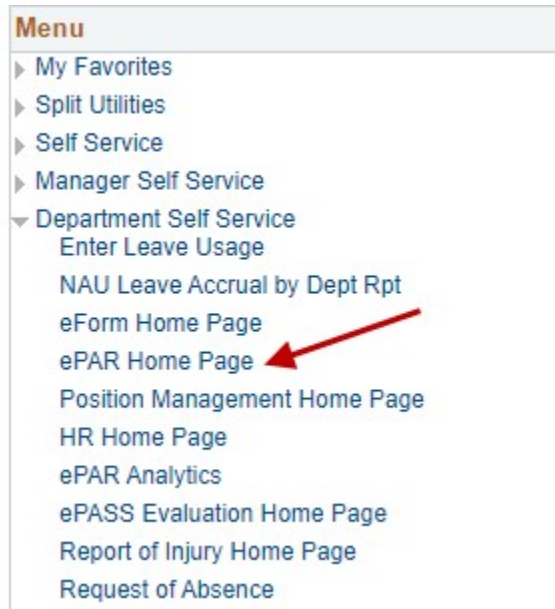


## Change – Graduate Assistant's Dates of Employment

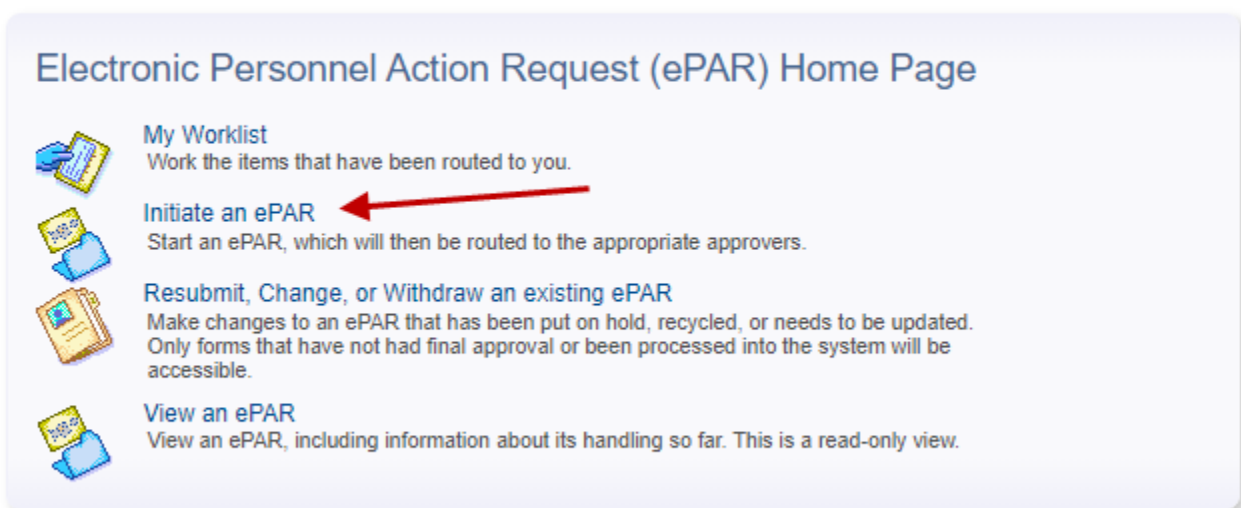
**NOTE:** You should think of this transaction as changing the original employment period for this employee rather than as a transaction to terminate employment.

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 **Change an Employee's Existing Job** 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, fte 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](#)

Search by Employee ID or any of the other criteria to begin an employee's form.

### Select Employee Record

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:

begins with ▼

Empl Record:

= ▼

Name:

begins with ▼

Last Name:

begins with ▼

Department:

begins with ▼

🔍

Position Number:

begins with ▼


🔍

☐ Case Sensitive

Search

Clear

Basic Search

 Save Search Criteria

Remember, you are telling the system to change the original terms of this employee's job, so you must enter the original date of hire as the Effective Date.

**IMPORTANT: Do not enter the new employment end date in the effective date field.**

Form Data

eForm ID: 949262

\*Effective Date: 08/12/2020

Position Information

Position Number: 00001169

Job Code: 00110 Graduate Teaching Assistant

After you enter the Effective Date, additional fields and values will be populated. Select **Changing Expected End Date** and the page will update again.

Form Data

eForm ID: 949262

\*Effective Date: 08/12/2020

☒ Changing Expected End Date?

☐ Position # Change?

Position Information

Position Number: 00001169

Job Code: 00110 Graduate Teaching Assistant

Enter the new Employment End Date in the **Last Day Working**.

Form Data

eForm ID: 949262

\*Effective Date: 08/12/2020

☒ Changing Expected End Date?

Position Information

Position Number: 00001169

Job Code: 00110 Graduate Teaching Assistant

FLSA Status: No FLSA Required

Department: 10211 Biological Sciences

\*Physical Location: H00110 Biological Sciences

\*Number of Hours per Week: 20.00

\*Last Day Working: 11/18/2020

Enter the new Last Day Working

<< Previous Next >>

<< Search Cancel

Enter the modified payment amount in the **Total Payment** field. This is the total amount the employee should earn for the displayed dates, which represent the entire work period for this job. For assistance with calculating the new prorated salary, use the Salary Calculator found on the [ePAR web page](#).

**Compensation Data**

eForm ID: 949262

\*Total Payment: \$6,750.00

Start Date: 08/05/2020

End Date: 11/18/2020

**Funding**

PF Dept	Fund	Program	Project	Sub Dept	Distrib %
1	2620010	1100	A001		100.000

**HR/Budget Only**

Net Work Days 0

Annualized Frequency 261

Oth FTE 0.000000

Int FTE 0.000000

Fac Fiscal FTE 130.500000

FTE 0.500000

Pay Over Fiscal

<< 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.

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: 949262

**Actions & Action Reasons**

Action	Action Description	Reason	Action Reason Description	Effective Date	
1	PAY	Pay Rate Change	WDC	Total Working Days Change	08/12/2020
2	TER	Termination	TMP	End Temporary Employment	11/19/2020

**File Attachments**

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

Upload View Description Attachment Id

1 Upload View [Dropdown] Delete

Add File Attachment

**Comments**

Your Comment: [Text Area]

<< Previous Submit << Search Hold Cancel

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

The screenshot displays the 'Form Status' section at the top, showing the eForm ID as 946721 and a message stating: 'You have just SUBMITTED this form. This action passed the form to ePAR Dept Head Approval for further processing.' Below this, the text 'Who can work this form?' is circled in red. The 'Process Visualizer' section follows, showing a sequence of five approval steps. Step 1 is 'Submit Form' with a checkmark icon. Step 2 is 'ePAR Deptmental Approver' with an icon of three people. Step 3 is 'ePAR PI Grant Approval' with an icon of three people. Step 4 is 'ePAR Dept Head Approval', which is highlighted with a blue border and a yellow background, and has an icon of three people. Step 5 is 'ePAR Grad College Approver' with an icon of three people. Below each step is a small icon of three people.

**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: Submit Form & ePAR Dept

2: ePAR Deptmental Approver

3: ePAR PI Grant Approval

4: ePAR Dept Head Approval

5: ePAR Grad College Approver

**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.