

# ePAR Process

---

HUMAN RESOURCES

APRIL 13, 2023

# ePAR Process – Avoid Recycle

---

1) New Hires AND Rehires with year or more break in service

- Complete I-9
- No Financial Hold
- Signed Personal Data Sheet
- Foreign National Tax Packet
- Offer Letter
- Social Security Application Receipt (if employee needs a temporary SSN)

Rehires within a year

- Valid I-9
- No Financial Hold
- Foreign National Tax Packet if the visa has changed
- Offer Letter

# ePAR Process – Avoid Recycle

---

- 2) Student employees are limited to 20 hours/week during regular Fall and Spring semester.
  - ❖ If a student is already employed in another department, combined hours may not exceed 20 hours.
- 3) Graduate students who are graduating (international or domestic). IA/TA/TF should be terminated effective 9/1/2023. GA/RA should be terminated effective 6/1/2023.
- 4) If hiring to a second position, the pay frequency (hourly or monthly) must match the existing position. Employees cannot have both hourly and monthly positions at the same time.

# ePAR Process – Avoid Recycle

---

## 5) Types of Temporary staff employee:

- ❖ Temporary staff employee may work up to 40 hours/week, but no more than 125 days from the date of first hire. Employees working in this status may not return to Temporary status for 1 year plus 1 day.
- ❖ Temporary (casual) staff employee may work less than 20 hours per week for an extended period of time. Employees who work less than 20 hours/week may work in Temporary (casual) status as long as they continue to work less than 20 hours.

# Helpful Links/Contacts

---

- [HR Forms](#)
- [Employment for Foreign Nationals](#)
- [Graduate Students Hiring Procedures](#)
- [I-9 Request](#)
- Contacts:
  - Raysa Caba
  - 3-1783
  - [rcaba@uh.edu](mailto:rcaba@uh.edu)

Hallie Redding  
3-9909  
[hredding@uh.edu](mailto:hredding@uh.edu)