

EHRA Non-Faculty Employee Action Required Documentation (Standard Order Table)

| EHRA NON-FACULTY EMPLOYMENT ACTION TYPE → (Position # required for primary EHRA Non-Faculty positions) | | HIRE as EHRA-NF (Perm or Temp) | Re-Appt (Perm only) | Extension (Perm or Temp) | Secondary Appt (Perm or Temp) | Job Change (Perm or Temp) | Position Transfer (Perm or Temp) | SHRA To EHRA-NF Conversion |
|---|--|---|---------------------------|--------------------------------|--|------------------------------------|---|----------------------------------|
| REQUIRED DOCUMENTATION ↓ | | CONNECTCAROLINA ePAR ACTION REQUIRED → | | | | | | |
| Upload into ePAR | Appointment/Contract Letter - Fully signed by both Department and Employee with effective date(s) and all changes to FTE, Salary, and Benefits. (If copy signed by employee is not available to attach to initial action, attach copy with Department signature; must submit fully signed copy as subsequent action via "Add Other Document" in ConnectCarolina within 30 days.) | ✓ | ✓ | ✓ | | ✓ | | ✓ |
| | Conditions of Employment - Fully completed and signed by both Employee and Appointing Department Representative. Not required if employee will be attending New Employee Orientation. | ✓ | | | | ✓ | | |
| | Background Check Results Summary - Must be completed and cleared prior to employment start date and uploaded into ConnectCarolina ePAR action. | ✓ | | | | ✓ | | |
| | Credentials Check/Degree Verification - Must be completed within 90 days from date of hire. If verification received after submission of Hire ePAR, submit as subsequent action via "Add Other Document" in ConnectCarolina. (Note: Departments are required to submit documentation (e.g., certified transcripts, employee-provided proofs or degrees, etc.) of any foreign-degree verification to OHR Background Check Unit either as part of the background-check submission process or under separate cover.) | ✓ | | | | | | |
| DO NOT Upload into ePAR | Department Recommendation Letter, if required - From the hiring unit to the Dean or Division Chair, if required by the School or Division. (Maintained by Department, if required by School/Division may upload into ConnectCarolina ePAR action.) | ✓ | ✓ | ✓ | | ✓ | | |
| | Curriculum Vita / Resume - If SSN included, must be concealed. (Maintained by Department, if required by School/Division may upload into ConnectCarolina ePAR action.) | ✓ | | | | ✓ | | |
| | E- Verify through Guardian/LawLogix electronic I-9 forms - When applicable. Now completed at New Employee Orientation if the employee attends on their start date. (Associated documents are scanned and attached in LawLogix system.) | ✓ | | | | | ✓ | |
| | Tax Forms - Via ConnectCarolina SelfService or send paper W-4/NC-4 forms directly to Payroll Services. | ✓ | | | | | | |
| | Payroll Direct Deposit Form - Via ConnectCarolina SelfService. If applicable, complete paper form and send directly to Payroll Services. | ✓ | | | | | | |

Note: For documents required to be uploaded into the ePAR form that are not complete or not available prior to when the initial action is approved in ConnectCarolina, they must be uploaded into employees information in ConnectCarolina by submitting an Edit Existing Job ePAR. Originators should attach the document and select Data Change / Add Additional Document as the Action / Action Reason (accomplished prior to the final approval, originator of the ePAR action may add or delete attached documents as necessary).

EPA Non-Faculty Employee Action Required Documentation (Standard Order Table)

| EHRA NON-FACULTY EMPLOYMENT ACTION TYPE → (Position # required for primary EHRA Non-Faculty positions) | | Change to FTE | Change to Salary (Out-of-Cycle Salary Increase) | Lump Sum Payment | Leave of Absence | End of Employment |
|---|---|-----------------------|--|------------------|------------------|-------------------|
| REQUIRED DOCUMENTATION ↓ | CONNECTCAROLINA ePAR ACTION REQUIRED → | | | | | |
| Upload into ePAR | Appointment/Contract Letter – Fully signed by both Department and Employee with effective date(s) and all changes to FTE, Salary, and Benefits. | ✓ | | | | |
| | Out-of-Cycle Salary Increase – (aka Rainbow Form, aka Recommendation for Non-Faculty Salary Adjustment/Supplement Form) Always required along with an associated ConnectCarolina ePAR action when salary adjustment or supplement is completely approved through the appropriate administrative offices. | | ✓ | | | |
| | Overload Activity Approval Form - Approved prior to commencement of any work. Permanent full-time EHRA employees and PostDocs only; for duties outside scope normally performed within Dept. | | | | ✓ | |
| | Non-Medical Leave Request Form - Approved and signed by appropriate admin unit(s). | | | | ✓ | |
| | Leave Records - Accurate and complete; if End of Employment, include Accrual Summary TIM report. | ✓ (When FTE < .50) | | | | ✓ |
| | Letter from Employee - Such as a resignation letter or request to take leave of absence. For a change to FTE, the letter from the employee is required if the FTE request is from the employee. | ✓ | | | ✓ | ✓ |
| DO NOT Upload into ePAR | Family & Medical Leave Forms - Send to Benefits Administration, OHR. Department may only retain copy of Medical Leave Request Form. | | | | ✓ | |
| | Leave Records - Accurate and complete, maintained by Department. | | | | ✓ | |
| | Update Position ePAR Needed for Change to FTE | ✓ | | | ✓ | |
| | Position Review Needed Prior to Recruitment | | | | ✓ | ✓ |

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