

# Prep Buyout EPAR

This guide provides a step-by-step process for submitting an Employee Personnel Action Request for a prep buyout. If you have issues with accessing the employees or the accounting codes, please email [helpdesk@billingschools.org](mailto:helpdesk@billingschools.org).

1

Navigate to

<https://ivisions.tylerhost.net/iv-mt-billingspublicschools/apps/dashboard/>

The screenshot shows a dashboard titled "My Dashboard" with a settings gear icon in the top right. The dashboard is divided into several sections:

- AP CONTROL PANEL**: A pink card with a document icon and a checkmark.
- PO APPROVAL**: A pink card showing the number "0" and a document icon.
- STAFF**: A blue card showing the number "6579" and a group of people icon.
- POSITIONS**: A pink card with a document icon and a right-pointing arrow.

Below these cards are several data panels:

- Smart Cards**: A list of items with dropdown arrows:
  - ePAR Approval (49)
  - HR - PAR Completion (69)
  - Employee Birthdays (268)
  - Employee Anniversaries (994)
  - Dependents Nearing Eligibility End Date (1)
  - New Hires with Hire Date within the last 30 days (57)
  - Employees Approaching ACA Hours Limit (66)
- Employee Lookup**: A search box with the text "Employee" inside.
- Monthly Expenditure**: A panel titled "2025-26 & 2025-26 • By Function" with a settings gear icon. It displays "Not enough data to display graph".
- Monthly Spending**: A panel titled "by 2025-26 • October • by Function" with a settings gear icon. It displays "Not enough data to display graph".
- Overtime Usage Chart by Year**: A panel with a settings gear icon. It shows a bar chart with a y-axis ranging from 40k to 45k and a single teal bar.
- 2025-26 Fiscal Budget Recap**: A panel with a settings gear icon.

## 2 Click here.

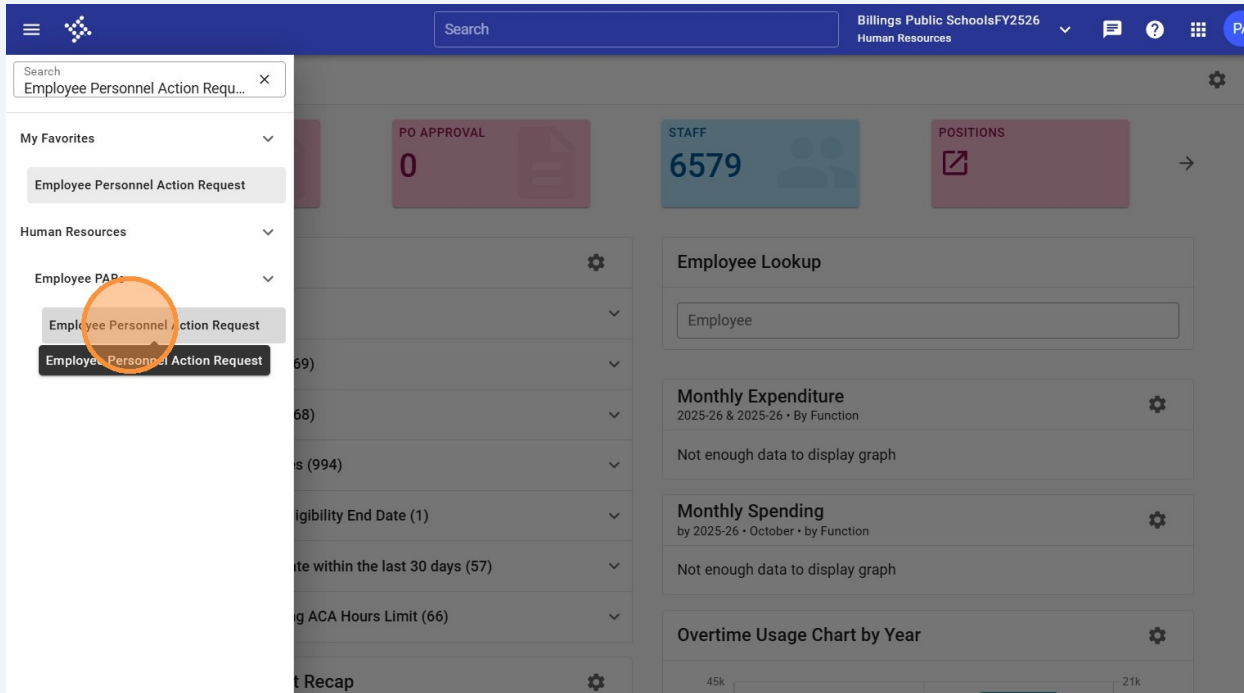
The screenshot shows the top navigation bar of the HR system. On the left, there is a hamburger menu icon and the text "Open menu (Ctrl + F2)". In the center, there is a search bar with the placeholder text "Search". On the right, the text "Billings Public SchoolsFY2526" and "Human Resources" is displayed, along with icons for chat, help, and user profile. Below the navigation bar, the "my Dashboard" title is visible. The dashboard contains several widgets: "AP CONTROL PANEL" with a red circle around its icon, "PO APPROVAL" showing a count of 0, "STAFF" showing a count of 6579, and "POSITIONS" with a red circle around its icon. Below these are sections for "Smart Cards" (listing ePAR Approval, HR - PAR Completion, Employee Birthdays, Employee Anniversaries, Dependents Nearing Eligibility End Date, New Hires, and Employees Approaching ACA Hours Limit), "Employee Lookup" with a search field, "Monthly Expenditure" and "Monthly Spending" (both showing "Not enough data to display graph"), and an "Overtime Usage Chart by Year" with a bar chart showing 45k and 21k.

## 3 Click the "Search" field.

This screenshot is similar to the previous one but shows a dropdown menu open from the search bar. The search bar is highlighted with a red circle. The dropdown menu lists several categories: "My Favorites", "Employee Management", "General Ledger", "Human Resources", "Payroll", "Purchasing & Payables", and "Workflow". The background dashboard content is dimmed.

4 Type "Employee Personnel Action Request"

5 Click "Employee Personnel Action Request"



## 6 Click "Add"

The screenshot shows the 'Employee Personnel Action Request' interface. At the top, there is a navigation bar with the title 'Employee Personnel Action Request' and the user 'PA'. Below this is a 'Filter Criteria' section with several dropdown menus: 'Group', 'Name', 'Employee ID', 'Department', 'Requester', 'PAR Type', and 'Account Filter' (with a value of '????.???.???.???.???.???'). There are 'Clear' and 'Apply' buttons. Below the filters is a table area with a '+ Add' button circled in orange. The table is currently empty, displaying the message 'Grid has no data.'

## 7 Click "Type"

The screenshot shows the 'Employee Personnel Action Request' interface with a progress bar at the top. The progress bar has five steps: 1. PAR Type, 2. PAR Information, 3. PAR Funding, 4. Additional Information, and 5. Review. The 'PAR Type' step is currently active. Below the progress bar is a form section titled 'PAR Type' with a dropdown menu labeled '\* Type' circled in orange.

## 8 Click "Add Extra Duty - Supplemental Pay"

PAR Type

\*Type

- Add Leave of Absence Request
- Add Additional Assignment or Stipend
- Add Administrative Leave
- Add Extra Duty - Supplemental Pay**
- Add Internal Job Reassignment

Cancel Next

## 9 Click the "EmployeeID" field. If you click on Filter by Department, it may limit the employees you can see and enter for the EPAR. We recommend leaving that filter blank.

Employee Personnel Action Request

Billings Public SchoolsFY2526  
Human Resources

PAR Type

PAR Information

PAR Funding

Review

\*Type  
Extra Duty - Supplement... x

Date Entered  
8/17/2025

Completed HR  
n/a

Filter By Department

Requester  
370065.APicard

PAR ID  
n/a

Status  
New

Completed PR  
n/a

\*EmployeeID

10 Type the employee last name.

11 Click to select employee.

The screenshot displays the 'Employee Personnel Action Request' form. At the top, there is a navigation bar with 'Human Resources' on the right. Below the navigation bar is a progress indicator with four steps: 1. PAR Type (active), 2. PAR Information, 3. PAR Funding, and 4. Review. The main content area is titled 'PAR Type' and contains several fields and a table. The fields include: '\*Type' (set to 'Extra Duty - Supplement...'), 'Date Entered' (8/17/2025), 'Completed HR' (n/a), and 'Filter By Department'. Below these fields is a table with columns: 'Requester', 'PAR ID', 'Status', and 'Completed PR'. The table contains one row: '370065.APicard', 'n/a', 'New', 'n/a'. To the right of the table is an '\*EmployeeID' search field with 'picard' entered. A dropdown menu is open below the search field, showing three options: 'PICARD, ASHLEY L - 12878 - Support - HUMAN RESOURCES' (highlighted with an orange circle), 'PICARD, JULIA R - 11712 - Substitute - Not Applicable', and 'PICARD, SCOTTA L - 10060 - Substitute - Not Applicable'.

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

## 12 Click "Next"

1 PAR Type      2 PAR Information      3 PAR Funding      4 Review

**PAR Type**

\* Type: Extra Duty - Supplemental Pay      Date Entered: 8/17/2025      Completed HR: n/a      Filter By Department: [v]

Requester: 370065.APicard      PAR ID: n/a      Status: New      Completed PR: n/a      \* EmployeeID: PICARD, ASHLEY L - 12878 - Support - HUMAN RESOURCES [x]

Cancel      **Next**

## 13 Click the "Department" field.

1 PAR Type      2 **PAR Information**      3 PAR Funding      4 Review

**PAR Information**

Type: Extra Duty - Supplemental Pay      Date Entered: 8/17/2025      Completed HR: n/a      EmployeeID: PICARD, ASHLEY L - 12878 - Support - HUMAN RESOURCES

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

\* Department: [v]

Effective Date: [calendar icon]      Description: [text area] 0/100

Start Date: [calendar icon]      End Date: [calendar icon]

Pay Basis: [v]      Hourly Rate: [text area] 0/100

Stipend Amount: [text area]      Excel Spreadsheet Attached: [v]

Cancel      Previous      **Next**

## 14 Select the appropriate school.

PAR Type      **2** PAR Information      3 PAR Funding      4 Review

### PAR Information

Type	Extra Duty - Supplemental Pay	Date Entered	8/17/2025	Completed HR	n/a	EmployeeID	PICARD, ASHLEY L - 12878 - Support - HUMAN RESOURCES
Requester	370065.APicard	PAR ID	n/a	Status	New	Completed PR	n/a

\* Department  
Alkali Creek Elementary - 1Alkali Cr

Effective Date  Description

Start Date  End Date

Pay Basis  Hourly Rate

Stipend Amount  Excel Spreadsheet Attached

Cancel Previous Next

## 15 Click the "Effective Date" field and enter 8/25/2025.

PAR Type      **2** PAR Information      3 PAR Funding      4 Review

### PAR Information

Type	Extra Duty - Supplemental Pay	Date Entered	8/17/2025	Completed HR	n/a	EmployeeID	PICARD, ASHLEY L - 12878 - Support - HUMAN RESOURCES
Requester	370065.APicard	PAR ID	n/a	Status	New	Completed PR	n/a

\* Department  
Alkali Creek Elementary - 1Alkali Cr

Effective Date  Description

Start Date  End Date

Pay Basis  Hourly Rate

Stipend Amount  Excel Spreadsheet Attached

Cancel Previous Next

**16** Click the "Start Date" field and enter 8/25/2025.

PAR Type      **2** PAR Information      3 PAR Funding      4 Review

**PAR Information**

Type	Date Entered	Completed HR	EmployeeID
Extra Duty - Supplemental Pay	8/17/2025	n/a	PICARD, ASHLEY L - 12878 - Support - HUMAN RESOURCES
Requester	PAR ID	Status	Completed PR
370065.APicard	n/a	New	n/a

\* Department: Alkali Creek Elementary - 1Alkali Cr

Effective Date: 08/25/2025      Description: 0/100

**Start Date**      End Date: 0/100

Pay Basis: Salary      Hourly Rate: 0/100

Stipend Amount      Excel Spreadsheet Attached

Cancel    Previous    Next

**17** Click the "End Date" field and type 5/29/2026.

PAR Type      **2** PAR Information      3 PAR Funding      4 Review

**PAR Information**

Type	Date Entered	Completed HR	EmployeeID
Extra Duty - Supplemental Pay	8/17/2025	n/a	PICARD, ASHLEY L - 12878 - Support - HUMAN RESOURCES
Requester	PAR ID	Status	Completed PR
370065.APicard	n/a	New	n/a

\* Department: Alkali Creek Elementary - 1Alkali Cr

Effective Date: 08/25/2025      Description: 0/100

Start Date: 08/25/2025      **End Date**      0/100

Pay Basis: Salary      Hourly Rate: 0/100

Stipend Amount      Excel Spreadsheet Attached

Cancel    Previous    Next

18 Click the "Pay Basis" field and select "salary".

PAR Type      2 PAR Information      3 PAR Funding      4 Review

**PAR Information**

Type	Date Entered	Completed HR	EmployeeID
Extra Duty - Supplemental Pay	8/17/2025	n/a	PICARD, ASHLEY L - 12878 - Support - HUMAN RESOURCES
Requester	PAR ID	Status	Completed PR
370065.APicard	n/a	New	n/a

\* Department: Alkali Creek Elementary - 1Alkali Cr

Effective Date: 08/25/2025      Description: 0/100

Start Date: 08/25/2025      End Date: 05/29/2026

Pay Basis: Salary      Hourly Rate: 0/100

Stipend Amount:      Excel Spreadsheet Attached: 0/100

Cancel    Previous    Next

19 Click the "Fiscal Year" field and select 2025-2026.

PAR Type      2 PAR Information      3 PAR Funding      4 Review

Pay Basis: Salary      Hourly Rate: 0/100

Stipend Amount: 0/100      Excel Spreadsheet Attached: 0/100

Benefits Eligibility:      Benefits Date: 0/100

Fiscal Year:      Bargaining Unit: 0/100

Employee Category:      Board Approval Date: 0/100

Home School Location:      Multiple Locations: 0/100

Notes: 0/100

Cancel    Previous    Next

20 Click the "Bargaining Unit" field and select "BEA".

The screenshot shows a multi-step form with four tabs: PAR Type, PAR Information (active), PAR Funding, and Review. The PAR Information tab contains several fields: Pay Basis (Salary), Hourly Rate, Stipend Amount, Excel Spreadsheet Attached, Benefits Eligibility, Benefits Date, Fiscal Year (2025-2026), Bargaining Unit (highlighted with an orange circle), Employee Category, Board Approval Date, Home School Location, Multiple Locations, and a Notes field. At the bottom right are buttons for Cancel, Previous, and Next.

21 Click the "Employee Category" field and select "Regular Employee".

This screenshot is identical to the previous one, but the 'Bargaining Unit' field now contains the value 'BEA'. The 'Employee Category' field is highlighted with an orange circle, indicating the next step in the process. The rest of the form and navigation buttons remain the same.

22

Click the "Home School Location" field and select the appropriate school. If the school does not load in the drop down, click out and back in again and let it load.

The screenshot shows a multi-step form with four tabs: PAR Type, PAR Information (active), PAR Funding, and Review. The PAR Information tab contains several fields: Pay Basis (Salary), Hourly Rate, Stipend Amount, Excel Spreadsheet Attached, Benefits Eligibility, Benefits Date, Fiscal Year (2025-2026), Bargaining Unit (BEA), Employee Category (Regular Employee), Board Approval Date, Home School Location (highlighted with an orange circle), and Multiple Locations. A Notes field is at the bottom. Navigation buttons (Cancel, Previous, Next) are at the bottom right.

23

Click the "Notes" field and type notes about the prep buyout.

This screenshot is identical to the previous one, but the 'Home School Location' field is now populated with 'Alkali Creek Elementary' and the 'Notes' field is highlighted with an orange circle. The rest of the form and navigation elements remain the same.

## 24 Click "Next"

PAR Type      2      PAR Information      3      PAR Funding      4      Review

Pay Basis: Salary x      Hourly Rate: 0/100

Stipend Amount: 0/100      Excel Spreadsheet Attached: [dropdown]

Benefits Eligibility: [dropdown]      Benefits Date: [calendar]

Fiscal Year: 2025-2026 x      Bargaining Unit: BEA x

Employee Category: Regular Employee x      Board Approval Date: [calendar]

Home School Location: Alkali Creek Elementary x      Multiple Locations: [dropdown]

Notes: (Employee Name) is receiving a prep buy out for the 2025-2026 year. She will have an additional .16667 added to her assignment. |

Cancel      Previous      **Next**

## 25 Click "Add"

Employee Personnel Action Request      Billings Public SchoolsFY2526      Human Resources      PA

PAR Type      PAR Information      3      PAR Funding      4      Review

**PAR Funding**

Type: Extra Duty - Supplemental Pay      Date Entered: 8/17/2025      Completed HR: n/a      EmployeeID: PICARD, ASHLEY L - 12878 - Support - HUMAN R...

Requester: 37006...      PAR ID: n/a      Status: New      Completed PR: n/a

Proposed Funding      >      [eye icon]      [pin icon]      [upload icon]      **+ Add**

Grid has no data.

Salary Schedule: n/a

Amount: \$0.00      Set Schedule      Clear Schedule

26

Start typing the account coding or typing the appropriate school name. Select the appropriate "Cert Salaries" from the list.

PAR Type      PAR Information      PAR Funding      Review

**PAR Funding**

Type: Extra Duty - Supplemental Pay    Date Entered: 8/17/2025    Completed HR: n/a    EmployeeID: PICARD, ASHLEY L - 12878 - Support - HUMAN R...  
Requester: 37006...    PAR ID: n/a    Status: New    Completed PR: n/a

**Proposed Funding**

Position ...	Account	Grant Project	Percent	Amount	Description
0	alkali		0%	\$0.00	
	101.67.120.1000.0112.0000 - Alkali Creek Ele				Cert Salaries
	101.67.120.1000.0117.0000 - Alkali Creek Elem IPP				
	101.67.120.1000.0120.0000 - Alkali Elem : Temp Salaries				
	101.67.120.1000.0122.0000 - Alkali Elem : Temp Cert Salary				
	101.67.120.1000.0250.0000 - Alkali Creek Ele : Workers Comp				
				Total	\$0.00

Salary Schedule: n/a  
Amount: \$0.00

Buttons: Cancel, Previous, Next

27

Click the green checkmark to accept the account.

PAR Type      PAR Information      PAR Funding      Review

**PAR Funding**

Type: Extra Duty - Supplemental Pay    Date Entered: 8/17/2025    Completed HR: n/a    EmployeeID: PICARD, ASHLEY L - 12878 - Support - HUMAN R...  
Requester: 37006...    PAR ID: n/a    Status: New    Completed PR: n/a

**Proposed Funding**

Position ...	Account	Grant Project	Percent	Amount	Description
0	101.67.120.1000.0112.0000 - Al		0%	\$0.00	Alkali Creek Ele : Cert Salaries
				Total	\$0.00

Salary Schedule: n/a  
Amount: \$0.00

Buttons: Set Schedule, Clear Schedule, Cancel, Previous, Next

28 Double click on the 0% and type 100.

PAR Type      PAR Information      PAR Funding      Review

**PAR Funding**

Type: Extra Duty - Supplemental Pay    Date Entered: 8/17/2025    Completed HR: n/a    EmployeeID: PICARD, ASHLEY L - 12878 - Support - HUMAN R...  
Requester: 37006...    PAR ID: n/a    Status: New    Completed PR: n/a

**Proposed Funding**

Position ...	Account	Grant Project	Percent	Amount	Description
0	101.67.120.1000.0112.0000 - Al		0%	\$0.00	Alkali Creek Ele : Cert Salaries
				Total	\$0.00

Salary Schedule: n/a  
Amount: \$0.00

101.00.000.0000.1110.0000 - Elem-General : Dist-Prop Taxes  
101.00.000.0000.1117.0000 - Elem-General : Del&Protest Tax  
101.00.000.0000.1190.0000 - Elem-General : Penalties & Int  
101.00.000.0000.1310.0000 - Elem-General : Dist-Tuition-Ind  
101.00.000.0000.1320.0000 - Elem-General : TUIT IN STATE

Cancel    Previous    Next

29 Click the green checkmark to confirm.

PAR Type      PAR Information      PAR Funding      Review

**PAR Funding**

Type: Extra Duty - Supplemental Pay    Date Entered: 8/17/2025    Completed HR: n/a    EmployeeID: PICARD, ASHLEY L - 12878 - Support - HUMAN R...  
Requester: 37006...    PAR ID: n/a    Status: New    Completed PR: n/a

**Proposed Funding**

Position ...	Account	Grant Project	Percent	Amount	Description
0	101.67.120.1000.0112.0000 - Alkali Cr...		100	\$0.00	Alkali Creek Ele : Cert Salaries
				Total	\$0.00

Salary Schedule: n/a  
Amount: \$0.00

Set Schedule    Clear Schedule

Accept cell change (Enter)

Cancel    Previous    Next

### 30 Click "Next"

PAR Type      PAR Information      **PAR Funding**      Review

Type **Extra Duty - Supplemental Pay**    Date Entered **8/17/2025**    Completed HR **n/a**    EmployeeID **PICARD, ASHLEY L - 12878 - Support - HUMAN R...**  
Requester **37006...**    PAR ID **n/a**    Status **New**    Completed PR **n/a**

**Proposed Funding**

Position ...	Account	Grant Project	Percent	Amount	Description
0	101.67.120.1000.0112.0000 - Alkali Cr...		100%	\$0.00	Alkali Creek Ele : Cert Salaries
Total				<b>\$0.00</b>	

Salary Schedule  
**n/a**

Amount  
**\$0.00**

### 31 Click "Submit for Approval" if you are ready to send it to the next approver. If you want to save it and not send it on, do not click submit for approval.

PAR Type      PAR Information      PAR Funding      **Review**

Effective Date	8/25/2025
Start Date	8/25/2025
End Date	5/29/2026
Pay Basis	Salary
Fiscal Year	2025-2026
Bargaining Unit	BEA
Employee Category	Regular Employee
Home School Location	Alkali Creek Elementary

**PAR Funding**

Position ...	Account	Grant Project	Percent	Amount	Description
0	101.67.120.1000.0112.0000 - Alkali Cr...		100%	\$0.00	Alkali Creek Ele : Cert Salaries
Total				<b>\$0.00</b>	

Submit for Approval

## 32 Click "Save"

PAR Type      PAR Information      PAR Funding      **4** Review

Effective Date	8/25/2025
Start Date	8/25/2025
End Date	5/29/2026
Pay Basis	Salary
Fiscal Year	2025-2026
Bargaining Unit	BEA
Employee Category	Regular Employee
Home School Location	Alkali Creek Elementary

**PAR Funding**

Position ...	Account	Grant Project	Percent	Amount	Description
0	101.67.120.1000.0112.0000 - Alkali Cr...		100%	\$0.00	Alkali Creek Ele - Cert Salaries
Total				<b>\$0.00</b>	

Submit for Approval

Cancel    Previous    **Save**    ▾