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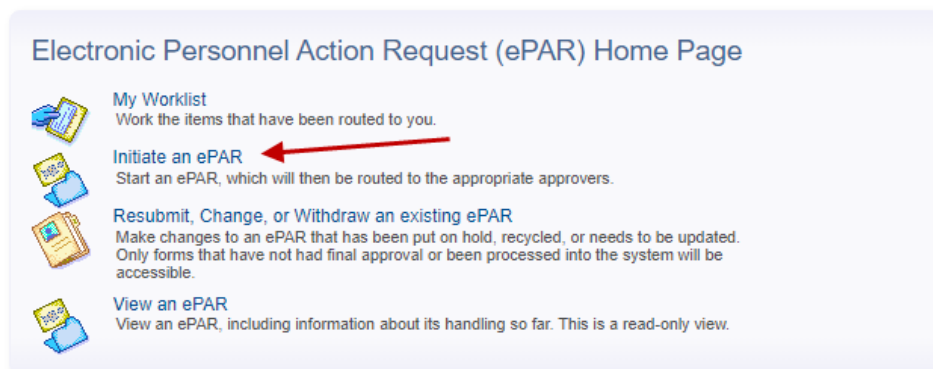
Remember:

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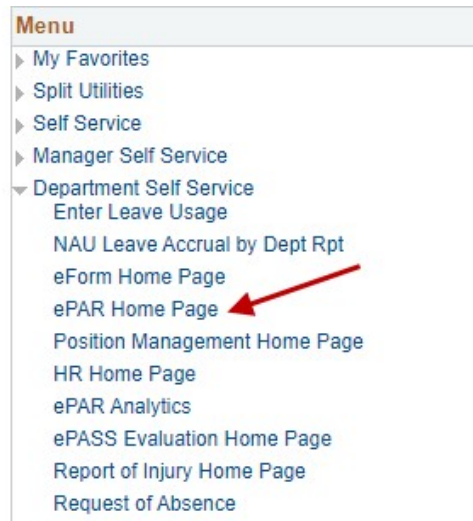
Select **Initiate an ePAR**. If an ePAR is already in progress, access it through **Resubmit, Change or Withdraw an Existing ePAR**.

Select the **Hire an Employee** form.

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.**

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/.

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 Informaton

☐ NOT a US Citizen?
☑ Moving Allowance Requested?   Moving Allowance Not to Exceed: $3,000.00

(Enter Moving Allowance if applicable)

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:
[Tenure Track   ▾]

(Select Faculty Appointment. If Tenure Track, indicate any credit towards tenure.)

☐ Prior Credit Towards Tenure?

[<< Previous] [Next >>]
[<< Search] [Hold] [Cancel]

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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]

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

*Academic Year Salary: [$50,000]

Funding

	PF Dept	Fund	Program	...ct	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.)

☐ 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.

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

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.