UNIVERSITY *of* **West Georgia** | **Center for Business Excellence**

ePAR Action: Hire/Rehire > Initial Hire

Student Assistant (Pay Group: 54T)

This transaction type will be used when a department is hiring a student assistant 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. In addition, please include the Banner ID or 917# for the associated student in the PAR Summary field.
12. 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.
13. 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**.

14. In the **Pay Attributes** section, enter the following:
    a. **Number of Working Months per Year** – enter the number of working months the student employee will work within the academic year. Assume there are 10 months in the academic year (August-May) and enter the number of months accordingly. For example, if you are hiring the student in August enter 10 months. If you are hiring them in January, enter 5 months.
    b. **Hourly Rate** – enter the hourly pay rate for the student employee
    c. **Work Hours Per Week** – enter the number of hours the student employee will work per week
    d. **Semester Pay** – this field is not needed for student assistants; only complete for Graduate Assistants.

15. Utilizing the dropdown in the **Chart Strings** section, select **the Department ID, Fund, Account, Program, Class and Project Codes** (if applicable). In the **Amount** field, enter the anticipated annual expenditure expected for this employee. For budgeting purposes, assume there are 4 weeks per month. Depending on the number of working months indicated, utilize the following calculation: # of weeks * hourly rate * # of hours per week. For example, you hire a student in August to work 10 hours per week at $8 per hour. The calculation would be: 40 weeks (10 months*4 weeks per month) * $8 (hourly rate) * 10 (hours per week) = $3,200. This is the amount to be entered into the **Amount** field on the chartstring(s). In addition, enter the corresponding **Percentage** (% up to 3 decimals) that is to be expensed to the chartstring(s).

16. 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.

17. 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.

18. 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

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 | Works Hours Per Week | Semester Pay

Chart Strings

	Dept	Fund	Acct	Program	Class	Project	Amount	Percentage
1								
2								
3								