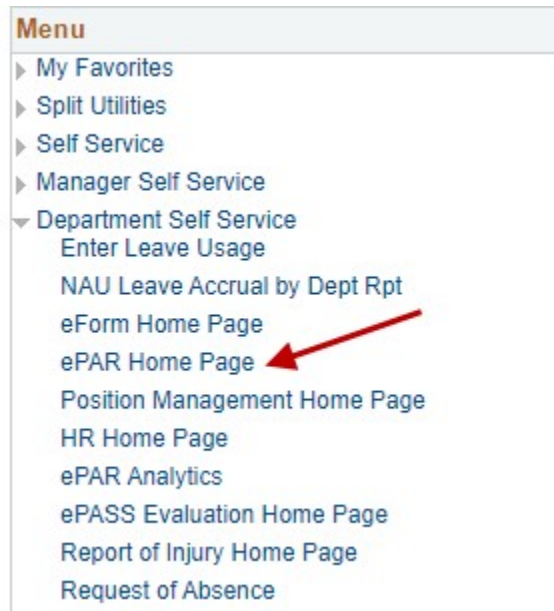


## Change – Regular Hours Worked (FTE Change) – Classified Staff and Service Professional

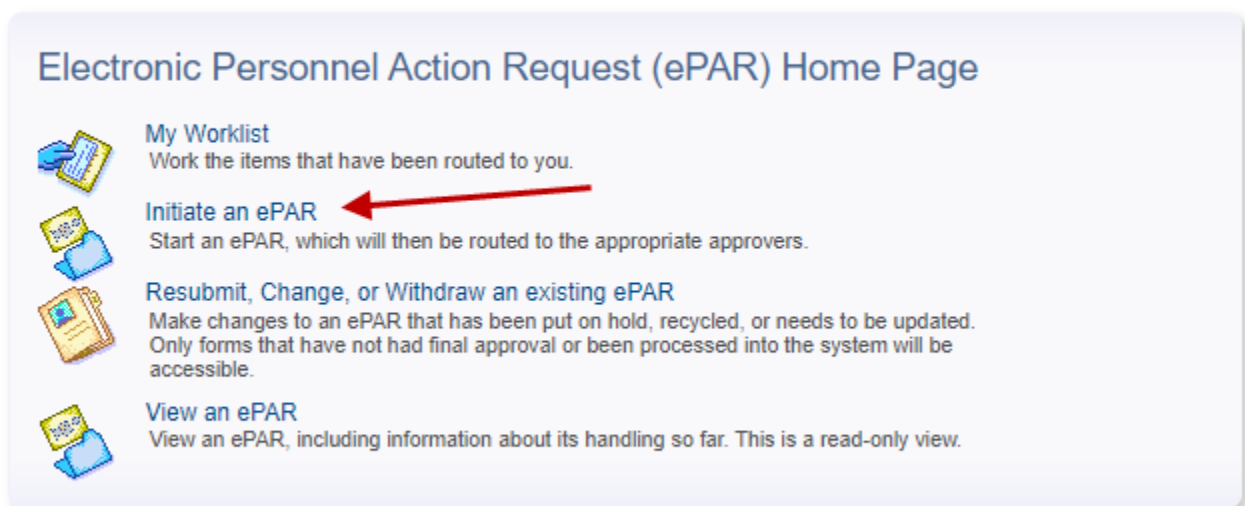
**NOTE:** The Reduction in FTE Form, found in the Forms Index on the HR web page, is a required attachment for decreases in FTE.

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:	<input type="text" value="begins with"/>	<input type="text"/>
Empl Record:	<input type="text" value="="/>	<input type="text"/>
Name:	<input type="text" value="begins with"/>	<input type="text"/>
Last Name:	<input type="text" value="begins with"/>	<input type="text"/>
Department:	<input type="text" value="begins with"/>	<input type="text"/>
Position Number:	<input type="text" value="begins with"/>	<input type="text"/>

Case Sensitive

[Basic Search](#)  [Save Search Criteria](#)



Enter the Effective Date the change will take effect, and Hours per Week. Other fields will auto-populate.

**Form Data**

eForm ID: 949252

\*Effective Date: 10/01/2020  **Enter Effective Date**

Is this a Special Assignment?  
 Title and/or Salary Change ?

**Position Information**

Position Number: 00001085

Job Code: 30211 Laboratory Manager

FLSA Status: Administrative

Department: 10211 Biological Sciences

Physical Location: H00110 Biological Sciences

\*Number of Hours per Week: 30.00 **Enter Hours per Week**

<< Previous    Next >>  
 << Search    Cancel

The salary should be increased, if increasing the hours worked, or decreased if the employee is working fewer hours. For assistance, use the salary calculator on the [ePAR web page](#).

**Compensation Data**

eForm ID: 949252

\*Annual Rate: \$50,598.00 **Enter new annual salary, prorated by the number of hours worked**

Funding					
PF Dept	Fund	Program	Project	Sub Dept	Distrib %
1 2620010	1100	A001			50.000
2 2620150	2200	A001			50.000

**If you need to change the funding, you will need to complete a funding change form separately.**

**HR/Budget Only**

Net Work Days 0

Annualized Frequency 261

Standard Hours 30.00

Oth FTE 0.000000

Int FTE 0.000000

Fac Fiscal FTE 195.750000

FTE 0.750000

Pay Over Fiscal

<< Previous    Next >>  
 << Search    Hold    Cancel

If a decrease in hours, attach the Reduction in FTE form.

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: 949252

**Actions & Action Reasons**

Action	Action Description	*Reason	Action Reason Des	Action Reason Des
1	PAY	Pay Rate Change	DHR	Decrease in Hours

**Form Messages**

Description	Message Text
For Staff ePARs: Please complete and attach the Reduction in FTE Agreement Form before submitting this ePAR.	
<input checked="" type="checkbox"/> For Faculty and Appointed Staff ePARs: If this Decrease in Hours is due to Phased Retirement please complete and attach the Phased Retirement Agreement and Release Form.	Decrease in Hours
By acknowledging this message, I am confirming that I have attached the appropriate documentation required.	

**File Attachments**

Upload	View	Description	Attachment Id	Delete
<input type="checkbox"/>	<input type="checkbox"/>	Reduction in FTE Agreement	2020-09-21-11.09.24	<input type="button" value="Delete"/>

**Comments**

Your Comment:  
Employee has asked to reduce hours for personal reasons

<< Previous    Submit    << Search    Hold    Cancel

**The system adds this action**

**Review action reason codes; attach required document and check form message box. Add comments as appropriate.**

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 Approval
- 2: ePAR Dept Head Approval
- 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.