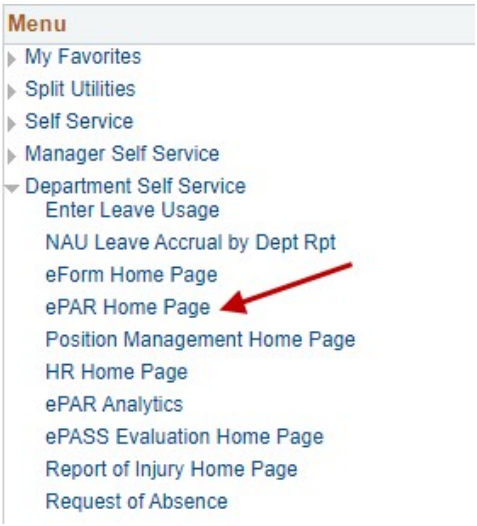
Transferring – Benefit Eligible Service Professional

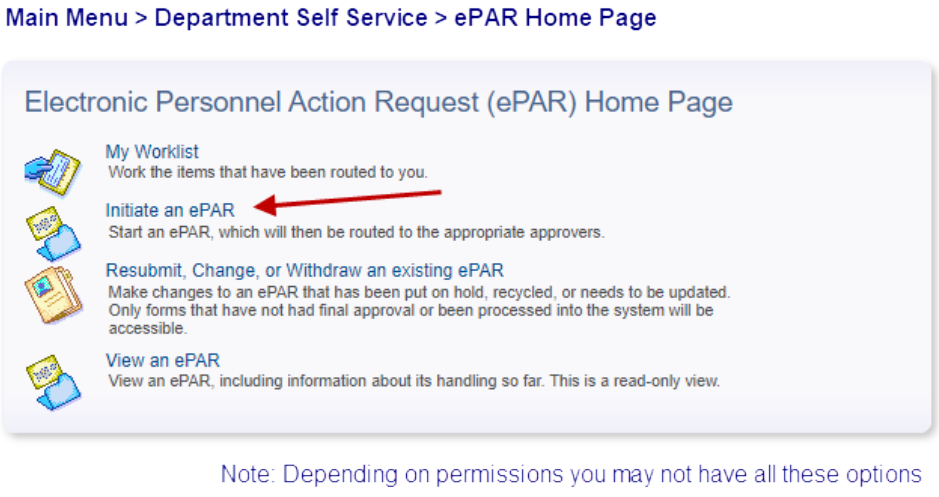
Remember:

- If this person will work less than 12 months, please contact Human Resources for assistance with the ePAR.
- If you have not posted this position and are hiring the individual through the Waiver of Recruitment process, you must have the fully signed waiver of recruitment document and attachments before you begin the ePAR.

Log into LOUIE and navigate to the **ePAR Home Page**.

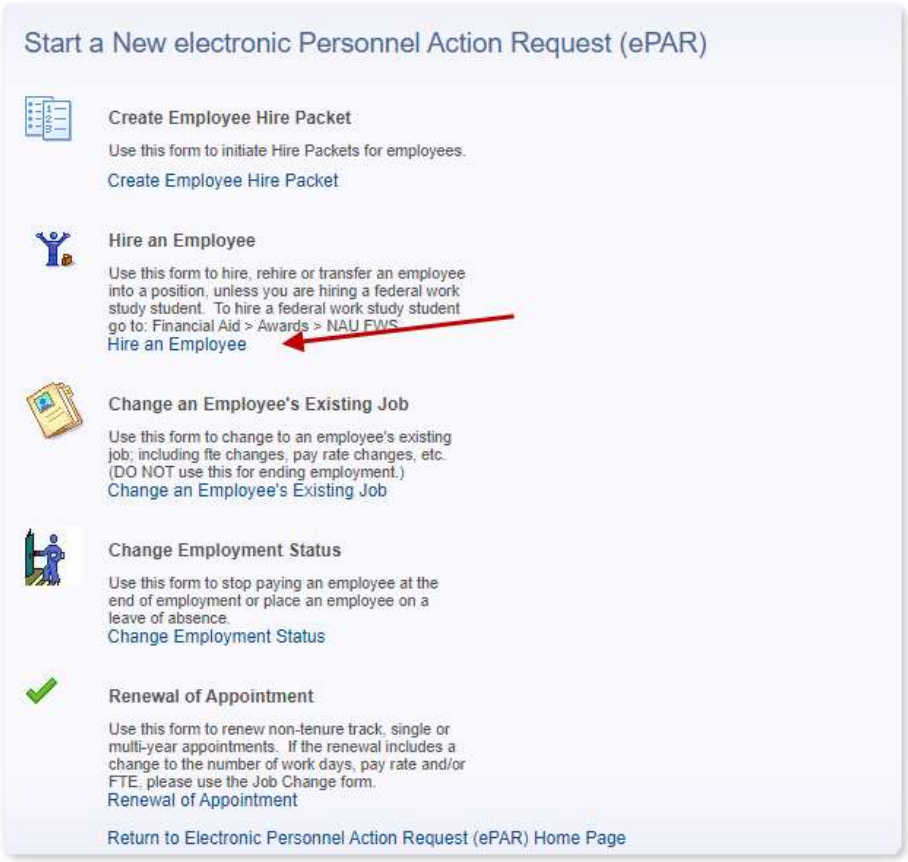


Select **Initiate an ePAR**. If an ePAR is already in progress, access it through **Resubmit, Change or Withdraw an Existing ePAR**.



Note: Depending on permissions you may not have all these options

Select the **Hire an Employee** form.



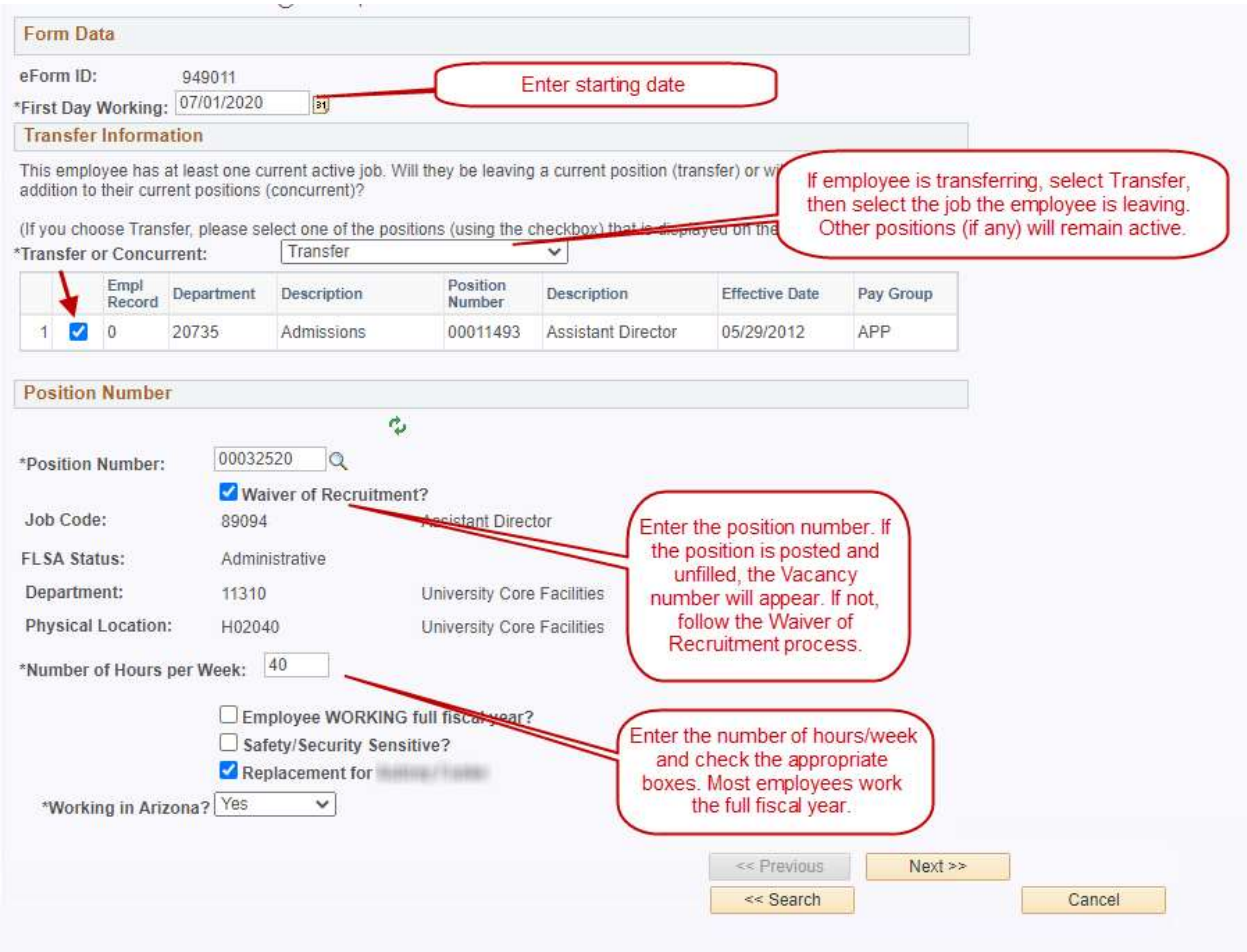
Enter the employee ID. You may also search by any of the other criteria. Because you are transferring a current employee, you do not need to initiate a hiring packet.

In the Transfer Information section:

- If the employee is transferring from another position, choose **Transfer** from the drop down and check the box of the position they will be vacating.
- If they will continue to work in all the positions listed, then choose **Concurrent**.

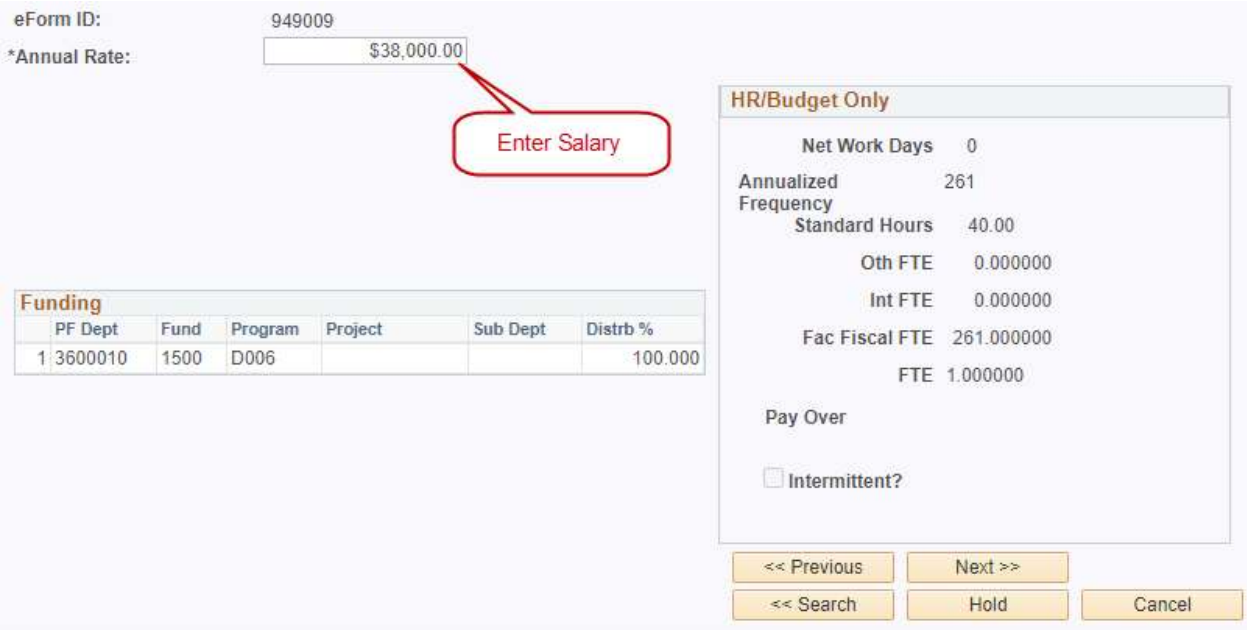
If this person is replacing another employee who has not yet vacated the position, you should indicate that the new employee will replace the departing employee by checking the box. If this is not a replacement for that employee, you will need to create another position number to continue.

If the position is a Safety/Security Sensitive position, check the box and initiate the background check if you have not done so already.

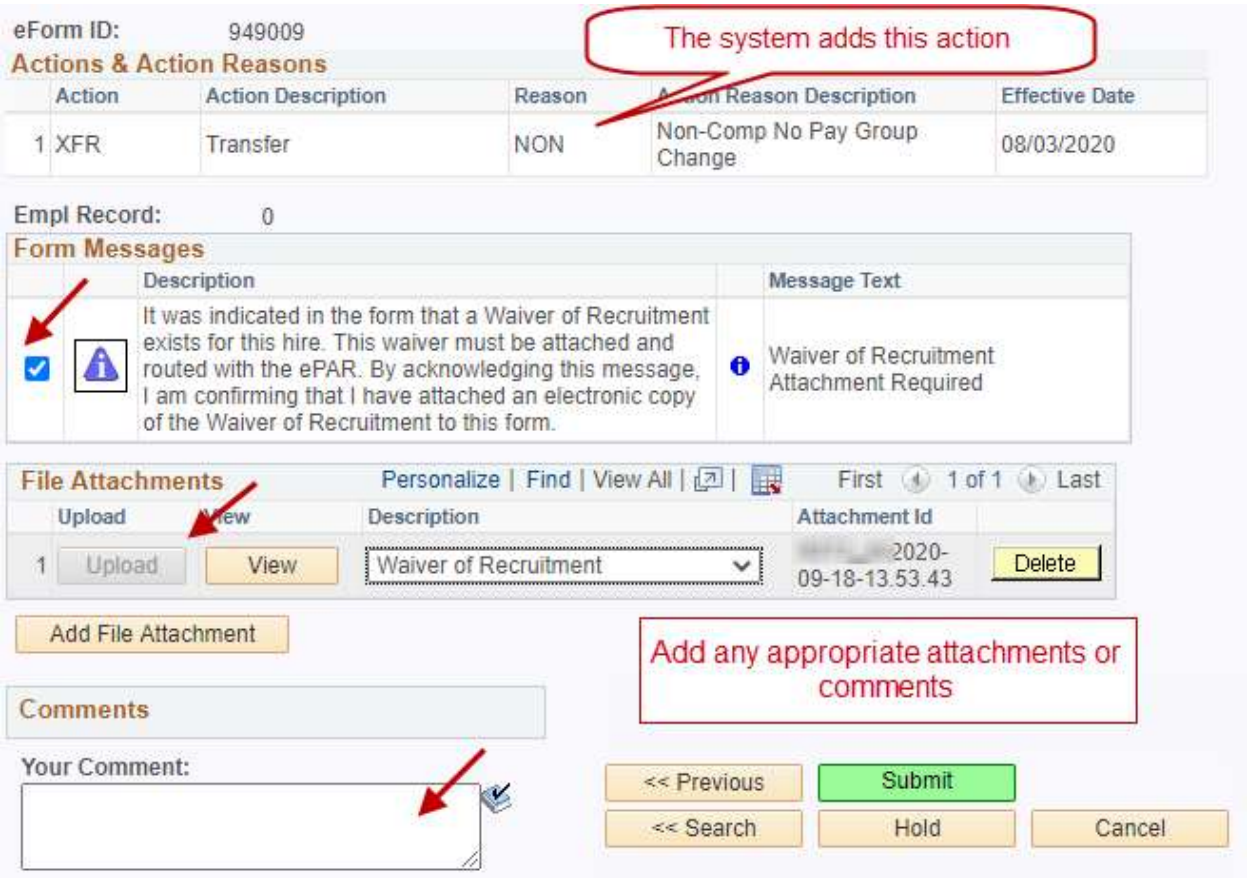


Round salary amounts to the nearest whole dollar. The HR/Budget Only box includes information about the FTE calculation and is for review in those offices only.

Remember, if the employee is working less than 12 months in any given year, please contact HR for assistance with this page. It will require different information than is requested below.



If the action reason descriptions do not seem appropriate, review the previous pages to ensure you have entered information correctly. Add any applicable comments or documents. Remember that 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.