

**ePAR Action: Hire/Rehire > Initial Hire****Staff, Monthly Employee (Pay Groups: 54A, 54X, 54Y)**

This transaction type will be used when a department is hiring a staff, monthly 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:
- Annual Rate** – enter the annual salary (dollar amount) for this position based on 1.0 full-time equivalent (FTE).
  - 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 months, etc.)
  - Standard Hours (Per Week)** – enter the anticipated number of hours the employee will work per week (i.e. 40, 30, 19 hours, etc.)
  - Expected Annual Pay** – enter the annual amount you expect the person to be paid. If less than 1.0 FTE, the amount should be prorated. Use the following calculation to calculate the expected annual pay if less than 1.0 FTE:
    - $\text{Number of hours to be worked per week} / 40 \text{ hours} = \text{FTE}\%$
    - $\text{Annual Salary} * \text{FTE}\% = \text{Expected Annual Pay}$
    - Ex. Employee works 30 hrs. per week instead of 40. Divide 30/40 standard hours and FTE is .75;  $\$50,000 * .75 = \$37,500$ . An employee earning \$50,000 per year at 1.0 would earn \$37,500 at .75 FTE.
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 expected annual salary that should be expensed to the chartstring(s). In addition, enter the corresponding **Percentage** (% up to 3 decimals) that is to be expensed to the chartstring(s). If split funded, please 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**

Annual Rate (1.0 FTE)  Number of Working Months per Year  Standard Hours (Per Week)  Expected Annual Pay

**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"/>