DEPARTMENT OF
HUMAN RESOURCES

Departmental Documentation for New/Rehire Employee Processing

All new/rehire employees must submit a complete New/Rehire Paperwork Packet on or before their first day of employment. To complete the hiring process and get you on payroll, your hiring department is also mandated to complete one of the following actions and submit documentation for you based on your employment classification:

1. **Classified, Non-Classified/Administrative, or Academic (9, 10, 10.5 and 12 month)**
   - The following actions **must** be completed in the PeopleAdmin system prior to EPAF submission:
     - Successful Background Check (if applicable)
     - Completed Hiring Proposal
     - Signed Offer Letter
   - Budget Transfer to the Budget Office to fund the position
   - Electronic Personnel Action Form (EPAF)
2. **Academic (part-time Lecturer)**
   - Resume/Curriculum Vitae emailed to hrs-personnel@ualr.edu
   - Budget Transfer to the Budget Office to fund the position
   - Electronic Personnel Action Form (EPAF)
3. **Graduate Assistant**
   - Resume emailed to hrs-personnel@ualr.edu if teaching a credit course
   - Budget Transfer to the Budget Office to fund the position
   - Electronic Personnel Action Form (EPAF)
4. **Stipend Payments**
   - Stipend Classification Questionnaire emailed to hrs-personnel@ualr.edu
   - Budget Transfer to the Budget Office to fund the position
   - Electronic Personnel Action Form (EPAF)
5. **Hourly (extra help)**
   - Hourly Position Classification Form emailed to hrs-personnel@ualr.edu (if hourly rates exceeds $10.49)
   - Budget Transfer to the Budget Office to fund the position
   - Electronic Personnel Action Form (EPAF)
6. **Work Study**
   - Electronic Personnel Action Form (EPAF)

If your position is grant funded, your department will route your Electronic Personnel Action Form (EPAF) to the Office of Research and Sponsored Programs (ORSP) before forwarding to the Department of Human Resources.

Please understand that failure by you or your department to complete or submit all required forms will prevent Human Resources from being able to process you in the payroll system and consequently, will keep you from receiving your first paycheck.

Thank you for your cooperation.