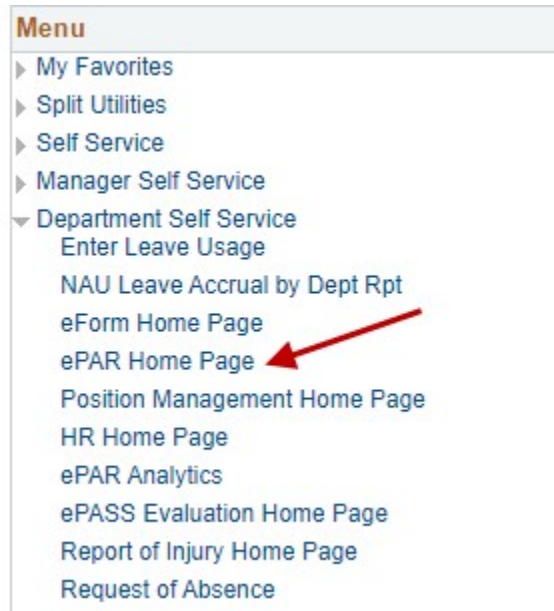


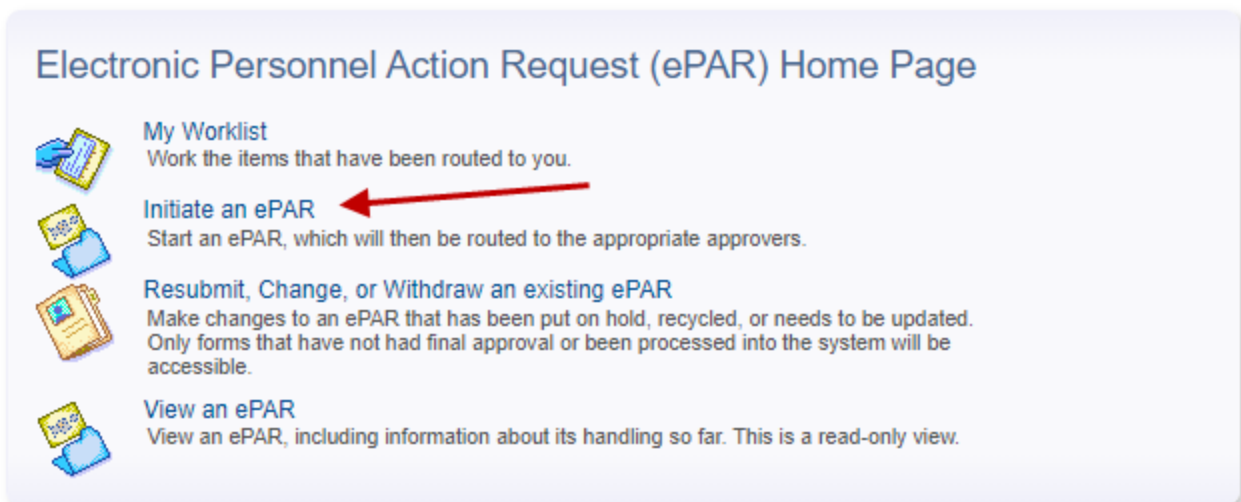
## Change Employment Status – Returning an Employee from a Leave of Absence (All Employee Types Eligible for Leaves of Absence)

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 Employment Status** 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](#)

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:

Empl Record:

Name:

Last Name:


Department:

☐ Case Sensitive

Search

Clear

Basic Search

 Save Search Criteria

Select the appropriate Action from the menu. The action choices are limited to those that would be appropriate for the type of employee for which you are generating an ePAR.

Very often, an HR Benefits Advisor will provide you with the appropriate Action and Reason required on the ePAR for a leave of absence. Please contact HR before submitting the ePAR if you are not sure of the correct information.

The screenshot shows the 'Form Data' section of an ePAR form. The 'eForm ID' is 950627. The '\*Action:' dropdown is open, showing options: 'Return from Leave' (selected), 'Paid Leave of Absence', 'Retirement', 'Termination', and 'Unpaid Leave of Absence'. A red arrow points to the dropdown menu. Below the dropdown is the '\*Reason:' field. The '\*Return Date:' field is empty. At the bottom, there is a 'File Attachments' section with an 'Upload' button and a 'Delete' button.

Select the appropriate Reason.

The screenshot shows the 'Form Data' section of an ePAR form. The 'eForm ID' is 950627. The '\*Action:' dropdown is set to 'Return from Leave'. The '\*Reason:' dropdown is open, showing options: 'Return Extended Personal Leave', 'Return From Extended Leave' (selected), 'Return From FMLA Leave', 'Return From Industrial Leave', 'Return From LTD', 'Return From Military Service', and 'Return From Personal Leave'. A red arrow points to the dropdown menu. The '\*Return Date:' field is empty. At the bottom, there is a 'File Attachments' section with an 'Upload' button and a 'Delete' button.

Enter the Return Date.

The screenshot shows the 'Form Data' section of an ePAR form. The 'eForm ID' is 950627. The '\*Action:' dropdown is set to 'Return from Leave'. The '\*Reason:' dropdown is set to 'Return From Extended Leave'. The '\*Return Date:' field is filled with '10/01/2020'. A red arrow points to the date field. At the bottom, there is a 'File Attachments' section with an 'Upload' button and a 'Delete' button.

**Before attaching any documentation pertaining to a leave of absence, please contact Human Resources.** 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.

The screenshot shows the ePAR form interface. At the top, there's a 'File Attachments' section with a table containing one row with an 'Upload' button and a 'View' button. A red arrow points to the 'View' button. Below this is an 'Add File Attachment' button. The 'Funding' section contains a table with columns: PF Dept, Fund, Program, Project, Budget Use Only, and Distrib %. The first row has values: 1, 2620010, 1100, A001, and 100.000. The 'Comments' section has a text area labeled 'Your Comment:' with a red arrow pointing to it. To the right of the comments are buttons for '<< Previous', 'Submit', '<< Search', and 'Cancel'.

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

The screenshot shows the 'Form Status' page. It displays the eForm ID: 946721 and a message: 'You have just SUBMITTED this form. This action passed the form to ePAR Dept Head Approval for further processing.' Below this, a red circle highlights the text 'Who can work this form?'. The 'Process Visualizer' section shows a flowchart with five steps: 1: ePAR PI Grant Approval, 2: ePAR Dept Head Approval, 3: ePAR PI Grant Approval, 4: ePAR Dept Head Approval (highlighted with a blue box), and 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.