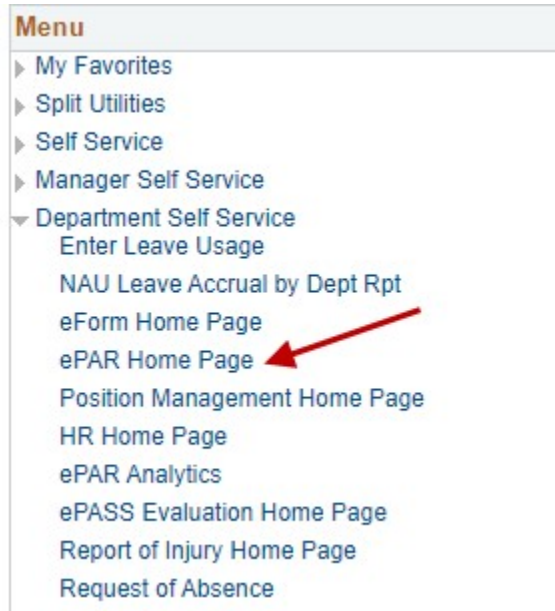# Specially Assigning a Classified Staff or Service Professional
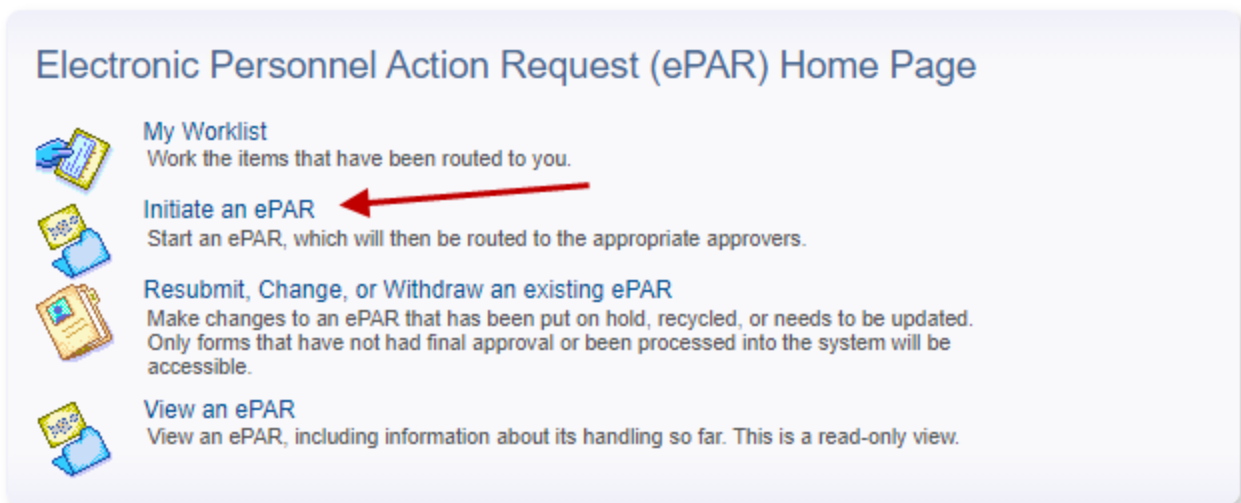
**NOTE:** You must attach the *completed and approved* Special Assignment Request form to the ePAR. This form can be found in the HR Forms Index.

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**.

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

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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.



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



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.

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.