SALARIED FACULTY

Procedures for Processing New Hire Appointment Letter and ePAR

1. When the Provost has approved the Appointment Authorization, please initiate the appointment letter. After the Chair has signed:
	1. Initiate the ePAR and save it (DO NOT SUBMIT). (If the birth date is unknown, enter 1/1/1901.)

Please note: If there are multiple chart strings that begin at times other than the hire date, please also attach a Distribution Form. The ePAR only allows the chart strings that are effective on the date of hire. The Dean’s Office needs to see funding for the entire fiscal year.

* 1. Send the original LCOM appointment letter and a printed copy of the ePAR to Jeanna Page in the Dean’s Office via email. For Clinical Scholar Pathway candidates, please also send the Medical Group offer letter to Jeanna Page via email.
1. After the Dean has signed the LCOM appointment letter, the letter will be sent via email to HRS with a copy to the initiator.
	1. The only exception is for Faculty Scientist appointments. The Provost’s Office does not sign Faculty Scientist appointment letters. Letters will be returned to the initiator via email once the Dean signs.
2. Once the appointment letter is signed by the Provost, Faculty Services will send it back to the initiator via email.
3. The initiator will send the letter to the new faculty member via email along with the Employee Information Form. The new faculty member should sign and return to the department: the signed LCOM appointment letter and Employee Information Form. When the department receives these attach them to the ePAR (enter the correct birth date in the comments field) and submit to the Dean’s Office. (To find the ePAR in the system: UVM ePARs > ePAR Transaction Inquiry. Enter ePAR # and click ‘Search’)
4. Register individual for New Employee Orientation: [https://qualtrics.uvm.edu/jfe/form/SV\_cNQtyM0xX69vVT8](https://nam02.safelinks.protection.outlook.com/?url=https%3A%2F%2Fqualtrics.uvm.edu%2Fjfe%2Fform%2FSV_cNQtyM0xX69vVT8&data=05%7C02%7Cjeanna.page%40med.uvm.edu%7C4903f9b9665043e5e91008dcfda79979%7Ced03ff7aba9f420480a6b226316c919d%7C0%7C0%7C638664143513661955%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C0%7C%7C%7C&sdata=rtZbQWr4i9jbvDZuJX%2F7x1MG8%2By1QMTrPYww5uPy6Uw%3D&reserved=0)
5. **NOTES:**

The Chair’s office [is responsible for completion of the I-9 form](https://www.uvm.edu/hrs/skills/instructions/i-9.pdf)within 3 business days of the employee’s hire date. All employees will process their Federal W4 and direct deposit in PeopleSoft>Self-Service. I-9 information can be found here: <https://www.uvm.edu/human-resources/forms> under “employee records and payroll” and then “federal and state”

\*If the employee works outside of VT, please contact Payroll for forms related to other States’ income tax. This will ensure the correct deductions are taken.

1/24/25