** eFORM (request for ePAR / CaPCOT internal use only)**

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
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| Employee Information | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **7 Digit Emp. ID#:** | | | | | | |  | | | | | | | | **Email:** | |  | | | | | | | | | | | | | | | **Phone:** | | |  | | | | | | | | **Date:** | | | |  |
| **Employee Name:** | | | | | |  | | | | | | | | | | | | | | | | | | | | |  | | | | | | | | | | | | | |  | | | | | | |
| **Student Title= SW or FWS** | | | | | | Last | | | | | | | | | | | | | | | | | | | | | | First | | | | | | | | | | | | | Middle | | | | | | |
| **Job Title:** | |  | | | | | | | | | | | | | | | | | | Emp Type: | | | | | | | | | | | | | | | | | | |  | | Security Sensitive Position | | | | | | |
|  | New Hire | | | | | | | | | | | |  | Re-Hire | | | | | | | | |  | | | | | | Status Change OR Termination | | | | | | | | | |  | | Career Progression / Promotion | | | | | | |
|  | Second Job (Comment below) | | | | | | | | | | | |  | Rate/Funding Change | | | | | | | | |  | | | | | | Transfer/Concurrent | | | | | | | | | |  | | Other (Comment Below) | | | | | | |
| **Salary or**  **Rate/Hour:** | | | | $ | | | | | | | | | | | | | | | | | | **Effective Date of change:** | | | | | | | |  | | | | | | | | Last Day Worked *(on payroll)* | | | | | | | |  | |
| **Department Name & Code:** | | | |  | | | | | | | | | | | | | | | | | | **Position #:**  **(8 digit)** | | | | | | | |  | | | | | | | | | | | | | | | | | |
| **SpeedCode:** | | | |  | | | | | | | | | | | | | | | | | | **SpeedCode:** | | | | | | | | Change From : | | |  | | | | | | | | | Change to: | | |  | | |
| **Supervisor Name / Phone** | | | |  | | | | | | | | | | | | | | | | | | **Position # Change (8 digit)** | | | | | | | | Change From : | | |  | | | | | | | | | Change to: | | |  | | |
| ***Change Employment Status:*** *(Used to stop paying an employee at end of employment or place on leave)*  **+**  **or**   ***FTE termination – check if you submitted resignation & supervisor acceptance*** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| ***All Daily Logs for this employee are current in TMA if implementing changes. (Verified by Supervisor)***  ***Supervisor’s E-signature for ePAR 🡪* Initials**      ***Date:*** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Additional Comments: | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **\**If hiring SW above Level I, include the job description and student resume/application to validate the higher pay level.***  **\*\*\*If this is a second job, provide details on position and hours worked for ACA hour monitoring**: | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Please Scan supporting documents and send to FS Employee Services via email  SAVE THIS FILE to match this sample format: FS\_eForm\_EmpLastName\_Emp#\_MMDDYY\_ActionTaken.docx  *The action taken is Hire, Change, Leave, Term, etc.* Email this eForm & attachments for all HIRES, TERMINATIONS, CHANGES, AND LEAVES to: [CaPCOT Employee Services](mailto:CAPCOTHR@nau.edu)  Always place this file name in the subject line of the email. We auto sort eForms and don’t want to miss yours! | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **CAPCOT HR USE ONLY BELOW:** | | | | | | | | | | | | | | | | **Check List** | | | | | | | | | | | | | | | **Date** | | | **Check List** | | | | | | | | | | **Date** | | | |
| **Date Rec’d in FS Emp Srvc:**    **Received by:** | | | | | | | | | | | |  | | | | **APP Rec’d   New Hire Pckt Emailed   New Hire Pckt Complete**  **I-9 completed** | | | | | | | | | | | | | | |  | | | **BG Chk Invitation Sent**  **BG Chk Results Rec’d**  **Fingerprint Scheduled if needed**  **Fingerprinting Results Rec’d** | | | | | | | | | | | | | |
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|  |  | | | |  | | | | |  | | | | | | | | | *initial* | | | | | | |  | | | | | | | | | | |  | | | | *initial* | | | | | | |
|  | ePAR created | | | | eForm ID | | | | |  | | | | | | | | |  | | | | | | | 2nd eForm ID *(if applicable)* | | | | | | | | | | |  | | | |  | | | | | | |
|  | Entered in TMA | | | | | | | Date: | | |  | | | | | | |  | | | | | | |  | | | | | | | | | | | | | | | |  | | | | | | |
| **NOTES:** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| SW email: | | |  | | | | | | | | | | | | | | | | | | Phone: | | |  | | | | | | | | | | | | Enrolled | | | | |  | | | | | | |
| Expected grad: | | | | |  | | | |  | | | | | Previous NAU jobs: | | | | | | | | | | | |  | | | | | | | | | | | | | | GPA: | | | | | | | |
|  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |