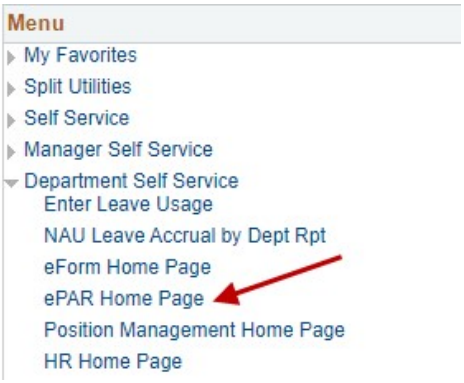
Hire – Benefit Eligible Classified Staff

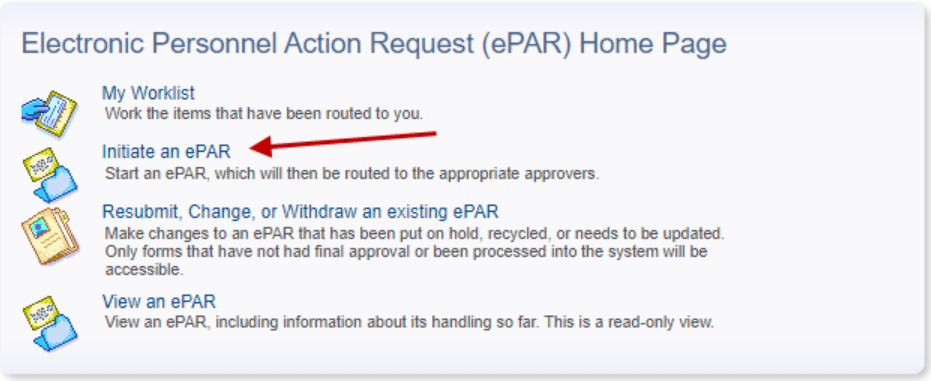
Remember:

- You must initiate the hire packet prior to initiating the ePAR. (**ePAR home page > Initiate an ePAR > Create employee hire packet**)
- If this person will work less than 12 months, please contact Human Resources for assistance with the ePAR.

Log into LOUIE and navigate to the ePAR Home Page.

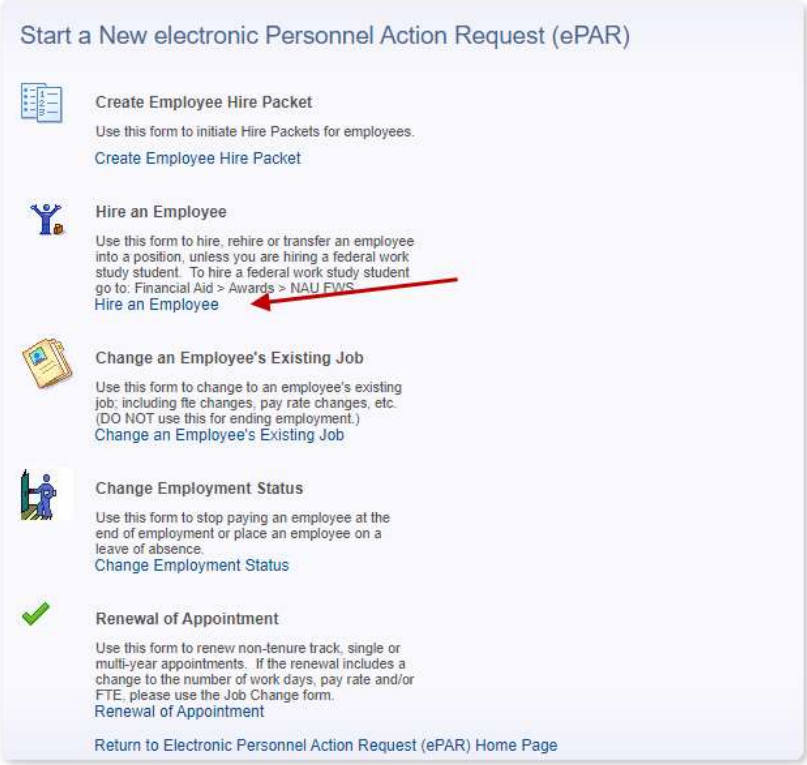


Select **Initiate an ePAR**. If an ePAR is already in progress, access it through **Resubmit, Change or Withdraw an Existing ePAR**.



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

Select the **Hire an Employee** form.

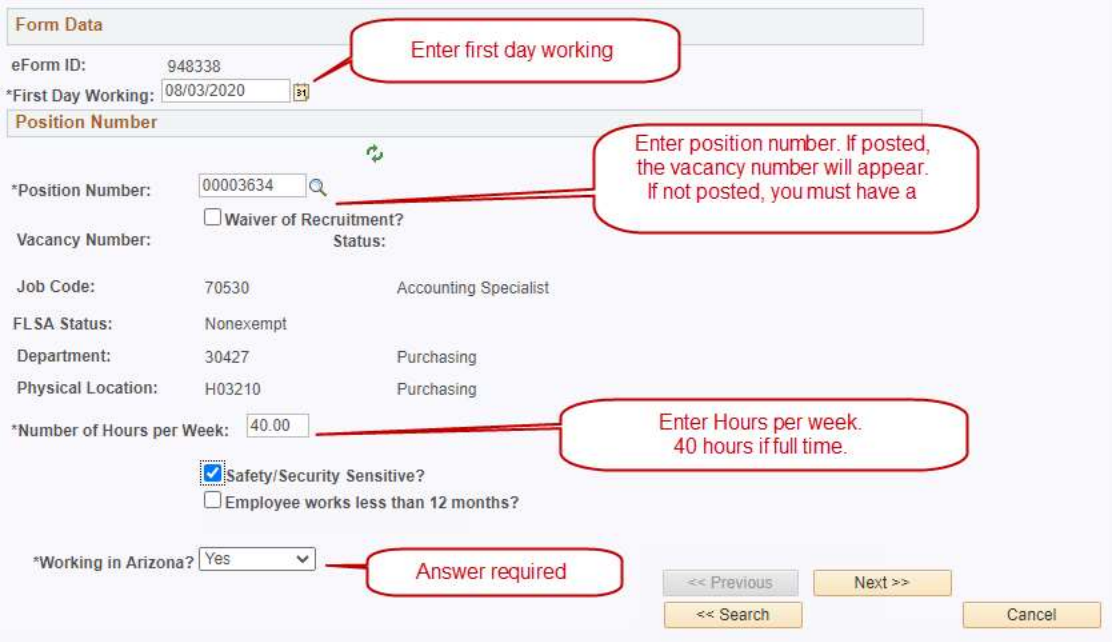


Enter the employee ID (which you'll have after initiating the hiring packet) and select Search.

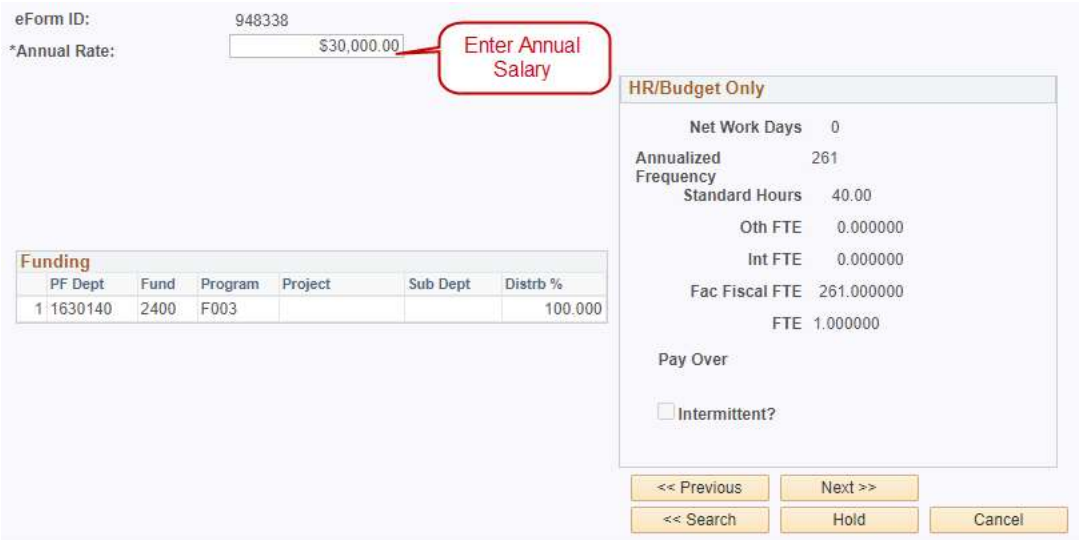
You may also search by any of the other criteria and, if the person has another record in LOUIE (for example, another current employment record, a prior employment record or a student/student prospect record), you will be able to proceed. However, **the hire will be delayed if the employee does not have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

Review and enter the fields on the form. All Benefit Eligible positions must either be posted or have a waiver of recruitment. The system checks to see if the position number you entered is posted and, if it is, populates the vacancy information. If not, this information is blank and you must select the **Waiver of Recruitment** box to continue. You need to complete the entire waiver of recruitment process before initiating the ePAR.

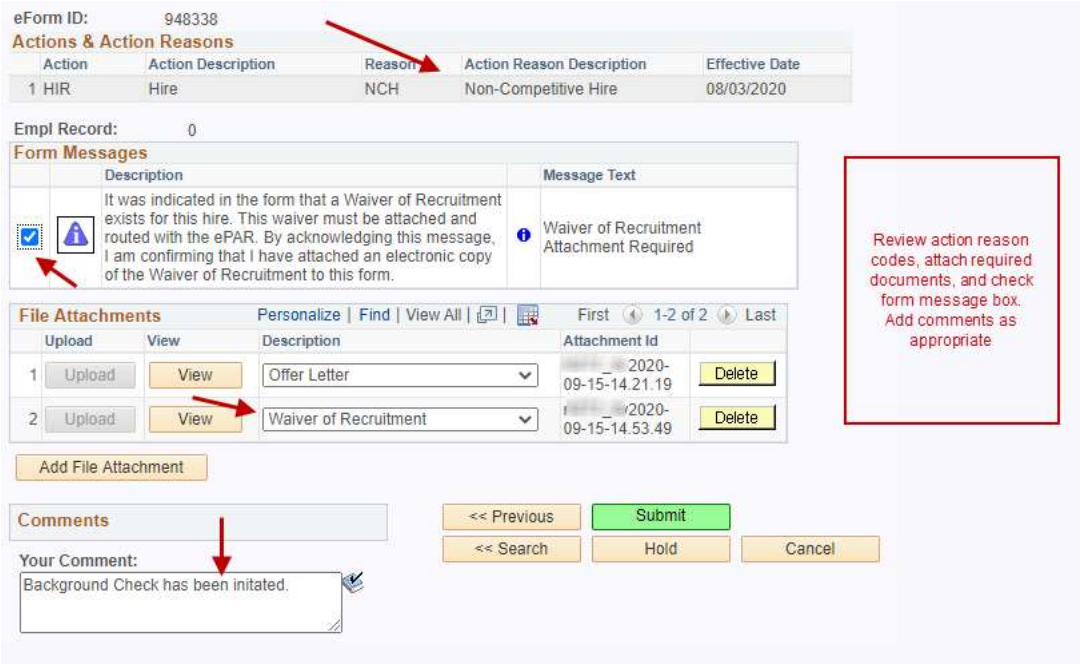
If the position is a Safety/Security Sensitive position, check the box and initiate the background check if you have not done so already. You can find information regarding background checking processes on the HR home page > Forms Index.



Round salary amounts to the nearest whole dollar. The HR/Budget Only box includes information about the FTE calculation and is for review in those offices only.



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 may 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.



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.