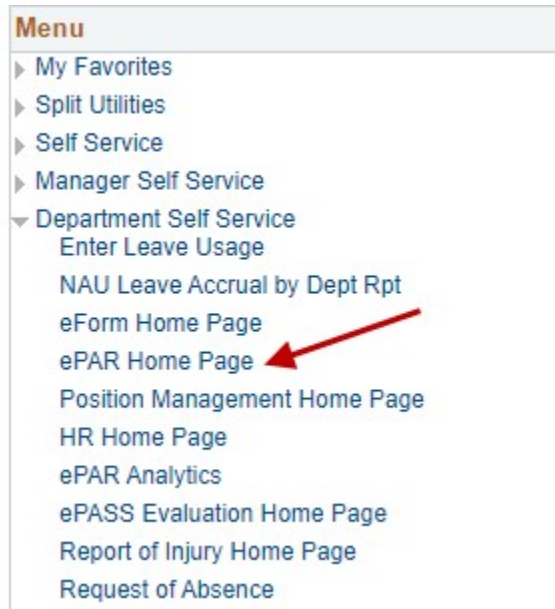


Change – Salaried Temp’s Dates of Employment

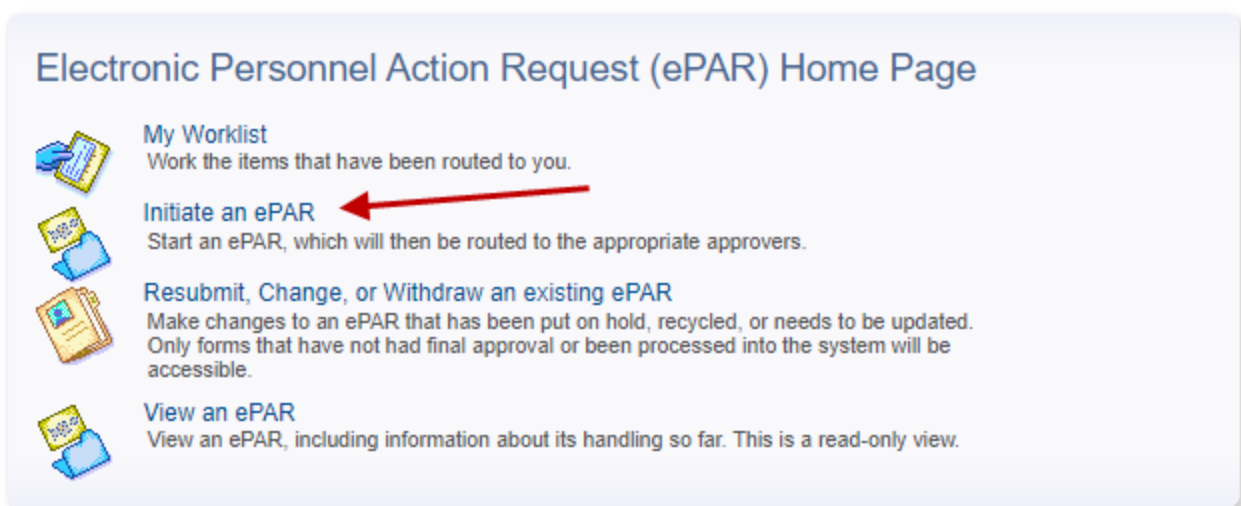
NOTE: You should think of this transaction as changing the original employment period for this employee rather than as a transaction to terminate employment.

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 funding changes, 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 ▼

🔍

Position Number:

begins with ▼


🔍

☐ Case Sensitive

Search

Clear

Basic Search

 Save Search Criteria

2

Remember, you are telling the system to change the original terms of this employee's job. So, you must enter the original date of hire as the Effective Date.

IMPORTANT: Do not enter the new employment end date in the Effective Date field.

Enter the new Employment End Date in the **Last Day Working** field

Other fields may be required. Contact HR if you need assistance.

Form Data

eForm ID: 950645

*Effective Date: 08/12/2020

☒ Changing Expected End Date?

Position Information

Position Number: 00032406

Job Code: 93095 Part-Time Faculty

FLSA Status: Prof No Sal Thresh

Department: 10680 Cvl Eng, Cnt Mgt & Env Eng

*Physical Location: H00515 Cvl Eng, Cnt Mgt & Env Eng

*Number of Hours per Week: 20

☐ Pay this employee hourly?

☒ Not teaching a class?

*Last Day Working: 11/16/2020

<< Previous Next >>

<< Search Cancel

Enter the modified payment amount in the **Total Payment** field. This is the total amount the employee should earn for the displayed dates, which represent the entire work period for this job. For assistance with calculating the new prorated salary, use the Salary Calculator found on the [ePAR web page](#).

Compensation Data

eForm ID: 950645

*Total Payment: \$2,526.00

Start Date: 08/03/2020

End Date: 11/16/2020

Funding

PF Dept	Fund	Program	Project	Sub Dept	Distrb %
1 2660365	2200	A001			100.000

HR/Budget Only

Net Work Days 0

Annualized Frequency 261

Standard Hours 20.00

Oth FTE 0.000000

Int FTE 0.000000

Fac Fiscal FTE 130.500000

FTE 0.080000

Pay Over Fiscal

☐ Pay this employee hourly?

<< 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.

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: 950645

Actions & Action Reasons

Action	Action Description	Reason	Action Reason Description	Effective Date
1 PAY	Pay Rate Change	WDC	Total Working Days Change	08/12/2020
2 TER	Termination	TMP	End Temporary Employment	11/17/2020

File Attachments

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

Upload	View	Description	Attachment Id
1	Upload		Delete

Add File Attachment

Comments

Your Comment:

<< Previous Submit << Search Hold Cancel

The system will add these actions

Add any appropriate attachments or comments

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

```

graph LR
    1[1: ePAR PI Grant Approval] --> 2[2: ePAR Dept Head Approval]
    2 --> 3[3: ePAR PI Grant Approval]
    3 --> 4[4: ePAR Dept Head Approval]
    4 --> 5[5: ePAR Grad College Approval]
  
```

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.