AP CONTROL PANEL 0

STAFF 6579

POSITIONS

My Favorites

- Employee Management
- General Ledger
- Human Resources
- Payroll
- Purchasing & Payables
- Workflow

Smart Cards

- ePAR Approval (50)
- HR - PAR Completion (69)
- Employee Birthdays (269)
- Employee Anniversaries (925)
- Dependents Nearing Eligibility End Date (1)
- New Hires with Hire Date within the last 30 days (57)
- Employees Approaching ACA Hours Limit (66)

2025-26 Fiscal Budget Recap

Employee Lookup

Employee

Monthly Expenditure  
2025-26 & 2025-26 • By Function  
Not enough data to display graph

Monthly Spending  
by 2025-26 • October • by Function  
Not enough data to display graph

Overtime Usage Chart by Year

45k

## 4 Click "Employee PARs"

The screenshot shows a web application interface for Human Resources. On the left is a vertical sidebar menu with the following items: General Ledger, Human Resources, Applicant Tracking, Attendance, Contracts, Deductions|Benefits, Employee Demographics, Employee History, Employee PARs (highlighted with an orange circle), Employee Tasks, Employees, Evaluations, Insurance Tracking, Leave Plans, Master Positions, and Professional Growth. The main content area is divided into three columns. The top-left column is titled 'Smart Cards' and contains several metrics: ePAR Approval (50), HR - PAR Completion (69), Employee Birthdays (269), Employee Anniversaries (925), Dependents Nearing Eligibility End Date (1), New Hires with Hire Date within the last 30 days (57), and Employees Approaching ACA Hours Limit (66). The top-right column is titled 'Employee Lookup' and has a search box containing the word 'Employee'. Below it are two sections: 'Monthly Expenditure' (2025-26 & 2025-26 • By Function) and 'Monthly Spending' (by 2025-26 • October • by Function), both displaying 'Not enough data to display graph'. The bottom-right column is titled 'Overtime Usage Chart by Year' and features a line graph with 'Cumulative' on the y-axis (ranging from 15k to 45k) and 'Jul' on the x-axis. The graph shows a blue bar for '2025-26 OT' at approximately 15k and a red line for '2025-' starting at 15k and rising to about 35k. The bottom-left column is titled '2025-26 Fiscal Budget Recap' and includes a 'Department' dropdown menu, 'Account Type' radio buttons (Revenue, Expense, Total), and fields for 'Original Budget' and 'Budget Adjustment'.

## 5 Click "Employee Personnel Action Request"

This screenshot is similar to the previous one, showing the same HR system interface. The sidebar menu is identical, but now 'Employee Personnel Action Request' is highlighted with an orange circle. The main content area remains the same, with the 'Smart Cards' list, 'Employee Lookup' search box, 'Monthly Expenditure' and 'Monthly Spending' sections, 'Overtime Usage Chart by Year' graph, and '2025-26 Fiscal Budget Recap' section.

6 Click here.

The screenshot shows a web application interface for 'ion Request'. The header includes 'Billings Public SchoolsFY2526' and 'Human Resources'. Below the header, there are several filter fields: 'Name', 'Employee ID', 'Requester', and 'Account Filter' with a value '????.???.????.????????'. There are 'Clear' and 'Apply' buttons. A '+ Add' button is highlighted with an orange circle. Below the filters, there is a table area with the text 'Grid has no data.'

7 Click "Type"

The screenshot shows the 'Employee Personnel Action Request' form. The header includes 'Employee Personnel Action Request' and 'Billings Public Schools Human Resources'. The form has four tabs: '1 PAR Type', '2 PAR Information', '3 PAR Funding', and '4 Additional Information'. The 'PAR Type' tab is selected. Below the tabs, there is a dropdown menu labeled '\*Type' which is highlighted with an orange circle.

## 8 Click "Add Staff Termination"

The screenshot shows a web interface with a progress bar at the top containing four steps: 1. PAR Type, 2. PAR Information, 3. PAR Funding, and 4. Additional Information. Step 1 is active. Below the progress bar, the 'PAR Type' section contains a dropdown menu with the following options: 'Type', 'Add New Hire Assignment', 'Add Current Employee Assignment', 'Add Pay Change', 'Add Staff Termination', and 'Add Position Request'. The 'Add Staff Termination' option is highlighted with an orange circle.

## 9 Click the "EmployeeID" field.

The screenshot shows a web interface for a 'Position Request' form. The top navigation bar includes 'Billings Public SchoolsFY2526 Human Resources' and a 'PA' button. The progress bar shows three steps: 2. PAR Information, 3. Additional Information, and 4. Review. Step 2 is active. Below the progress bar, there is a table with the following data:

Date Entered	Completed HR	* EmployeeID
8/18/2025	n/a	
Status	Completed PR	
New	n/a	

The '\* EmployeeID' field is highlighted with an orange circle.

10 Type employee last name.

11 Click on the appropriate employee

Person Request

Billings Public SchoolsFY2526  
Human Resources

2 PAR Information

3 Additional Information

4 Review

Date Entered	Completed HR	* EmployeeID
8/18/2025	n/a	Balzer
Status	Completed PR	BALZER, CRYSTAL L - 11482 - Support - ARROWHEAD ELEMENTARY
New	n/a	

## 12 Click "Next"

8/18/2025 n/a BALZER, CRYSTAL L - 12482 - Support - ARROWHEAD ELEMENTARY

Status Completed PR  
New n/a

Cancel Next


## 13 Click the "Effective Date" field and type the last day of work.

Type Staff Termination Date Entered 8/18/2025 Completed HR n/a EmployeeID BALZER, CRYSTAL L - 12482 - Support - ARROWHEAD ELEMENTARY

Requester 370065.APicard PAR ID n/a Status New Completed PR n/a

Position Selection (Please select only one)

Record ID	Departme...	Position T...	Control C...	Descripti...	Vacancy St...	FTE	Position St...	Salary Sch...	
<input checked="" type="checkbox"/>	4168	Arrowhead Elem...	P-EL - General D...	4169	P-General Duty A...	Filled	0.2000	Open	NON-UNION

Effective Date 

Reason  Eligible for rehire

Who Made this Determination  Position to be Filled

Cancel

**14** Click the "Reason" field and select Resignation, Retirement, or another reason.

Staff Termination      8/18/2025      n/a      BALZER, CRYSTAL L - 12482 - Support - ARROWHEAD ELEMENTARY

Requester      PAR ID      Status      Completed PR  
370065.APicard      n/a      New      n/a

**Position Selection (Please select only one)**

Record ID	Departme...	Position T...	Control C...	Descripti...	Vacancy St...	FTE	Position St...	Salary Sch...	
<input checked="" type="checkbox"/>	4168	Arrowhead Elem...	P-EL - General D...	4169	P-General Duty A...	Filled	0.2000	Open	NON-UNION

Effective Date: 06/13/2025

Reason: Reason  Eligible for rehire

Who Made this Determination:  Position to be Filled

Cancel

**15** Click "Eligible for rehire" if applicable.

Staff Termination      8/18/2025      n/a      BALZER, CRYSTAL L - 12482 - Support - ARROWHEAD ELEMENTARY

Requester      PAR ID      Status      Completed PR  
370065.APicard      n/a      New      n/a

**Position Selection (Please select only one)**

Record ID	Departme...	Position T...	Control C...	Descripti...	Vacancy St...	FTE	Position St...	Salary Sch...	Row H	
<input checked="" type="checkbox"/>	4168	Arrowhead Elem...	P-EL - General D...	4169	P-General Duty A...	Filled	0.2000	Open	NON-UNION	GDA

Effective Date: 06/13/2025

Reason: RES - Resignation  Eligible for rehire

Who Made this Determination:  Position to be Filled

Cancel

## 16 Click the administrator "Who Made this Determination".

Staff Termination 8/18/2025 n/a BALZER, CRYSTAL L - 12482 - Support - ARROWHEAD ELEMENTARY

Requester 370065.APicard PAR ID n/a Status New Completed PR n/a

**Position Selection (Please select only one)**

Record ID	Departme...	Position T...	Control C...	Descripti...	Vacancy St...	FTE	Position St...	Salary Sch...	
<input checked="" type="checkbox"/>	4168	Arrowhead Elem...	P-EL - General D...	4169	P-General Duty A...	Filled	0.2000	Open	NON-UNION

Effective Date 06/13/2025

Reason RES - Resignation  Eligible for rehire

Who Made this Determination  Position to be Filled

Cancel

## 17 Click "Position to be Filled" if a job should be posted to fill the vacancy.

Staff Termination 8/18/2025 n/a BALZER, CRYSTAL L - 12482 - Support - ARROWHEAD ELEMENTARY

Requester 370065.APicard PAR ID n/a Status New Completed PR n/a

**Position Selection (Please select only one)**

Record ID	Departme...	Position T...	Control C...	Descripti...	Vacancy St...	FTE	Position St...	Salary Sch...	Row He	
<input checked="" type="checkbox"/>	4168	Arrowhead Elem...	P-EL - General D...	4169	P-General Duty A...	Filled	0.2000	Open	NON-UNION	GDA

Effective Date 06/13/2025

Reason RES - Resignation  Eligible for rehire

Who Made this Determination PICARD, ASHLEY L  Position to be Filled

Cancel

## 18 Click "Next"

8/18/2025 n/a BALZER, CRYSTAL L - 12482 - Support - ARROWHEAD ELEMENTARY

Status New Completed PR n/a

ect only one)

me...	Position T...	Control C...	Descripti...	Vacancy St...	FTE	Position St...	Salary Sch...	Row Head	Col Head
Head Elem...	P-EL - General D...	4169	P-General Duty A...	Filled	0.2000	Open	NON-UNION	GDA	[Single Lane

Eligible for rehire

Position to be Filled

Cancel Previous **Next**

## 19 Click the "Last Day Worked" field and type last day.

PAR Information Additional Information Review

Status New Completed PR n/a

\*Severance Percentage None

\*Last Day Worked

Job Posting ID #

Benefits Date

Bargaining Unit NONE

Board Approval Date

Multiple Locations No

**20** Click "Fiscal Year" and select 2025-2026.

Termination	8/18/2025	n/a	BALZER, CRYSTAL L - 12482 - Support - ARROWHEAD ELEMENTARY
Master	PAR ID	Status	Completed PR
165.APicard	n/a	New	n/a
Notify HR Notified			* Severance Percentage None
Service Credit			* Last Day Worked
	1/100		
Signature Letter Attached			Job Posting ID #
Benefits Eligibility			Benefits Date
Fiscal Year			Bargaining Unit
Employee Category			Board Approval Date
Home School Location			Multiple Locations

Cancel Previous

**21** Click the "Bargaining Unit" field and select appropriate union. BEA for teachers, BCEA for support, MFPE for custodial and None for CWG/GDA's.

8/18/2025	n/a	BALZER, CRYSTAL L - 12482 - Support - ARROWHEAD ELEMENTARY	
Status	Completed PR		
New	n/a		
			* Severance Percentage None
			* Last Day Worked
	1/100		
			Job Posting ID #
			Benefits Date
			Bargaining Unit
			Board Approval Date
			Multiple Locations

Cancel Previous Next

22

Click "Employee Category" and select what type of employee they are.

The screenshot shows a form with various fields. The 'Employee Category' dropdown menu is highlighted with an orange circle. The form includes fields for 'Date HR Notified', 'Severance Percentage' (set to None), 'Service Credit', 'Last Day Worked', 'Signature Letter Attached', 'Job Posting ID #', 'Benefits Eligibility', 'Benefits Date', 'Fiscal Year' (set to 25-2026), 'Bargaining Unit' (set to NONE), 'Employee Category', 'Board Approval Date', 'Home School Location', and 'Multiple Locations'. There are 'Cancel' and 'Previous' buttons at the bottom right.

23

Click "Home School Location" and select school.

The screenshot shows the same form as above, but with the 'Home School Location' dropdown menu highlighted with an orange circle. The 'Employee Category' dropdown is now set to 'Regular Employee'. The form includes fields for 'Date HR Notified', 'Severance Percentage' (set to None), 'Service Credit', 'Last Day Worked', 'Signature Letter Attached', 'Job Posting ID #', 'Benefits Eligibility', 'Benefits Date', 'Fiscal Year' (set to 5-2026), 'Bargaining Unit' (set to NONE), 'Employee Category' (set to Regular Employee), 'Board Approval Date', 'Home School Location', and 'Multiple Locations'. There are 'Cancel' and 'Previous' buttons at the bottom right.

24

Click the "Multiple Locations" field and select yes or no. If yes, details of locations and percentages must be listed in the notes.

A screenshot of a web form with several input fields. The fields are arranged in two columns. The right column contains: '\*Severance Percentage' (dropdown menu with 'None' selected), '\*Last Day Worked' (calendar icon), 'Job Posting ID #' (text input), 'Benefits Date' (calendar icon), 'Bargaining Unit' (dropdown menu with 'NONE' selected), 'Board Approval Date' (calendar icon), and 'Multiple Locations' (dropdown menu). An orange circle highlights the 'Multiple Locations' dropdown menu. The left column contains several empty text input fields. At the bottom right, there are three buttons: 'Cancel', 'Previous', and 'Next'.

25

Click the "Notes" field and enter relevant notes. Please be sure to include the last day worked and where the employee was working. If they would like to remain active to sub, please include a note about that here.

A screenshot of a web form, similar to the one in step 24. The fields are: 'Notified' (calendar icon), '\*Severance Percentage' (dropdown menu with 'None' selected), 'Notes' (text input field with a character count of 1/100), '\*Last Day Worked' (calendar icon), 'Union Letter Attached' (dropdown menu), 'Job Posting ID #' (text input), 'Eligibility' (dropdown menu), 'Benefits Date' (calendar icon), 'Category' (dropdown menu with 'Employee' selected), 'Board Approval Date' (calendar icon), 'School Location' (dropdown menu with 'Elementary' selected), and 'Multiple Locations' (dropdown menu with 'No' selected). An orange circle highlights the 'Notes' text input field. At the bottom right, there are three buttons: 'Cancel', 'Previous', and 'Next'.

## 26 Click "Next"

1/100

0/100

\* Severance Percentage  
None

\* Last Day Worked  
06/13/2025

Job Posting ID #

Benefits Date

Bargaining Unit  
NONE

Board Approval Date

Multiple Locations  
No

a GDA for Arrowhead Elementary. Her last day was 6/13/2025. She would like to remain active as a sub support GDA.

Cancel Previous **Next**

## 27 Click "Submit for Approval" if you are ready for it to move to the next approver, otherwise leave that box unchecked to keep it in your queue until ready to finalize and send on.

Status New Completed PR n/a

Grid has no data.

Grant Project	Percent	Amount	Description
2100.0117.0000 - Arrowhead Ele...	100%	\$4,512.00	P-General Duty Assist
Total		<b>\$4,512.00</b>	

Grid has no data.

Submit for Approval

Cancel Previous Save

## 28 Click "Save"

Status New Completed PR n/a

Grid has no data.

Grant Project	Percent	Amount	Description
2100.0117.0000 - Arrowhead Ele...	100%	\$4,512.00	P-General Duty Assist
Total		<b>\$4,512.00</b>	

Grid has no data.

Submit for Approval

Cancel Previous **Save** ▾