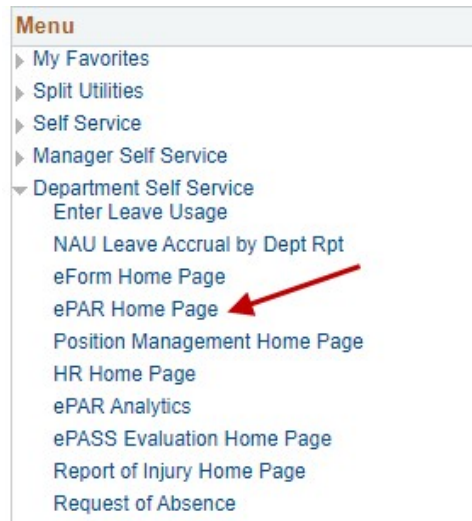


Transferring – Benefit Eligible Classified Staff

Remember:

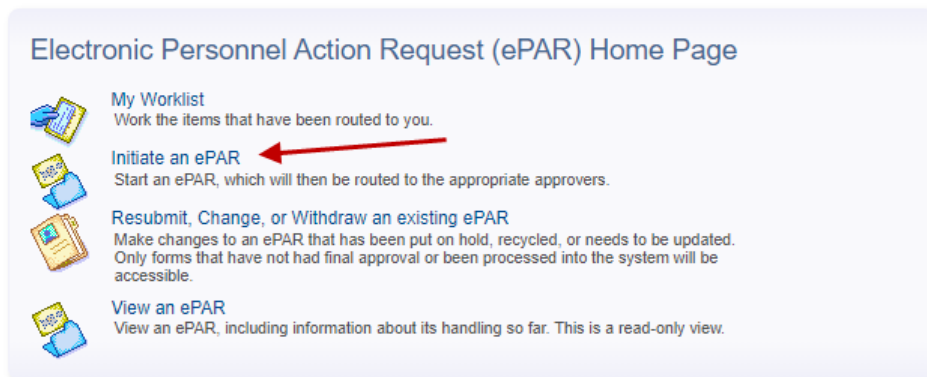
- If this person will work less than 12 months, please contact Human Resources for assistance with the ePAR.
- If you have not posted this position and are hiring the individual through the Waiver of Recruitment process, you must have the fully signed waiver of recruitment document and attachments before you begin the ePAR.

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 fle 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. You may also search by any of the other criteria. Because you are transferring a current employee, you do not need to initiate a hiring packet.

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 #:

Enter search criteria

[Search](#)

[Clear](#)

[Basic Search](#)



[Save Search Criteria](#)

if an employee already has an active job, you must choose to transfer the employee from a current position or hire them concurrently with the other position(s). Select Concurrent from the drop-down box if the employee will continue to work in the other position. This situation might be appropriate for employees who have other part-time temporary jobs on campus (for example, teaching a class or working security for events).

Form Data

eForm ID: 949009
*First Day Working: 08/03/2020 31

Transfer Information

This employee has at least one current active job. Will they be leaving a current position (transfer) or will this be in addition to their current positions (concurrent)?
(If you choose Transfer, please select one of the positions (using the checkbox) that is displayed on the page.)
*Transfer or Concurrent: Transfer

	Empl Record	Department	Description	Position Number	Description	Effective Date	Pay Group
1	<input checked="" type="checkbox"/> 0	14140	COE: Teaching and Learning	00002980	Administrative Assistant	03/22/2010	CLS
2	<input type="checkbox"/> 3	14130	COE: Educational Specialties	00028327	Part-Time Temp. Employees	02/27/2017	TMP

Position Number

*Position Number: 00002527 🔍
☒ Waiver of Recruitment?
Job Code: 70300 Administrative Assistant
FLSA Status: Nonexempt
Department: 11320 Graduate College
Physical Location: H02060 Graduate College
*Number of Hours per Week: 40
☐ Safety/Security Sensitive?
☐ Employee works less than 12 months?
☒ Replacement for Position / Position
*Working in Arizona? Yes

<< Previous

Next >>

<< Search

Cancel

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 check 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 may 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.

eForm ID: 949009

*Annual Rate:

Enter Salary

Funding					
PF Dept	Fund	Program	Project	Sub Dept	Distrb %
1 3600010	1500	D006			100.000

HR/Budget Only
Net Work Days 0
Annualized Frequency 261
Standard Hours 40.00
Oth FTE 0.000000
Int FTE 0.000000
Fac Fiscal FTE 261.000000
FTE 1.000000
Pay Over
☐ Intermittent?

<< 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 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.

eForm ID: 949009

Actions & Action Reasons

Action	Action Description	Reason	Action Reason Description	Effective Date
1 XFR	Transfer	NON	Non-Comp No Pay Group Change	08/03/2020

Empl Record: 0

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

File Attachments

Personalize | Find | View All | First 1 of 1 Last

Upload	Description	Attachment Id
1 Upload View	Waiver of Recruitment	2020-09-18-13:53:43

Add File Attachment

Comments

Your Comment:

<< Previous Submit << Search Hold Cancel

When you are satisfied the form is completed correctly, click **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

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.