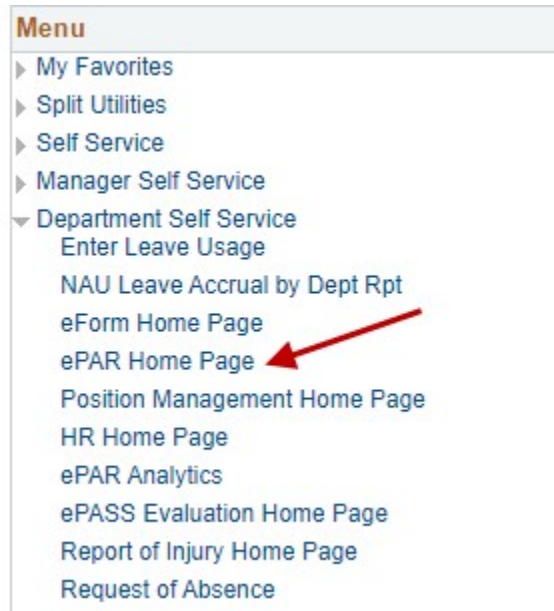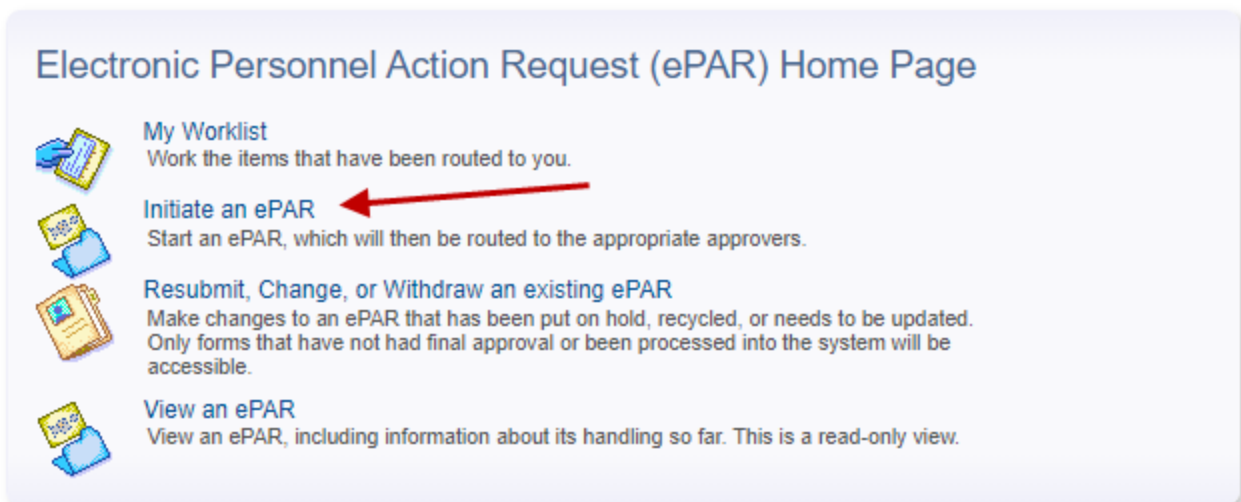# Change Employment Status – Returning an Employee from a Leave of Absence (All Employee Types Eligible for Leaves of Absence)

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**.

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 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: begins with ⌄
Empl Record: = ⌄
Name: begins with ⌄
Last Name: begins with ⌄
Department: begins with ⌄ 🔍
☐ 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.

Select the appropriate Reason.

Enter the Return Date.

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.

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