** 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 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**  |
|  |
|  |  |  |  | *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:       |
|  |