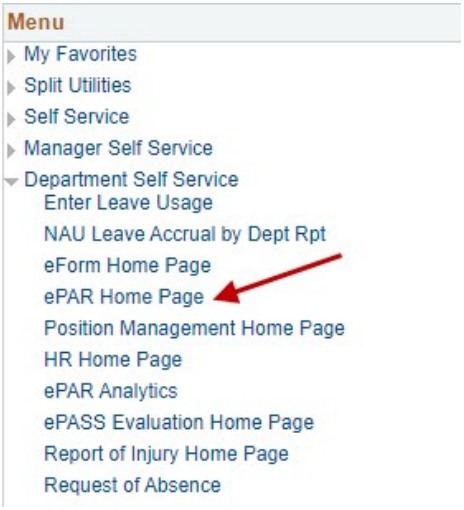
Hire – Graduate Assistant

Remember:

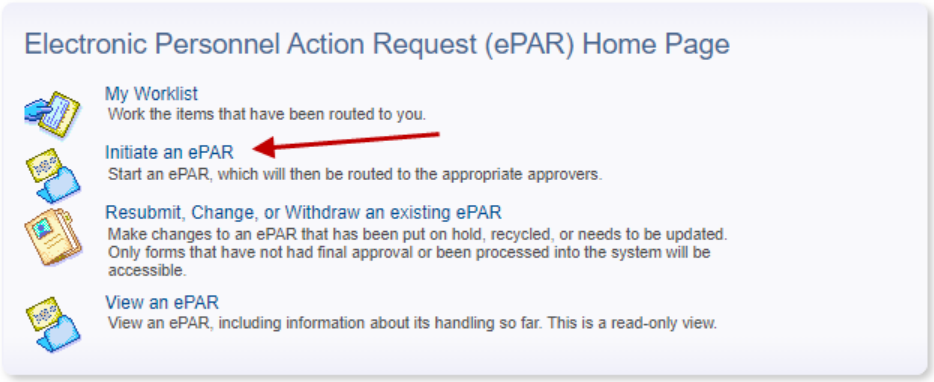
- You need to have a Graduate Assistantship Acceptance confirmation before beginning the ePAR.
- You must initiate the hire packet prior to initiating the ePAR. (**ePAR home page > Initiate an ePAR > Create employee hire packet**)

Log into LOUIE and navigate to the **ePAR Home Page**.



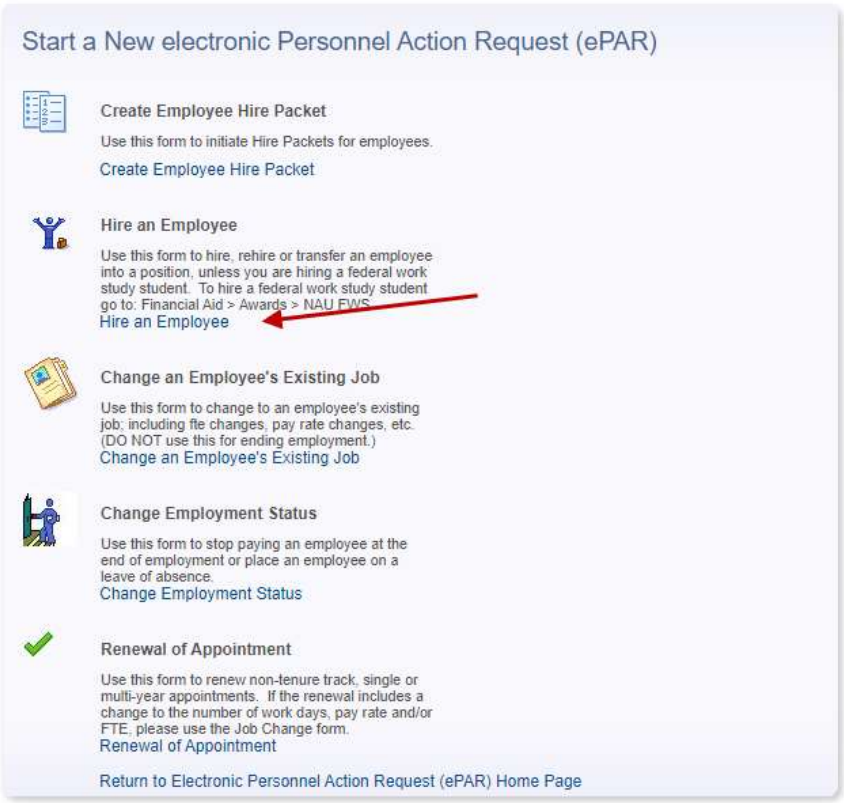
Select **Initiate an ePAR**. If an ePAR is already in progress, access it through **Resubmit, Change or Withdraw an Existing ePAR**.

Main Menu > Department Self Service > ePAR Home Page

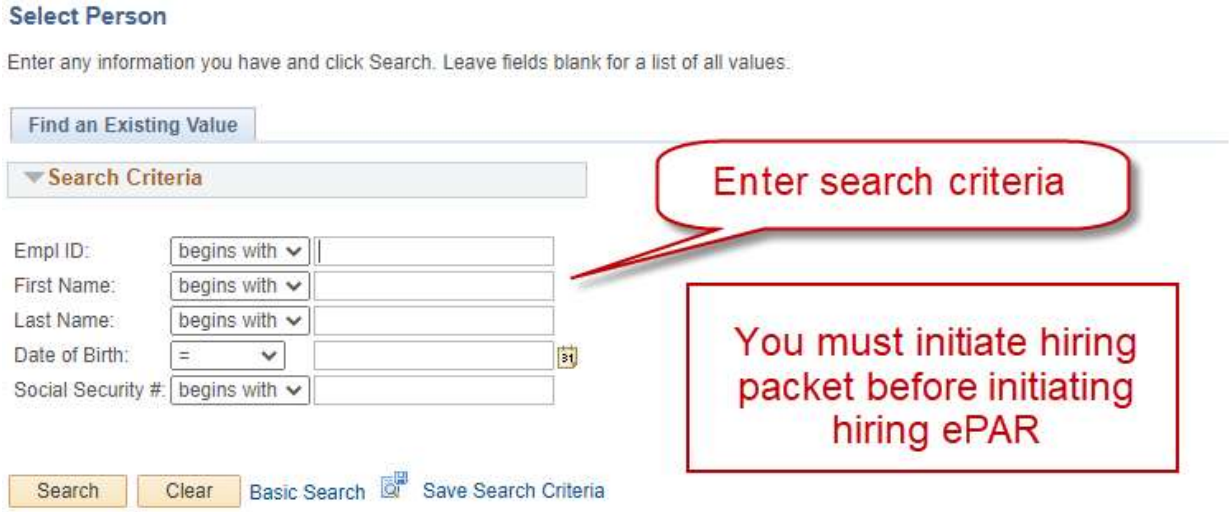


Note: Depending on permissions you may not have all these options

Select the **Hire an Employee** form.



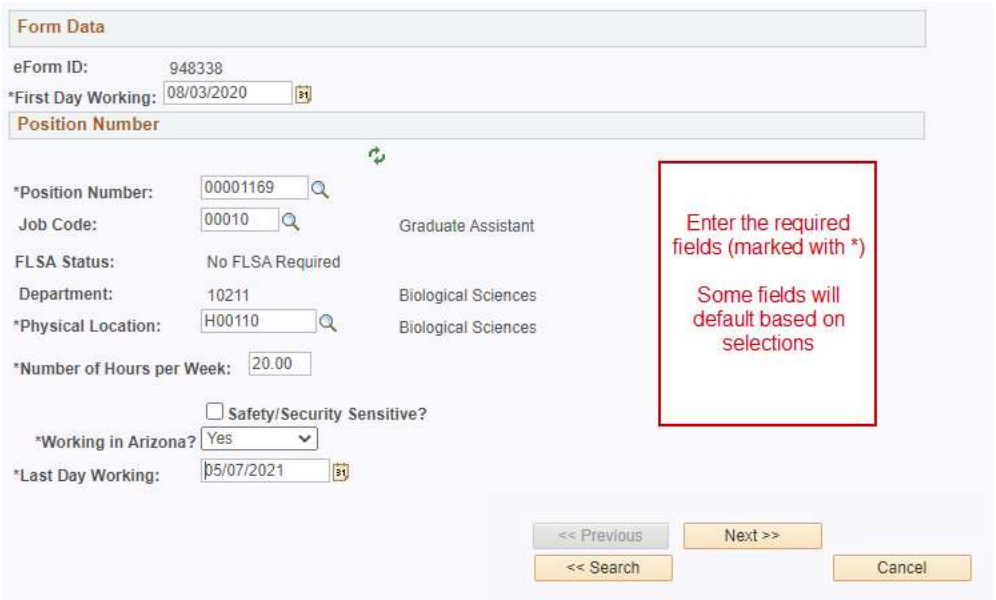
Enter the employee ID (which you'll have after initiating the hiring packet).



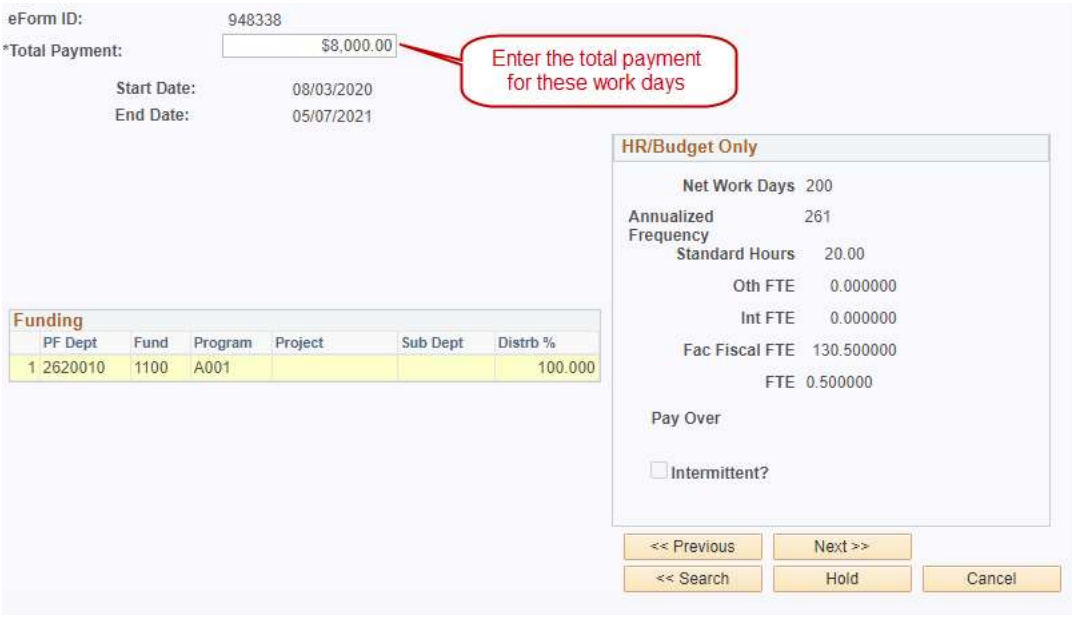
You can also search by any of the other criteria and, if the person has another record in LOUIE (for example, another current employment record, a prior employment record or a student/student prospect record), you will be able to proceed. However, **the hire will be delayed if the employee does not have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

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.



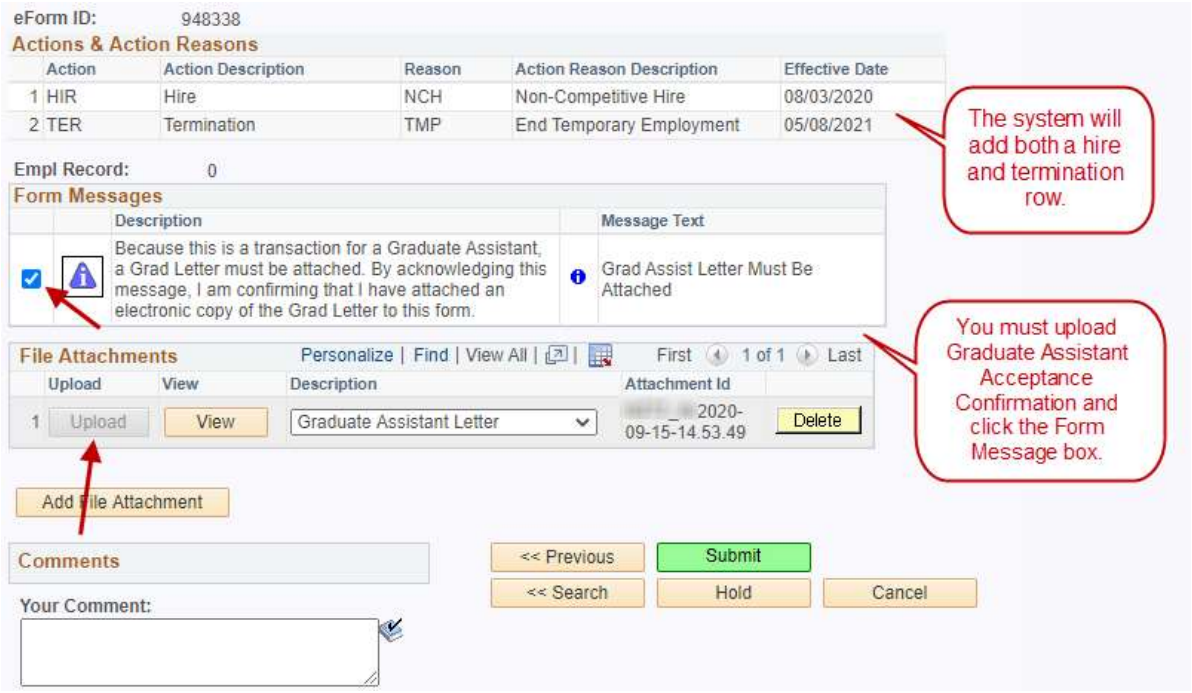
Be certain the Total Payment is for the entire period from the Start Date through the End Date.



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.



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