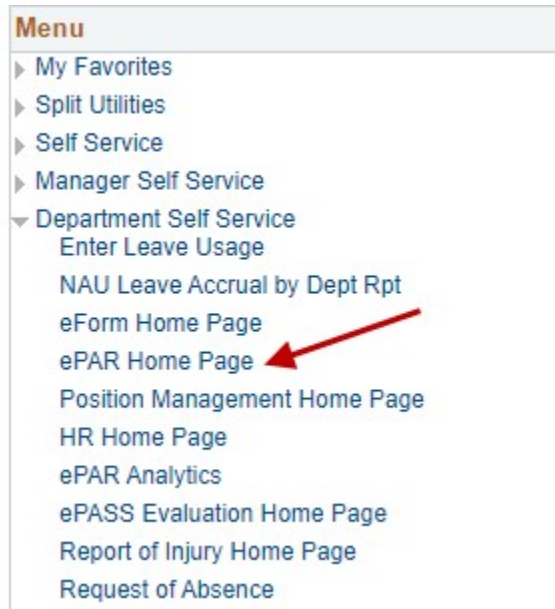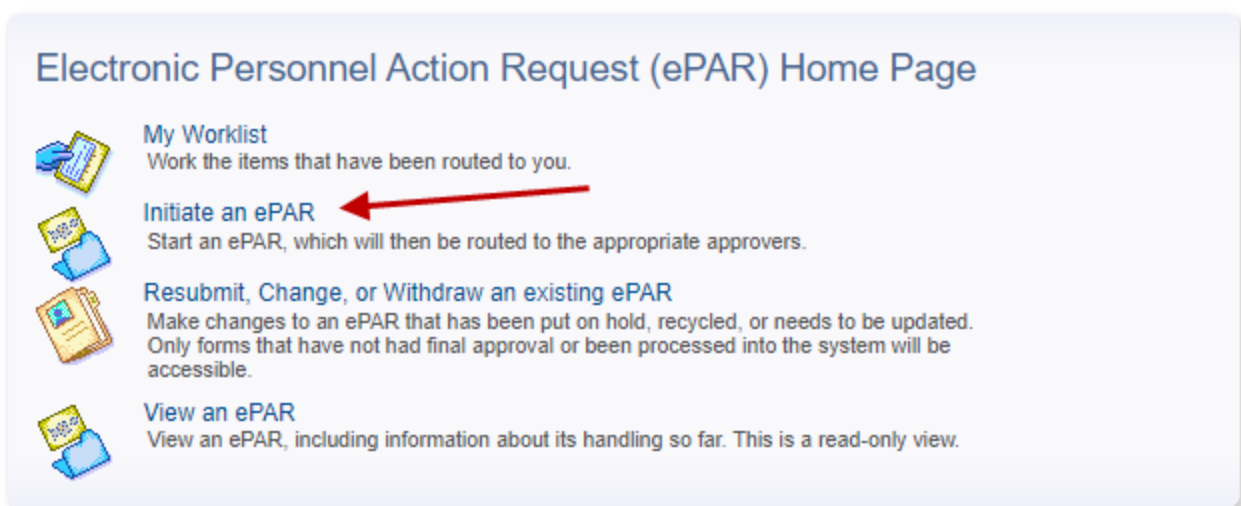# Change – Salaried Temp's Dates of Employment

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**.

Select the **Change an Employee's Existing Job** form.

Search by Employee ID or any of the other criteria to begin an employee's form.

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.

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.

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.

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