

ePAR Action: Hire/Rehire > Initial Hire**Staff, Hourly Employee (Pay Groups: 54H, 54J)**

This transaction type will be used when a department is hiring a staff, hourly employee who has not worked at UWG previously and **does not** have an ADP employee ID#. If you are unsure if the individual has worked at the university previously, you may search the **Employee ADP ID List** in the **My Reports** section of the ePAR system.

1. Log into the ePAR system (<https://uwgforms.westga.edu>) using your UWG credentials. Select the UWG repository. The UWGDev repository is used for testing and training purposes.
2. Under the **My Forms** menu section, click the **Personnel Action Request Form**. Click **OK** to begin a new Personnel Action Request form.
3. The **Initiator** name will be populated.
4. Enter the **Initiator contact phone number**.
5. If the PAR is being entered on behalf of another initiator, you may select the individual's name in the **On Behalf Of** field.
6. Enter the **ADP Position Number** in which you are hiring the individual. The ADP position number populates several information fields on the form. After entering the position number, verify that the other information related to the position is accurate. If you receive a red exclamation mark at any point in the process, correct the information or contact the ePAR functional administrator.
7. Enter the **Effective Date of Action**. For this scenario, enter the employee's start date.
8. Enter the **Type of Action**. For this scenario, enter **Hire/Rehire**.
9. Enter the **Reason for Action**. For this scenario, enter **Initial Hire**.
10. Verify the information that populates in the gray fields: **Division, Department, Employee Type, Department ID, Position Title, and Job Code**.
11. In **PAR Summary**, enter a detailed description of the action that you are taking. This field is required and must be completed for form submission.
12. Indicate if the person being hired is a **TRS retiree**.
13. Enter the **First Name, Middle Initial, Last Name and Social Security Number** for the individual being hired. Use the legal name for the individual as it appears on their social security card.
14. Utilizing the dropdown, select the **Employee Supervisor** for the individual being hired. The **Supervisor ADP ID** will automatically populate. The **Employee Home Department** should be displayed. Enter the **Employee's Primary Physical Work Location**.



15. In the **Pay Attributes** section, enter the following:
 - a. **Number of Working Months per Year** – enter the number of working months per year that this employee will work (i.e. 12, 10 or 9 month, etc.)
 - b. **Hourly Rate** – enter the hourly rate for the employee
 - c. **Standard Hours (Per Week)** – enter the anticipated number of hours the employee will work per week (i.e. 40, 30, 19 hours, etc.)
16. Utilizing the dropdown in the **Chart Strings** section, select **the Department ID, Fund, Account, Program, Class and Project Codes** (if applicable). Enter the total **Amount** of the annual salary that should be expensed to the chartstring(s). When calculating the annual salary, utilize 2088 hours. In addition, enter the corresponding **Percentage** (% up to 3 decimals) that is to be expensed to the chartstring(s). If split funded, enter both the split amount and percentage accordingly.
17. Comments can be added as necessary in the **Comments** tab. After entering the comments, click the green box with a plus sign to add the comment. Related documents can be attached in the **Related Documents** tab. If a budget amendment is being submitted for the position, please attach a copy as a related document.
18. If the PAR needs to be saved for later, click the **Save** icon. If it is ready to be submitted, click the **Submit** button. If the PAR needs to be canceled and deleted from the ePAR system, click the **Cancel** button.
19. Click on the **Personnel Action Request** link in the **Document Status** section to view the PAR after it has been submitted.

PAR Summary

Enter Summary Statement for the Purpose of this PAR

TRS Retiree

Is this person a TRS retiree?

No

New Employee Information

First Name MI Last Name Social Security Number

Department Information

Employee Supervisor Supervisor ADP ID Employee's Home Department Description Employee's Primary Physical Work Location

Pay Attributes

Number of Working Months per Year Hourly Rate Standard Hours (Per Week)

Chart Strings

	Dept	Fund	Acct	Program	Class	Project	Amount	Percentage
1	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
2	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
3	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>