Hire ePAR for Temporary Assignment

1) HR Service Center
   a. Employee must visit the HR Service Center to complete the I-9 and setup direct deposit.
      i. Helpful Information:
         1. Documents for I-9 Completion
   b. New Employee
      i. HR Service Center will process an ePOI to create an Empl ID.
   c. Returning Employee
      i. HR Service Center will process an ePOI to reinstate existing Empl ID.
   d. Employee will be provided with an I-9 receipt, which includes the Empl ID. The employee will deliver this receipt to the hiring department.

2) Initiate Hire ePAR by Department
   a. Department will initiate the ePAR under the Empl ID indicated on the I-9 receipt.
   b. Department will determine the proper Temporary Job Code/Position #.
      i. Helpful queries:
         1. HRMS_JOB_CODE_TABLE_UH – extracts active job codes.
         2. HRMS_POSITIONS_BY_DIV_COL_DEP – extracts active positions by division, college or department.
   c. New employees and employees that have a year or more break in service must complete the Personal Data Sheet.
      i. Helpful Information:
         1. Personal Data Sheet
   d. Offer letter is recommended.
   e. Department must make sure the employee has no financial hold.
f. Four and a Half Month Rule for temporary staff employees:
   i. Work 20 hours or more a week and equal to or greater than 4 ½ months, must be placed in a benefits eligible position and hired through Taleo not ePAR.
   ii. Work 20 hours or more a week and less than 4 ½ months, must have an assignment end date less than 4 ½ months.
   iii. Work less than 20 hours a week, must have an assignment end date less than 4 ½ months.