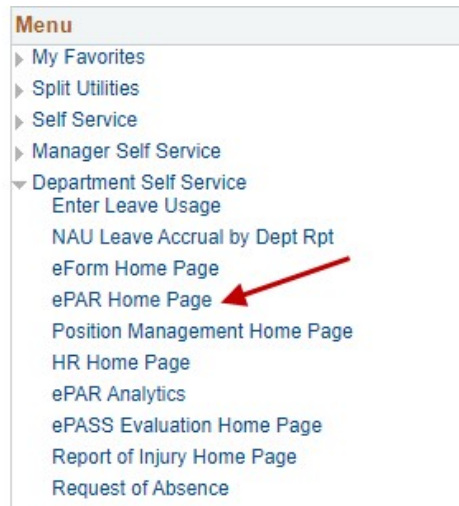


Hire – Graduate Assistant

Remember:

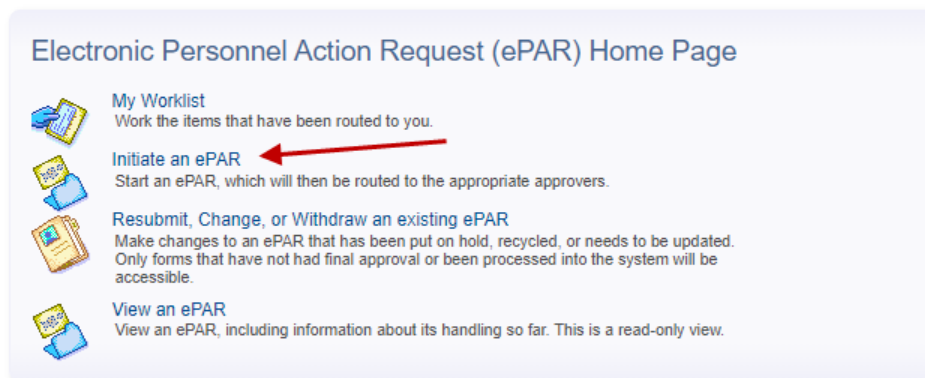
- You need to have a Graduate Assistantship Acceptance confirmation before beginning the ePAR.
- You must initiate the hire packet prior to initiating the ePAR. (**ePAR home page > Initiate an ePAR > Create employee hire packet**)

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 title 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).

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

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.**

You must enter the actual dates the employee is doing the work. Paying employees for dates other than those actually worked violates NAU policy and state and federal law.

If the position is Safety/Security Sensitive, check the box and initiate a background check if you have not already done so.

Form Data

eForm ID: 948338

*First Day Working: 08/03/2020

Position Number

*Position Number: 00001169

Job Code: 00010

FLSA Status: No FLSA Required

Department: 10211

*Physical Location: H00110

*Number of Hours per Week: 20.00

☐ Safety/Security Sensitive?

*Working in Arizona? Yes

*Last Day Working: 05/07/2021

Graduate Assistant

Biological Sciences

Biological Sciences

Enter the required fields (marked with *)

Some fields will default based on selections

<< Previous

Next >>

<< Search

Cancel

Be certain the Total Payment is for the entire period from the Start Date through the End Date.

eForm ID: 948338

*Total Payment: \$8,000.00

Start Date: 08/03/2020

End Date: 05/07/2021

Enter the total payment for these work days

Funding

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

HR/Budget Only

Net Work Days 200

Annualized Frequency 261

Standard Hours 20.00

Oth FTE 0.000000

Int FTE 0.000000

Fac Fiscal FTE 130.500000

FTE 0.500000

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.

Upload the signed and scanned Graduate Assistant Acceptance confirmation.

Add any other 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.



eForm ID: 948338



Actions & Action Reasons




Action	Action Description	Reason	Action Reason Description	Effective Date
1 HIR	Hire	NCH	Non-Competitive Hire	08/03/2020
2 TER	Termination	TMP	End Temporary Employment	05/08/2021


Empl Record: 0

Form Messages

Description	Message Text
<input checked="" type="checkbox"/>  Because this is a transaction for a Graduate Assistant, a Grad Letter must be attached. By acknowledging this message, I am confirming that I have attached an electronic copy of the Grad Letter to this form.	 Grad Assist Letter Must Be Attached

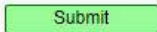
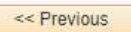



File Attachments Personalize | Find | View All |   First 1 of 1 Last

Upload	View	Description	Attachment Id	
1			Graduate Assistant Letter	 2020-09-15-14.53.49



Comments

Your Comment:

Annotations:

- The system will add both a hire and termination row.
- You must upload Graduate Assistant Acceptance Confirmation and click the Form Message box.

When you are satisfied the form is completed correctly, click submit and you'll 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.