

## **ePAR Template Requests**

**ePAR for Hire:**

|                   |                                  |
|-------------------|----------------------------------|
| Employee Name:    |                                  |
| NAU ID:           |                                  |
| Position#:        |                                  |
| Position Title:   |                                  |
| Dept HR#:         |                                  |
| Speedchart:       |                                  |
| Reports To:       |                                  |
| Date of Hire:     |                                  |
| Wage:             |                                  |
| Background Check? | Yes / No If Yes, Date Completed: |
| Fingerprints?     | Yes / No If Yes, Date Completed: |
| Employee Phone:   |                                  |
| Employee Email:   |                                  |

**Required Documents:** Signed Offer Letter/Waiver of Recruitment/Email Approval (SW or PTT only)**ePAR for Job Change (Pay Rate/Title Change):**

|                     |  |
|---------------------|--|
| Employee Name:      |  |
| NAU ID:             |  |
| Current Position#:  |  |
| New Position#:      |  |
| New Position Title: |  |
| New Wage:           |  |
| Effective Date:     |  |

**Required Documents:** Title and Salary Change Request form approved by HR (for FTE), Approval from Department Head/VP (for PTT/SW)**ePAR for Termination:**

|                   |  |
|-------------------|--|
| Employee Name:    |  |
| NAU ID:           |  |
| Last Date Worked: |  |

**Required Documents:** Letter of Resignation, Retirement, or Termination**\*NOTE:** All worked hours need to be entered and approved prior to Termination request.**Reports To Change:**

|                      |  |
|----------------------|--|
| Employee Name:       |  |
| NAU ID:              |  |
| Employee POS#:       |  |
| New Supervisor POS#: |  |

**Required Documents:** Email Approval by Department Head/VP**Funding Change:**

|                     |  |
|---------------------|--|
| Employee Name:      |  |
| NAU ID:             |  |
| Current Speedchart: |  |
| New Speedchart:     |  |

**Required Documents:** Email Approval by Department Head/VP