

ePAR Cheat Sheet

Employee transferring from one dept. To another:

- Hiring Dept. creates transfer hire ePAR
- Use the Hire Form and select the transfer box on the last page

Supplemental Pay Form used for: Degree Attainments, Cell phone/Internet Stipend, Auto Stipend, FT and PT Bonus/Awards, Student Bonus, Temp Pay

NOTE: Classified and Wage Bonuses are still on paper

Paper PARS :

- **IBA requests (Classified & Wage)**
- **Summer School Hires/Rehires**
- **Classified Competitive Salary Offer**
- **Correction to previous submitted ePAR/PAR**
- **Recognition Bonus for Classified & Wage**
- **To stop cell phone stipend**
- **Instructional faculty going from ONE year contract to a RTA or Tenure in the same position.**

Miscellaneous:

*To change security routings the supervisor of the person that needs to be added or removed must email sellerj@jmu.edu with that request.

*All approvers must have SIG AUTH on an ORG to be added to security routings

*Working titles on ePAR and titles in Adjunct contracts and MOUs must match.

*Anyone leaving the university in a FT job cannot be brought back in a PT job for 6 months.

* FT employees being hired into a TNT (114530) role cannot work more than an add'l 20 hours per week (60 hours combined with FT job and TNT job)

Instructional Faculty Dates:

If **ONE YEAR** term is selected:

8/25/current year – 8/24 (next year)

RTA – no end date

Tenure Track – No end date

Tenure application Dates on ePAR:

10 month – 9/1/(year)

12 Month – 7/1/(year)

Adjunct Dates Fall:

1st Block only – 8/25/(year) – 10/24/(year)

2nd Block only – 10/25/(year) – 12/24/(year)

Full semester – 8/25/(year) – 12/24/(year)

Academic Year – 8/25/(year) – 4/24/(year)

Adjunct Dates Spring:

3rd Block Only – 12/25/(year) - 2/24/(year)

4th Block only – 2/25/(year) – 4/24/(year)

Full Semester – 12/25/(year) – 4/24/(year)

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