

## ePAR Forms and Uses

### **Hire Form:**

- Concurrent job for an already employed Temporary Non-Teaching (TNT) employee, Recurring Non-Teaching (RNT) employee, Wage employee or Adjunct employee
- New employee to JMU
- Rehire to JMU
- Transfer (to a new department or a new position in same department)

### **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](#)
- 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 Stipend
- Cellphone/Internet Stipend
- Degree Attainment
- Moving and Relocation Stipends
- Recognition Bonus (The supplemental pay ePAR is **only** for Instructional Faculty, A&P Faculty, TNT, RNT, and Adjunct)

### **Request to Recruit Form:**

- Used to recruit for full-time positions

\* Classified and Wage awards/recognition bonuses are **only** done through the [Employee Recognition Nomination Form](#) found on the HR Website and not through ePAR