

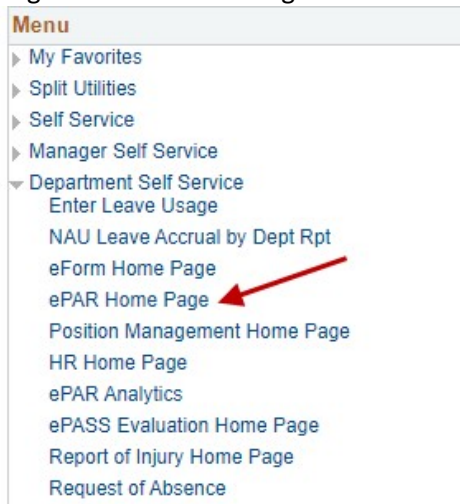
Hire – Hourly Employees (includes hourly temps, student wage – but NOT federal work study students)

Note: if you want access to hire federal work study students, please contact the Office of Scholarships and Financial Aid

Remember:

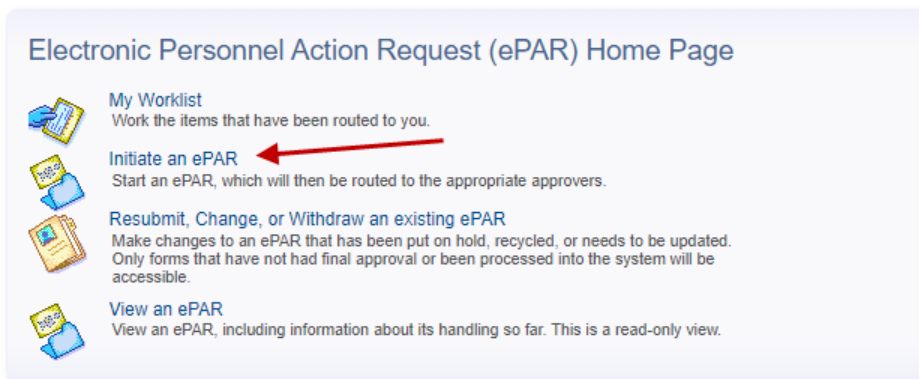
You must initiate the hire packet prior to initiating the ePAR. (**ePAR home page > Initiate an ePAR > Create employee hire packet**)

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 file 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.**

Review and enter the fields on the form.

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

Form Data

eForm ID: 948533

*First Day Working: 09/14/2020

Position Number

*Position Number: 00008809

*Job Code: 02001 SW Academic Level 1

FLSA Status: Nonexempt

Department: 10211 Biological Sciences

*Physical Location: H00110 Biological Sciences

Safety/Security Sensitive?

Pay this employee hourly?

*Working in Arizona? Yes

<< Previous Next >>

<< Search Cancel

If the hourly employee is a student, visit [Student Classification & Compensation](#) for Job Codes and Salary range guidance, or contact StudentEmployment@nau.edu with questions.

eForm ID: 948533

*Hourly Rate: 10.25

Enter the hourly rate of pay

HR/Budget Only

Net Work Days 0

Annualized Frequency 261

Standard Hours 1.00

Oth FTE 0.000000

Int FTE 0.000000

Fac Fiscal FTE

FTE 0.030000

Pay Over

Pay this employee hourly?

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: 948533

Actions & Action Reasons

Action	Action Description	Reason	Action Reason Description	Effective Date
1 HIR	Hire	NCH	Non-Competitive Hire	09/14/2020

Empl Record: 0

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

Upload	View	Description	Attachment Id
1 Upload	View		Delete

Add File Attachment

Comments

Your Comment:

<< Previous Submit << Search Hold Cancel

The system will enter this action automatically

Add any appropriate attachments or comments

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

1: ePAR PI Grant Approval

2: ePAR Dept Head Approval

3: ePAR PI Grant Approval

4: ePAR Dept Head Approval

5: ePAR Grad College Approver

6: ePAR Le App

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.