



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.