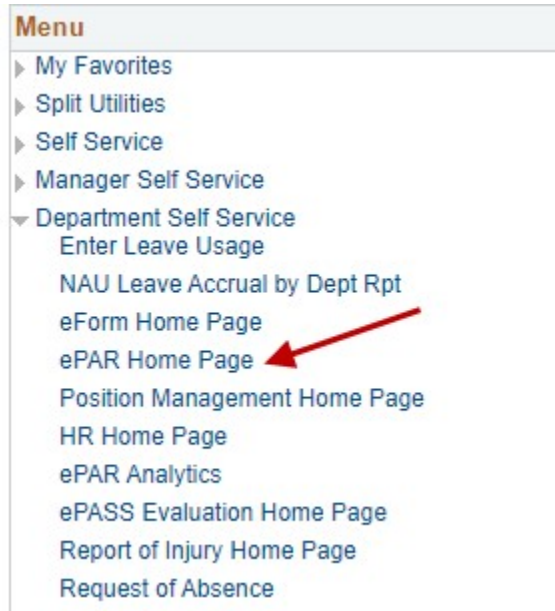


Specially Assigning a Classified Staff or Service Professional

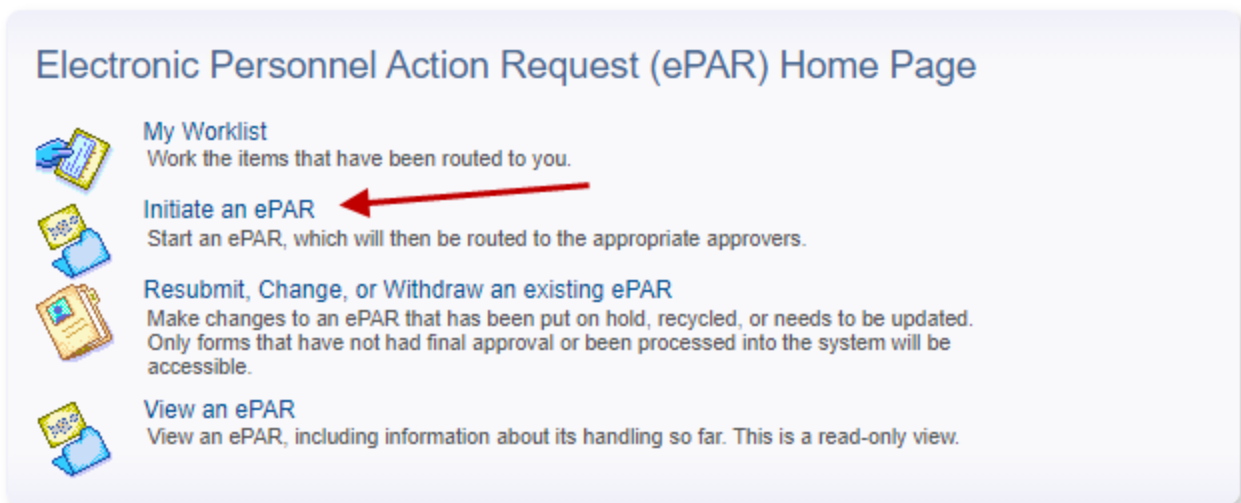
NOTE: You must attach the **completed and approved** Special Assignment Request form to the ePAR. This form can be found in the [HR Forms Index](#).

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, 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

Enter the **Effective Date** of the special assignment, select **Is this a Special Assignment?** and then you will be able to enter the **End Date**. You may or may not need to change the position number or job code. If you are not sure, refer to the Special Assignment Request Form that you received from your HR Generalist.

Form Data

eForm ID: 950844

*Effective Date: 10/01/2020

☒ Is this a Special Assignment? *Special Assignment End Date: 11/25/2020

Position Information

*Position Number: 00032208

Job Code: 30320 Research Specialist, Senior

FL SA Status: Administrative

Department: 10211 Biological Sciences

Physical Location: H00110 Biological Sciences

*Number of Hours per Week: 40.00

Change Position Number and/or Job Code as needed

Update hours/week if needed

<< Previous Next >>

<< Search Cancel

The **Annual Rate** salary approved for a special assignment can be found on the Special Assignment Request Form you received from your HR Generalist.

Compensation Data

eForm ID: 950844

*Annual Rate: \$45,000.00

Enter the special assignment salary

Funding						
	PF Dept	Fund	Program	Project	Sub Dept	Distrb %
1	2629000	3900	B002	1003905		54.000
2	2629000	3900	B002	1004425		30.000
3	2640041	2500	B001			16.000

If you need to change the funding, submit a separate funding form.

HR/Budget Only

Net Work Days 0

Annualized Frequency 261

Standard Hours 40.00

Oth FTE 0.000000

Int FTE 0.000000

Fac Fiscal FTE 261.000000

FTE 1.000000

Pay Over Fiscal

<< Previous Next >>

<< Search Hold Cancel

You must attach the completed and approved Special Assignment Request to the ePAR.

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: 950844


Actions & Action Reasons

Action	Action Description	Reason	Action Reason Description	Effective Date
1 SPA	Special Assignment	SPA	Special Assignment	10/01/2020
2 ESA	End Special Assignment	RET	Return to Prior Job	11/26/2020

Form Messages

Description	Message Text
<input checked="" type="checkbox"/>  Please contact the HR Employment & Compensation team BEFORE you submit this action. A Special Assignment Notification Form and a STAR Planning Summary is required. By acknowledging this message, I certify that I have attached a Special Assignment Notification and STAR Planning Summary to this ePAR.	 Special Assignment Notification and STAR Planning Summary

File Attachments

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

Upload	Description	Attachment Id
<input type="button" value="Upload"/> <input type="button" value="View"/>	Special Assignment Req Form	2020-09-29-15.47.49 <input type="button" value="Delete"/>

Comments

Your Comment:

The system enters these actions

Review action reason codes; review and check form messages; attach appropriate documents and comment. Then Submit

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



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.