

ePAR schedule: Unique for New Hires, transfers, and changes in supervisor

Employees transferring to a new department or new role

- If an employee transfers to another department, the current supervisor must close out the current ePAR for that employee.
- The new supervisor of that employee, regardless of the time of year, needs to create an Initial ePAR.
- While the Initial ePAR should be launched regardless of the time of year, the Interim review should not take place until the employee has successfully completed their four-month working test period. Use the New Hire table below for specifics on what activities to complete based on what time of year the employee begins the new role.

Changes in supervisor

- If there is a supervisor change during the ePAR cycle, before leaving, the current supervisor should close out all ePARs for employees.
- The new supervisor, regardless of time of the time of year, needs to create an Initial ePAR for all employees.

New Hire Employees

New Hires and employees new to a role should not be evaluated (Interim or Final) until they have successfully completed their four-month working test period. Please use the schedule below for specifics on what activities to complete based on the employee's start date.

New Hire Start Date	ePAR schedule	ePAR pieces completed
January, February, March, or April	<ul style="list-style-type: none"> • Complete Initial ePAR (job expectations) immediately • Skip the Interim in April • Complete Final ePAR 	<ul style="list-style-type: none"> ✓ Initial ePAR ✓ Final ePAR
May	<ul style="list-style-type: none"> • Complete Initial ePAR; Interim N/A • Complete Final ePAR 	<ul style="list-style-type: none"> ✓ Initial ePAR ✓ Final ePAR
June, July, August	<ul style="list-style-type: none"> • Complete Initial ePAR • Close out Final ePAR due to hire date; Reason can be entered by Supervisor as "Final cannot be completed due to hire date" 	<ul style="list-style-type: none"> ✓ Initial ePAR
September	<ul style="list-style-type: none"> • Delay Initial ePAR until October in order to get on schedule • Complete Interim • Complete Final 	<ul style="list-style-type: none"> ✓ Initial ePAR (note) ✓ Interim ePAR ✓ Final ePAR
October, November, December	<ul style="list-style-type: none"> • Follow cycle 	<ul style="list-style-type: none"> ✓ Initial ePAR ✓ Interim ePAR ✓ Final ePAR