

When to use ePAR vs. Paper PAR

Last Update Date: 4/9/2024

These actions are submitted on an ePAR*

Personnel Action Type	ePAR Form	Classified	A/P Fac	Instr Fac	Adjunct (not summer)	Wage	TNT	RNT	PTS	QNT
Temp Pay (instructional faculty 1 year) (classified and AP – 6 Months)	Supp	✓	✓	✓	n/a	n/a	n/a	n/a	n/a	n/a
Hire-new to JMU	Hire	✓	✓	✓	✓	✓	✓	✓	n/a	n/a
Rehire	Hire	✓	✓	✓	✓	✓	✓	✓	n/a	n/a
Transfer	Hire	✓	✓	✓	✓	✓	✓	✓	n/a	n/a
Terminate an employee	Status Change	✓	✓	✓	✓	✓	✓	✓	✓	✓
Place on leave	Status Change	✓	✓	✓	n/a	n/a	n/a	n/a	✓	✓
Return from leave	Status Change	✓	✓	✓	n/a	n/a	n/a	n/a	✓	✓
Salary change	Job Change	n/a	✓	✓	✓	n/a	✓	✓	✓	✓
Working title change	Job Change	✓	✓	✓	✓	✓	✓	✓	✓	✓
Reports-to/Supervisor change	Job Change	✓	✓	✓	✓	✓	✓	✓	✓	✓
Contract extension (extend term date)	Job Change	n/a	n/a	✓	✓	✓	✓	✓	n/a	n/a

These actions must be submitted on a paper PAR

IBA requests (classified, wage)
Hire, Rehire, Transfers for PTS or QNT
Summer school hire/rehire
Correction to previously submitted ePARs
Classified competitive salary offer
Recognition bonus (completed on Recognition Form)
AP Salary adjustments
Going from 1 year to RTA or TT in the same position

**If adjunct faculty employee is hired in fall and will be returning in spring, complete the Job Change form and do a data change/contract extension to extend their contract into spring.(if ePAR is not completed before end date, you will need to rehire them using the 'Hire Form')*

**If one year Instructional Faculty member is being "rehired" on 8/25, complete a Job Change form and do a data change/contract extension to extend their contract for another year. (if ePAR is not completed before end date, you will need to rehire them using the 'Hire Form')*