

Required ePAR Documentation

Hire	Appointment Letter	AP2	Background Check Results Page	Conditions of Employment (AP2a / AP2s)	CV/Resume	Degree Verification	Joint Appointment Form	Letters of Recommendation	Rainbow Form, if applicable	Transcripts	Tier II BOT Hire Request Form
EHRA-NF (temp or perm)	✓		✓	✓		✓			✓		
Tenure-Track/Tenured Faculty	✓		✓						✓	✓	
Fixed-Term Faculty	✓*	✓	✓	✓	✓			✓	✓	✓	
Postdoctoral Scholars	✓		✓	✓	✓				✓		
Full Joint Faculty Appointment	✓						✓				
Secondary Faculty Appointment	✓	✓									
Distinguished Term Professor	✓								✓		
Secondary Administrative Appointment	✓								✓		✓

Edit Existing Job	Appointment Letter	AP-2	Background Check Results Page	CV/Resume	FTE Change Letter(s)	Leave Records, if applicable	Letters of Recommendation	Rainbow Form, if applicable	Reclassification Form (signed)
Reappointment – Tenure-Track	✓								
Reappointment – Fixed-Term	✓								
Reappointment – EHRA Non-Faculty	✓								
Reappointment – Postdoctoral Scholar	✓							✓	
Promotion – Fixed-Term	✓	✓		✓			✓ Perm Only	✓	
Promotion – Tenured	✓		✓					✓	
Promotion – Distinguished Professorship	✓							✓	
Nominated Faculty to T/TT Faculty	✓								
FTE Change					✓	✓			
Out-of-Cycle Salary Increases								✓	
SHRA to EHRA-NF Conversion	✓							✓	✓
Extension of Appointment (< 1 year)	✓								
Tenure Clock Extension	✓								

Change Employment Status	Resignation/Retirement Letter	Leave Payout Documentation, if applicable	End of Appointment Notice
Resignation/Retirement	✓	✓	
End of FT Appointment at EED		✓	✓
Termination not with Cause		✓	✓
Discharge for Cause		✓	
End of Temp/Secondary Appt	None Required		
Leaves/Return from Leave	Contact Benefits and/or Faculty Affairs		

Lump Sum Payment	Overload Form, signed	Bonus Approval Form	Repayment Agreement	Offer Letter
Bonus		✓	✓	
Overload	✓			
Relocation <small>Insert Comment attesting to distance requirement</small>				✓
Summer School – 12-month	✓			
Summer School – 9-month	None Required			
Additional Duties <small>(under 1.0 FTE only)</small>	None Required			
Awards	Contact Total WellBeing Office			
Comp Plan	None Required			
Summer Salary	None Required			

Required ePAR Documentation

Hire/Transfer an Employee		HIRE
EHRA Non-Faculty (temp or perm)		
	Appointment Letter (<i>fully signed by employee & department</i>) *	
	Conditions of Employment (<i>if not attending NEO</i>)	
	Background Check (<i>if BGC does not confirm degree, degree verification must be attached w/in 90 days of start</i>) **	
	Degree Verification (<i>w/translation, if applicable, for foreign degrees</i>)	
	Approved rainbow form ***	
Tenure-Track/Tenure Faculty (1.0 FTE, perm)		
	Appointment Letter (<i>fully signed by employee & department</i>) *	
	Background Check **	
	Transcripts (<i>w/translation if from foreign school, if applicable – by the end of the first semester of employment.</i>)	
	<i>Dossier is not required, but may be attached if required by School/Division</i>	
	Approved rainbow form ***	
	<i>NOTE: FTE less than 1.0 must be approved by Faculty Affairs</i>	
Fixed-Term Faculty (temp or perm, nominated & variable, faculty intermittent, non-comp with intent to pay in future)		
	Letter (may be called Recommendation Letter, Chair's Letter to Dean, Appointment Letter, Intra Dept/School Letter) *	
	AP-2	
	AP-2a	
	Background Check **	
	Degree Verification (<i>w/translation if from foreign school, if applicable, within 90 days of hire</i>)	
	CV/Resume	
	Transcripts (<i>w/translation if from foreign school, if applicable – by the end of the first semester of employment.</i>)	
	Letters of Recommendation (<i>at least two for permanent, not required for temporary or nominated</i>)	
	Approved rainbow form ***	
	<p>NOTES:</p> <ul style="list-style-type: none"> <i>Nominated: comments should include that the dossier was submitted to Faculty Affairs or anticipated date of submission. Check nominated flag. Use "Nominated" in Long Title.</i> <i>Variable: in comments, state this position is Variable Track. Must be a School who has been pre-authorized to have Variable Track appointments. At end of the 3-year term, will either be reappointed as fixed-term, recommended for tenure-track, or terminated. Dossier would be submitted to Faculty Affairs if being considered for tenure-track.</i> <i>Contingent Faculty do not route through EHRA HR for approval</i> 	
EHRA Postdoctoral Scholars		
	Appointment Letter *	
	AP-2s	
	Background Check **	
	CV/Resume	
	Degree Verification (<i>w/translation if from foreign school</i>)	
	Approved rainbow form ***	
Full Joint Faculty Appointment (tenured/tenure-track, for the non-base department)		
	Appointment Letter from Provost	
	Joint Appointment Form	
Secondary Faculty Appointment (e.g. adjuncts/modified fixed-term)		
	Appointment Letter from Chair *	
	AP2	
	Approved rainbow form ***	
	<i>Only when multiple appointments hold base salary when the FTE does not exceed 1.0</i>	
Distinguished Term Professor		
	Appointment Letter from Provost	
	Approved rainbow form ***	
	<i>NOTE: Create a new empl record. Main record's Long Title should be updated via Job Update.</i>	
Secondary Administrative (NF) Appointment		
	Appointment Letter from dean/chair (<i>signed by employee</i>) *	
	Approved rainbow form ***	
	Tier II BOT Approval Form	

* Letter must include the title/rank, salary, FTE, service period, appointment dates, special provisions, etc.

** To ensure the entire BGC is in the PDF, please use the "Print" button at the bottom and select the "Print Summary Page" report.

*** Only necessary in certain situations when hire is a transfer from another UNC-CH position w/increase to salary.

† Before submitting action, reach out to your EMR consultant to ensure process and required notifications are followed.

Required ePAR Documentation

Edit Existing Job		JOBCHANGE
Reappointments		
Tenure Track Faculty (Assistant Professor to 2 nd term for additional 3 years, occurs in 3 rd year)		
	Appointment Letter from Provost	
	<i>Dossier is not required, but may be attached if required by School/Division</i>	
Fixed-Term Faculty		
	Letter (may be called Recommendation Letter, Chair's Letter to Dean, Appointment Letter, Intra Dept/School Letter) *	
EHRA-NF		
	Appointment Letter *	
EHRA Postdoctoral		
	Reappointment Letter	
	Approved rainbow form if above NIH scale ***	
	<i>NOTE: In comments section, include years of experience for Postdoc</i>	
Faculty Promotion		
Fixed-Term Faculty (Teaching/Clinical/Research Asst to T/C/R Assoc or T/C/R Assoc to T/C/R Full)		
	Promotion Letter*	
	AP-2	
	Letters of Recommendation (<i>at least two for permanent, not required for temporary</i>)	
	CV/Resume	
	Approved rainbow form **	
Tenured Faculty (Asst Prof to Assoc Prof w/Tenure; Assoc Prof w/o Tenure to Assoc Prof w/Tenure; Assoc Prof to Full Prof)		
	Appointment Letter from Provost (<i>dossier and CV approved by APO through Sakai submission first</i>)	
	Background Check (<i>if initial tenure appointment</i>)	
	Approved rainbow form ***	
	<i>NOTE: Dossier is not required, but may be attached if required by School/Division</i>	
Named Distinguished Professorship (perm)		
	Appointment Letter from Provost	
	Approved rainbow form ***	
	NOTES: <ul style="list-style-type: none"> • <i>Dossier is not required, but may be attached if required by School/Division</i> • <i>Term Professorship should be processed as a secondary appointment</i> 	
Other Actions		
Nominated Faculty to Tenured/Tenure-Track Faculty		
	Letter from the Provost	
	NOTE: <ul style="list-style-type: none"> • <i>Uncheck the Nominated Box; remove "Nominated" from Long Title; update expected job end date; add tenure status information</i> • <i>Position ePAR may also need to be completed to update Job Code (pay attention to FTE as it will default to 1.0 when updated)</i> 	
FTE Change		
	FTE Change Letter	
	Letter from employee if employee-requested FTE change	
	If FTE is moving to under 0.50, need leave records	
	Note: position ePAR to update FTE will also need to be submitted first	
Out-of-Cycle Salary Increases		
	Salary Increase Request Form **	
SHRA to EHRA-NF Conversion		
	New Appointment Letter with New Salary, if applicable	
	Salary Increase Request Form	
	Reclassification SHRA to EHRA-NF form - signed	
	Note: position ePAR to update job classification will also need to be submitted first (same effective date)	
Extension of Appointment (perm or temp, less than 1 year)		
	Updated Appointment/Contract Letter	
Tenure Clock Extension		
	Signed letter	

* Letter must include the title/rank, salary, FTE, service period, appointment dates, special provisions, etc.

** To ensure the entire BGC is in the PDF, please use the "Print" button at the bottom and select the "Print Summary Page" report.

*** Only necessary in certain situations when hire is a transfer from another UNC-CH position w/increase to salary.

† Before submitting action, reach out to your EMR consultant to ensure process and required notifications are followed.

Required ePAR Documentation

Change Employment Status		TERMLVRET
End of Employment		Note: if employee holds secondary appointment(s), end all secondaries first before ending the primary
Retirement/Resignation		
	Resignation or Retirement Letter	
	Leave Payout Documentation (if applicable)	
End of Permanent Fixed-Term Appointment at Expected End Date		
	End of Appointment Letter (required for EHRA-NF; no letter required for fixed-term faculty)	
	Leave Payout Documentation (if applicable)	
Termination due to Funding Loss, Reorg, end of At-Will appointment, etc. †		
	End of Appointment Letter	
	Leave Payout Documentation (if applicable)	
Discharge with Cause †		
	Leave Payout Documentation (if applicable)	
	Note: Term letter is not attached until EMR	
End of Temporary Appointment		
	None required	
Ending Secondary Appointment		
	None required	
	NOTE: Use EAD (End Addl Appointment) as Reason Code Terminate all secondaries before a primary appointment is terminated	
Leaves		
Faculty Leaves (Internal Competitive Leave, ECL, RSA, etc.)		
	Please reach out to Faculty Affairs for required information	
All other Leaves		
	Please reach out to Benefits for required information	
	NOTES: NO medical information should be attached to the ePAR	
Lump Sum Payment		LUMPSUM
Additional Duties (faculty & non-faculty who are under 1.0 FTE)		
	None required	
Awards (must be in Award Registry)		
	Please contact Total Wellbeing Office	
Bonus LSP (Merit, Retention, Sign-On)		
	Bonus approval form, fully signed	
	Signed repayment agreement (retention/sign-on only)	
	Letter (if applicable)	
Comp Plan		
	None required	
Overloads		
	Fully signed overload form	
Relocation		
	Appointment/offer Letter that includes the relocation compensation, if it has not been previously uploaded to ConnectCarolina	
	Comments must include the following: Specify which type of expense is being reimbursed and include an attestation that the employee is moving from a city that is 50 miles or more from Chapel Hill and satisfies the criteria of the relocation compensation policy. An example of an acceptable attestation is: "<Employee Name> is moving from <City, State> to Chapel Hill, NC. This move is 50 miles or more from their existing residence and satisfies criteria of the relocation compensation policy." An ePAR that does not contain a relocation attestation statement will be returned to the department	
Summer Salary (only 9-month faculty)		
	None required	
Summer School		
	9-month – none	
	12-month - Fully signed overload form	

* Letter must include the title/rank, salary, FTE, service period, appointment dates, special provisions, etc.

** To ensure the entire BGC is in the PDF, please use the "Print" button at the bottom and select the "Print Summary Page" report.

*** Only necessary in certain situations when hire is a transfer from another UNC-CH position w/increase to salary.

† Before submitting action, reach out to your EMR consultant to ensure process and required notifications are followed.