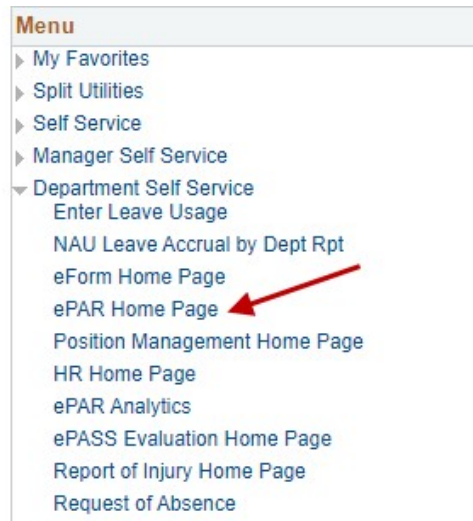


# Hire – Academic Year Benefit Eligible Faculty, Academic Professionals, Administrative Faculty and Administrators

Remember:

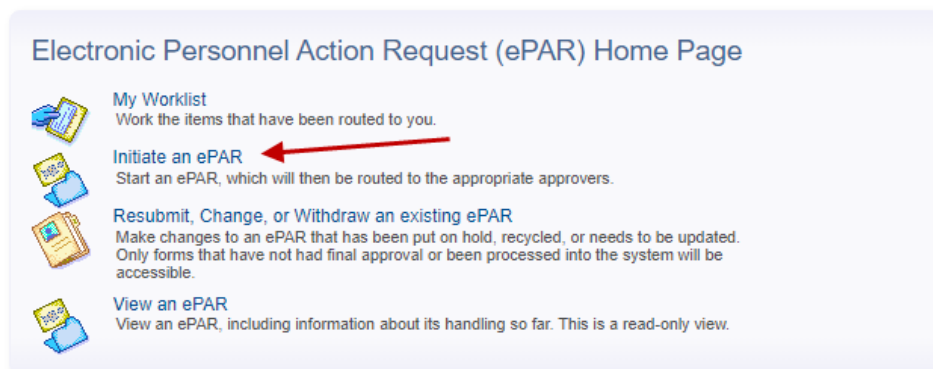
- You must initiate the hire packet prior to initiating the ePAR. (**ePAR home page > Initiate an ePAR > Create employee hire packet**)
- If the employee's first day working will **not** be the first day of the academic year, contact the Provost's office or the Payroll office for assistance with the ePAR.

Log into LOUIE and navigate to the **ePAR Home Page**.



Select **Initiate an ePAR**. If an ePAR is already in progress, access it through **Resubmit, Change or Withdraw an Existing ePAR**.






**Main Menu > Department Self Service > ePAR Home Page**



Note: Depending on permissions you may not have all these options

Select the **Hire an Employee** form.

Start a New electronic Personnel Action Request (ePAR)

-  **Create Employee Hire Packet**  
Use this form to initiate Hire Packets for employees.  
[Create Employee Hire Packet](#)
-  **Hire an Employee**  
Use this form to hire, rehire or transfer an employee into a position, unless you are hiring a federal work study student. To hire a federal work study student go to: Financial Aid > Awards > NAU FWS.  
[Hire an Employee](#)
-  **Change an Employee's Existing Job**  
Use this form to change to an employee's existing job, including file changes, pay rate changes, etc. (DO NOT use this for ending employment.)  
[Change an Employee's Existing Job](#)
-  **Change Employment Status**  
Use this form to stop paying an employee at the end of employment or place an employee on a leave of absence.  
[Change Employment Status](#)
-  **Renewal of Appointment**  
Use this form to renew non-tenure track, single or multi-year appointments. If the renewal includes a change to the number of work days, pay rate and/or FTE, please use the Job Change form.  
[Renewal of Appointment](#)

[Return to Electronic Personnel Action Request \(ePAR\) Home Page](#)

Enter the employee ID (which you'll have after initiating the hiring packet).

You can also search by any of the other criteria and, if the person has another record in LOUIE (for example, another current employment record, a prior employment record or a student/student prospect record), you will be able to proceed. However, **the hire will be delayed if the employee does not have a current new hire packet on file. Prior employees who have not worked for NAU in the last 6 months require new hiring packets.**

#### Select Person

Enter any information you have and click Search. Leave fields blank for a list of all values.

[Find an Existing Value](#)

**Search Criteria**

Empl ID:

First Name:

Last Name:

Date of Birth:

Social Security #:

[Search](#) [Clear](#) [Basic Search](#) [Save Search Criteria](#)

Enter search criteria

You must initiate hiring packet before initiating hiring ePAR

Enter the first day working. In most circumstances, the first day working will be the first day of the academic year. If it is not, please contact either the Provost's Office or Payroll Office for assistance with the ePAR.

If you have not posted this position and are hiring the individual through the Waiver of Recruitment process, you must have the fully signed waiver of recruitment document, and attachments, before you begin the ePAR. To proceed with the hire, you must have either posted the position or hired the employee through the Waiver of Recruitment process.

If the position is Safety/Security Sensitive, check the box and initiate a background check if you have not done so already. You can find information regarding background checking processes here: <https://in.nau.edu/human-resources/background-checks/>.

The screenshot shows the 'Form Data' section of an ePAR form. It includes fields for eForm ID (948336), First Day Working (08/12/2020), Position Number (00014340), Job Code (95099 Associate Professor), FLSA Status (Prof No Sal Thresh), Department (10730 School of Nursing), Physical Location (H00620 School of Nursing), and Number of Hours per Week (40.00). There are also checkboxes for 'Waiver of Recruitment?' (checked), 'Employee WORKING full fiscal year?', and 'Safety/Security Sensitive?'. A dropdown for '\*Working in Arizona?' is set to 'Yes'. Red callout boxes provide instructions: 'Enter first day working' points to the date field; 'Enter position number. If position is not posted, you must have a waiver of recruitment to continue' points to the position number field; 'Enter Hours per week. 40 hours if full time.' points to the hours field; and 'Answer required' points to the 'Working in Arizona?' dropdown. Navigation buttons at the bottom include '<< Previous', 'Next >>', '<< Search', and 'Cancel'.

Form Data

eForm ID: 948336

\*First Day Working: 08/12/2020

Position Number

\*Position Number: 00014340

☒ Waiver of Recruitment?

Job Code: 95099 Associate Professor

FLSA Status: Prof No Sal Thresh

Department: 10730 School of Nursing

Physical Location: H00620 School of Nursing

\*Number of Hours per Week: 40.00

☐ Employee WORKING full fiscal year?

☐ Safety/Security Sensitive?

\*Working in Arizona? Yes

<< Previous Next >>

<< Search Cancel

Under normal circumstances, the Contract End Date will be the end of the academic year. If this is not the case for this employee, please contact either the Provost's Office or Payroll Office for assistance with completing the ePAR.

In the Other Conditions box indicate any conditions of employment that should be listed in the new faculty member's contract.

If there is a stipend, include the amount in the Total Payment for Dates Below field.

Prior credit towards tenure: It is rare that a new employee will receive prior credit toward tenure.

**Contract Data**

eForm ID: 948338

☐ Working Intermittently?

Contract Begin Date: 08/12/2020 \*Contract End Date: 05/07/2021 Enter Contract End Date

☐ Multi-Year Contract

☐ Faculty works 12 months and accrues vacation

**Employee Information**

☐ NOT a US Citizen?

☒ Moving Allowance Requested? Enter Moving Allowance if applicable

Moving Allowance Not to Exceed \$3,000.00

Other Conditions:

If the Notice of Appointment requires a special job title please enter it here. For Administrative Faculty or Faculty with Administrative Duties, please include both job titles (for example: Chair, Chemistry; Associate Professor, Chemistry.)

Special Job Title(s) Select stipend and set amount if applicable

☐ Stipend?

\*Faculty Appointment: Select Faculty Appointment. If Tenure Track, indicate any credit towards tenure.

Tenure Track

☐ Prior Credit Towards Tenure?

<< Previous Next >>

<< Search Hold Cancel

eForm ID: 948338

\*Total Payment for Dates Below: \$50,000.00 Enter Total Payment for these dates

Start Date: 08/03/2020

End Date: 05/07/2021

If this employee is starting or changing mid-contract, please update the Total Standard Work Days field with the standard number of working days within a full contract.

\*Total Standard Work Days: 190

\*Academic Year Salary: \$50,000

**Funding**

| PF Dept   | Fund | Program | Sub Dept | Distrb % |
|-----------|------|---------|----------|----------|
| 1 3460010 | 1100 | A001    |          | 100.000  |

Standard work days is calculated from start date to contract end date. If standard work days equals 190 (academic year), the Academic Year Salary will default to the total payment above. If standard work days are other than 190, enter the correct number of days and the Academic Year Salary.

**HR/Budget Only**

Net Work Days 200

Annualized Frequency 261

Standard Hours 40.00

Oth FTE 190.000000

Int FTE 190.000000

Fac Fiscal FTE 261.000000

FTE 1.000000

Pay Over Contract

☐ Intermittent?

☐ Fiscal Employee?

<< Previous Next >>

<< Search Hold Cancel

If the action reason descriptions do not seem appropriate, review the previous pages to ensure you have entered information correctly.

Add any applicable comments or documents. Remember that attached documents and comments will remain with the ePAR forever and can be viewed by anyone with access to view or work on the ePAR. Please be certain the documents and comments are appropriate and related to this employment action. The following file types are permitted as attachments: DOC, DOCX, GIF, JPEG, JPG, PDF, TIF, TIFF, XLS, XLSX. Select **Upload** to attach a document. Use **Add File Attachment** to insert a new row in the attachment table. Set appropriate descriptions for each attachment because file names will not be retained.

**Form Messages**

| Description  | Message Text                              |
|--|---|
| It was indicated in the form that a Waiver of Recruitment exists for this hire. This waiver must be attached and routed with the ePAR. By acknowledging this message, I am confirming that I have attached an electronic copy of the Waiver of Recruitment to this form. | Waiver of Recruitment Attachment Required |
| For this transaction, the following attachments are required. Please attach an electronic copy of each of these forms BEFORE acknowledging this message.<br>- Letter of Offer<br>- Transcripts<br>- Background Check Request Verification<br>- CV                        | Required Faculty Hire Attachments         |

**File Attachments**

| Upload                                | View                                | Description                   | Attachment Id       | Delete                                |
|---------------------------------------|-------------------------------------|-------------------------------|---------------------|---------------------------------------|
| <input type="button" value="Upload"/> | <input type="button" value="View"/> | Waiver of Recruitment         | 2020-09-15-14.21.04 | <input type="button" value="Delete"/> |
| <input type="button" value="Upload"/> | <input type="button" value="View"/> | Offer Letter                  | 2020-09-15-14.21.19 | <input type="button" value="Delete"/> |
| <input type="button" value="Upload"/> | <input type="button" value="View"/> | Transcripts                   | 2020-09-15-14.21.32 | <input type="button" value="Delete"/> |
| <input type="button" value="Upload"/> | <input type="button" value="View"/> | CV/ Resume                    | 2020-09-15-14.22.08 | <input type="button" value="Delete"/> |
| <input type="button" value="Upload"/> | <input type="button" value="View"/> | BG Check Request Verification | 2020-09-15-14.22.20 | <input type="button" value="Delete"/> |

**Comments**

Your Comment:

**Review action reason codes, attach required documents, and check form message box. Add comments as appropriate**

When you are satisfied the form is completed correctly, select **Submit** and you will see the form status.

**Form Status**

eForm ID: 946721

You have just SUBMITTED this form. This action passed the form to ePAR Dept Head Approval for further processing.

**Who can work this form?**

**Process Visualizer**

1: ePAR PI Grant Approval  
2: ePAR Dept Head Approval  
3: ePAR PI Grant Approval  
4: ePAR Dept Head Approval  
5: ePAR Grad College Approval  
6: ePAR Le App

**Note:** The name of all approval roles begins with NAU\_HR ePAR, even though the approvers are not in HR. For example, role 4 is NAU\_HR ePAR Dept. Head Apprv – this is generally a department director or chair. Also, the approval routing can change for different transactions and employee groups. See the [Routing Approvals Worksheet](#) on the [ePAR web page](#) for a description of the different approval routings.