

ePAR Forms and Uses

Hire Form:

- New Employee to JMU
- Rehire to JMU
- Transfer (to a new department or a new position in the same department)
- Concurrent job for someone already employed (TNT, RNT, WAGE, Adjunct etc.)

Existing Job Change Form:

- To edit the following information for an existing job of an active employee working in your department: job code, supervisor, working title, promotion/adjustment. *Exception:* A&P Faculty adjustments must be done through the paper [A&P Faculty Salary Adjustment Request Form](#) and a Paper PAR
- Contract extensions which are done by selecting the “I need to extend this employee’s contract” box. This must be done before the end date has passed

Employment Status Change Form:

- Leave of Absence
- Leave Without Pay
- Recall from Suspension
- Retirement
- Return from Leave
- Suspension
- Termination

Supplemental Pay Form:

- Auto Stipends
- Cellphone/Internet Stipend
- Degree Attainment Bonus
- Moving and Relocation Stipend
- Recognition Bonus for Instructional Faculty, A&P Faculty, TNT, RNT and Adjunct. Classified and Wage bonuses are only done through the [Employee Recognition Nomination Form](#)
- Recognition Bonus for Students
- Temporary Pay (use the Paper PAR to stop temporary pay)

Request to Recruit Form (owned by Academic Affairs):

- Used to recruit for full-time positions