

EAR System Training

An Ear form must be completed for all student assistants, work study students, temporary workers, or regular college employees. This form is to be completed by the /supervisor of the person being hired. This form is the first part of the hiring process.

1. Go to <http://www.lsc.edu/hr/forms.aspx>
(This location can also be reached by going to www.lsc.edu and click on **Faculty/Staff** then **Employee HR Forms & Information**)

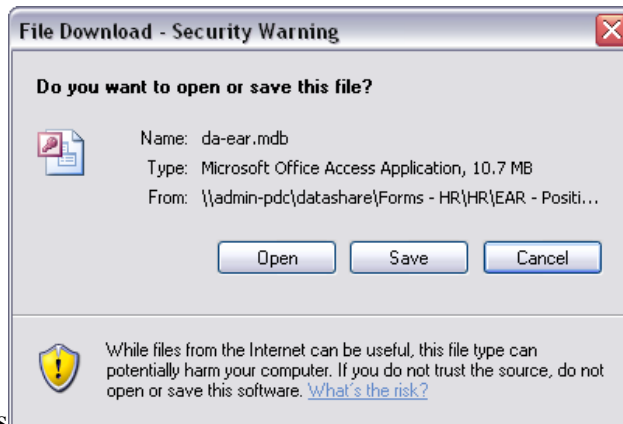
The screenshot shows the Lake Sumter Community College website. The header includes the college logo and the tagline "A Great Education Close To Home". Below the header is a navigation menu with buttons for "FUTURE STUDENTS", "CURRENT STUDENTS", "FACULTY & STAFF", "BUSINESS & COMMUNITY SERVICES", and "VISITORS & FRIENDS". The "FACULTY & STAFF" button is highlighted, and a sub-menu titled "HR Forms and Information for Employees" is displayed. This sub-menu contains buttons for "Payroll", "HR", "Benefits", and "HR Homepage". Below these buttons is a note: "Click the button above to jump to that section. [VPAA agenda and resumes](#)".

Benefits

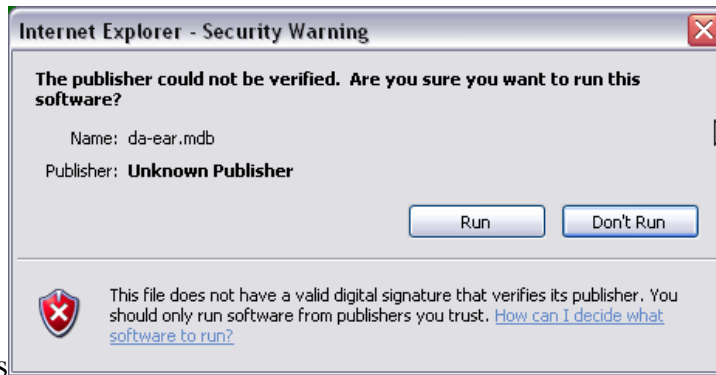
BCBS Information			
2007 Health Benefits Plan	BCBS 2007 FAQ's	BCBS Website Features	2008 Insurance Plans Presentation
Employee Benefits and BCBSFL Updates	BlueOptions - Plan A Benefit Changes Presentation	BCBSFL Website Tour	

Forms/Packets	Information (Guidelines, Aids, etc.)
Accident-Incident Form	Cafeteria Plan List of Accepted OTC Items
BCBS Plan D HR & Reimbursement Form	Employee Assistance Program

2. Click the HR button or Scroll down the page until you see [EAR Forms](#) (If needed, click "Open" and "Run")
[Index list](#) [Acct list](#)
3. Click on **EAR Forms**



4. If this box appears, click **OPEN**



5. If this box appears, click **RUN**

This should now be what you see...



If you do not have this screen, look for a warning box with a message that content has been disabled. Click Allow the disabled content and then you should see the above box.

6. Click on the appropriate type of EAR form for which you are completing.

The Student Assistants and Work Study form are on one button. The Temporary button is for any temporary employee. The New, Refill, Change button is for any regular position here at the college, full or part-time.

Each form has specific fields which are required. The form will not allow you to save, print, or exit if these fields are not completed. The fields are marked with an *.

When entering the index and acct numbers, there is a helpful list on the forms page that explains which numbers are to be used. Please remember that it is your responsibility to ensure that these numbers are correct. On <http://www.lsc.edu/hr/forms.aspx>, click index [EAR Forms](#) (If needed, click "Open" and "Run") or acct list to view the codes [Index list](#) - [Acct list](#)

See attachment # 1 EAR New, Refill, and Change Position

Use your mouse to click from field to field and select all possible information about the position. Req type, Budget Mgr, Justification, Title, Report to, Hire from, Hire to, Employment type, Percent, Department Name, Index, Fund, Org Code, Pers Acct Code are all required fields for this form.

7. Once you have entered all required information, click the **SAVE** button at the bottom of the page.
8. A box will appear to remind you of the required fields, click **OK** on that box to make it disappear. If another boxes pops up, then you have left a required field blank or not complete it correctly.
9. Once you have correctly input the required field, click **PRINT** to print the form.
10. Then click **CLOSE** to close the database.

11. You must then sign the printed form and send it to Francine Costa in HR via interoffice mail with all required documentation attached, job description, etc.

The process is exactly the same for the other types of EAR forms.

Attachment 2 is the EAR Temporary Position. This form requires the following fields to be complete: Req Type, Budget Mgr, Justification, Primary Duty/Responsibility, Report To, Hire From, Hire To, Temp Type, Temp Duration, Percent, Department Name, Index, Fund, Org Code, and Pers Acct Code. Please remember to attach the job description/duties prior to routing the form to HR.

Attachment 3 is the EAR Student Assistant or Federal Work Student Position. This form requires a selection in the following fields: Initiator, Primary Duty/Responsibility, Report To, Work Period From, Work Period To, Percent, Department Name, Index, Fund, Org Code, and Pers Acct Code. Please remember to attach the duties and student's schedule from LOIS prior to routing the form to HR.