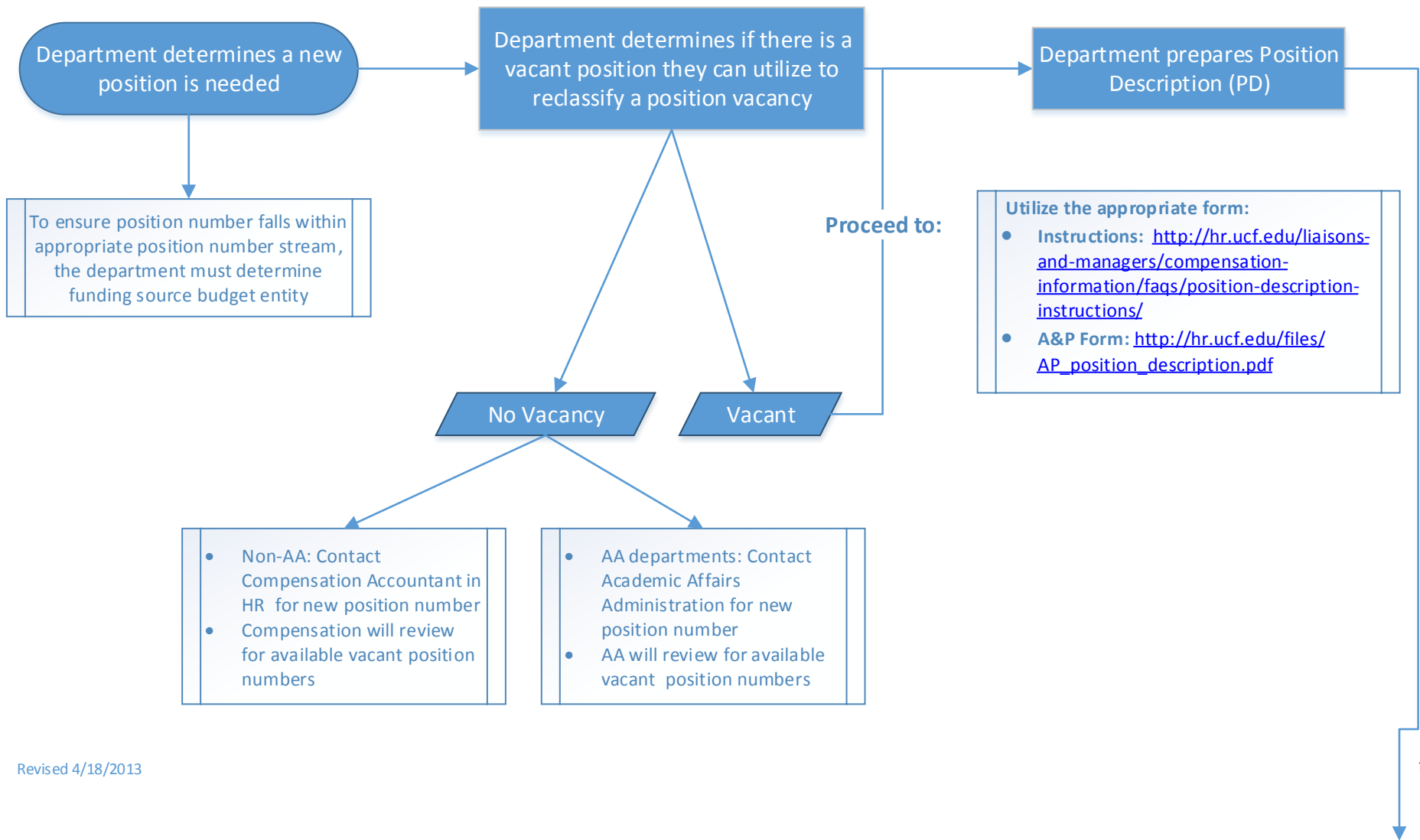
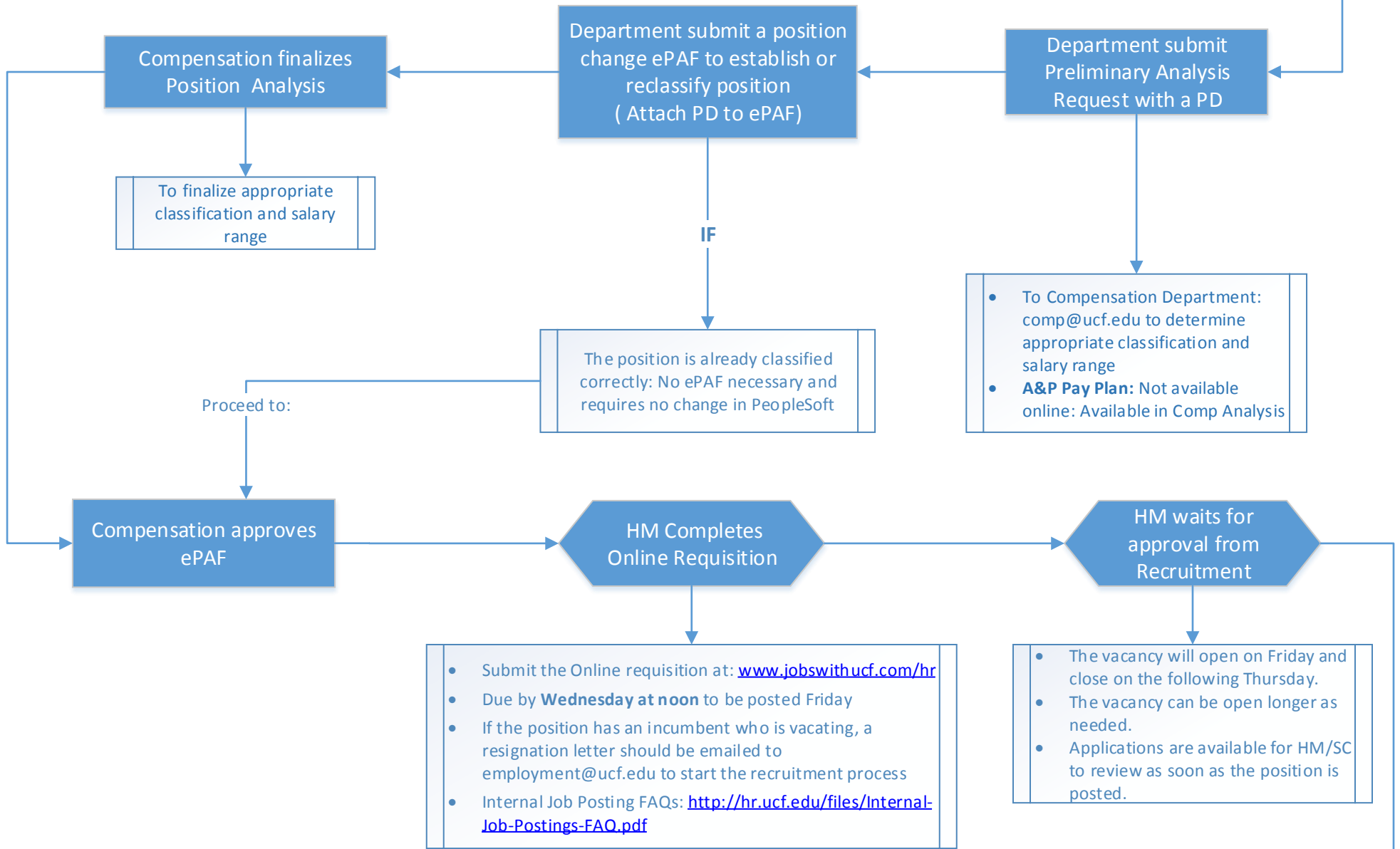


A & P Hiring Flowchart For Hiring Managers/HR Liaisons

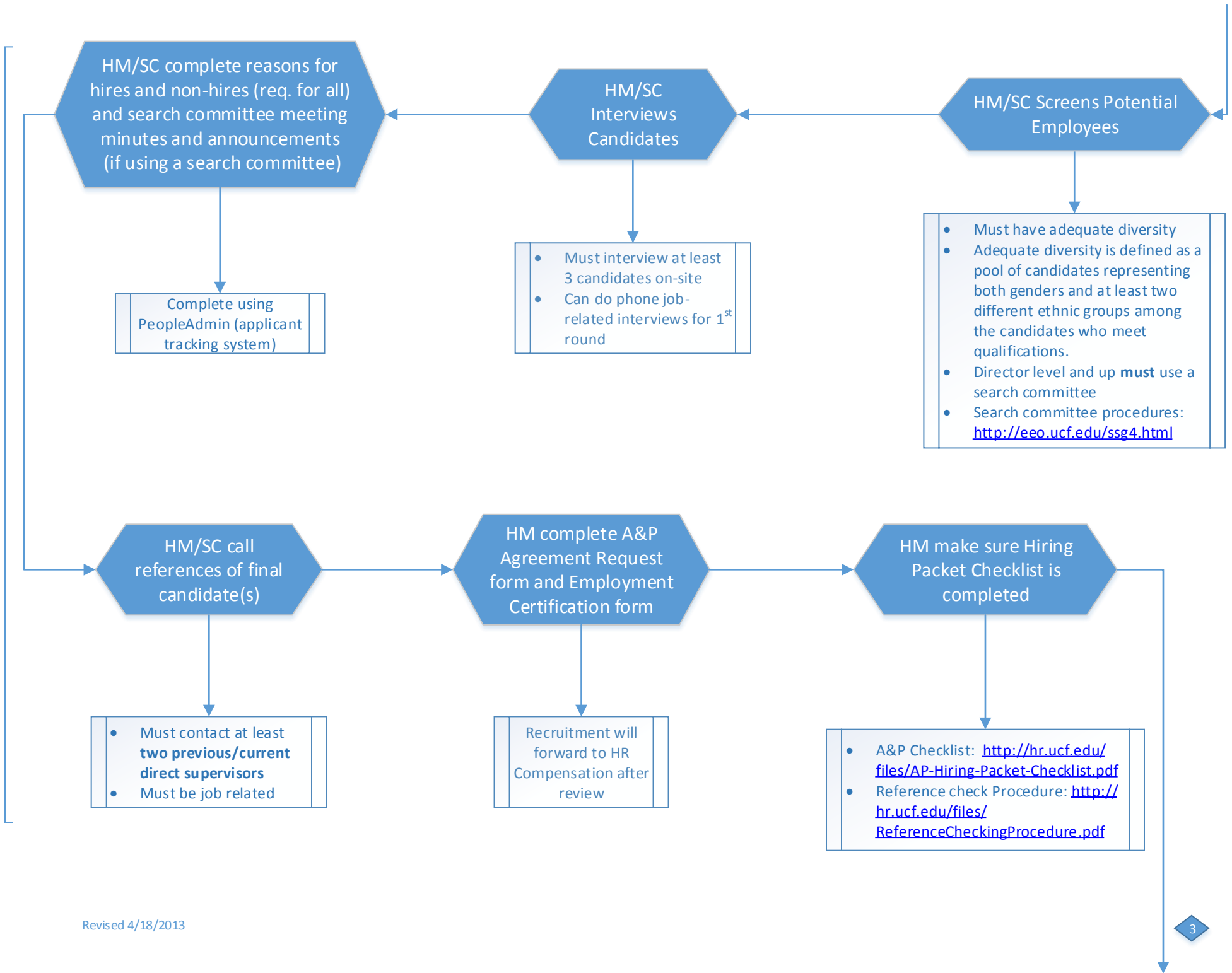
Shape Reference Key:
 Compensation- Rectangles
 Recruitment- Hexagon
 Records- Diamond
 Organizational Training & Development- parallelogram
 The Compensation process typically takes approximately 3-5 business days to complete from the time the documents are submitted to HR Compensation.
 AA = Academic Affairs
 PD = Position Description

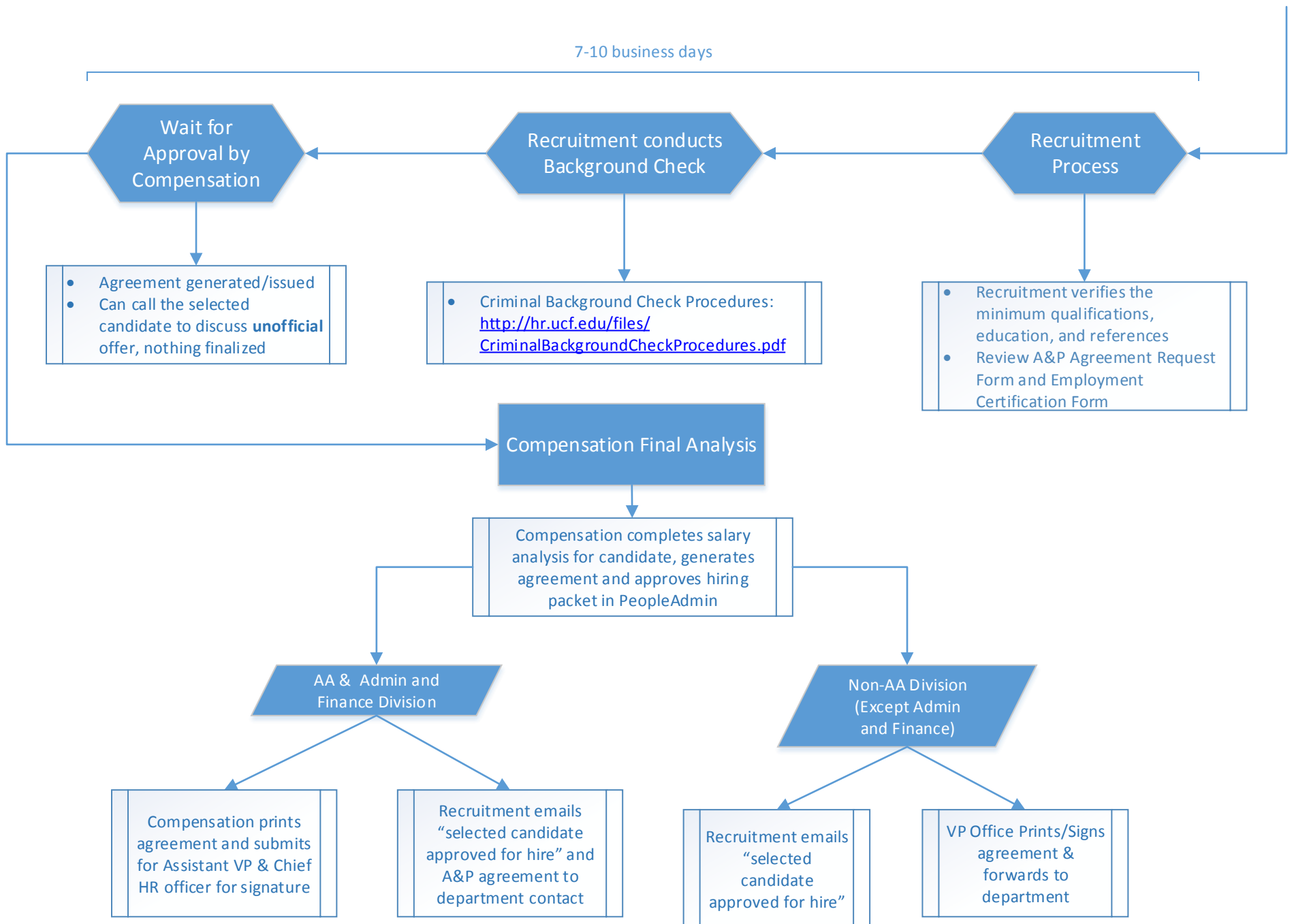


- Reference Key:
- **HM/SC** = Department Hiring Manager/ Search Committee
- Supplemental A&P hiring guide: http://hr.ucf.edu/files/AP_Hiring_Guide.pdf



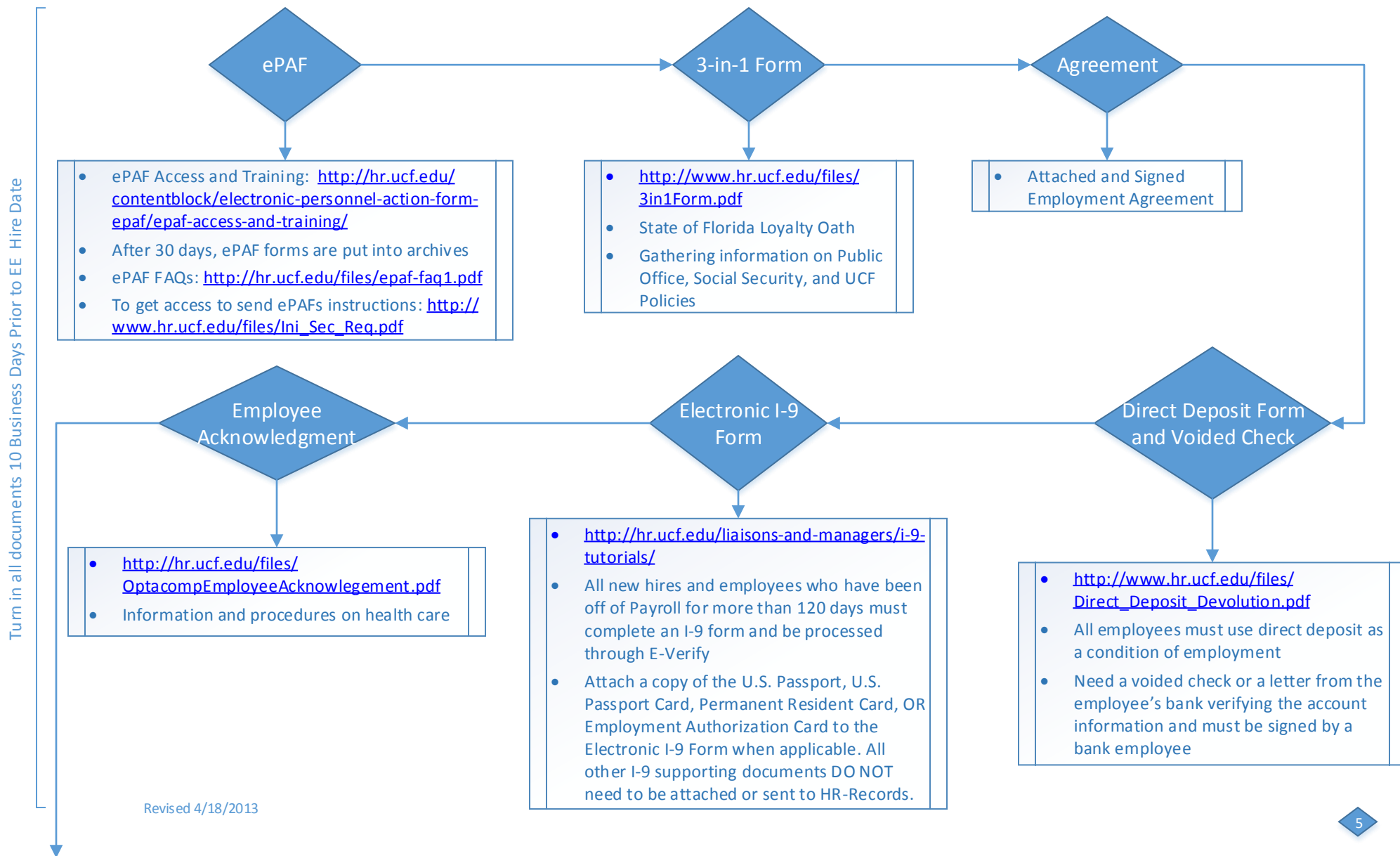
Suggested Turn in time: 14-30 Business Days

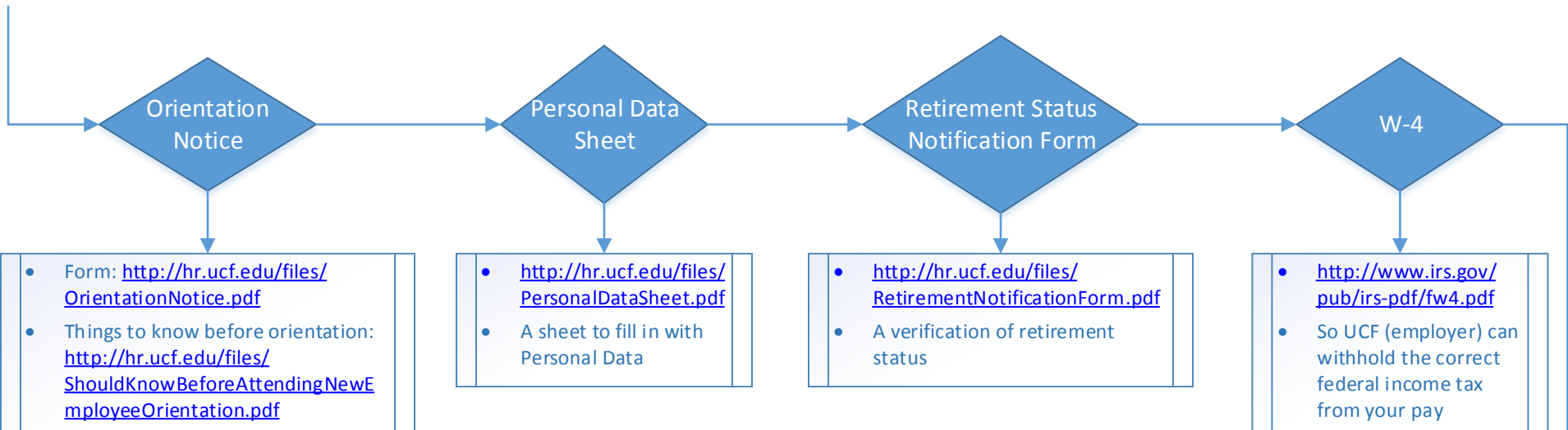




- Hiring Checklist Reference: <http://www.hr.ucf.edu/files/HiringDocumentChecklist.pdf>
- Please make sure everything is complete and accurate before sending in to HR to reduce the process time
- **You do not have to complete in order**
- Payroll Calendar for ePAF deadlines: http://hr.ucf.edu/files/Pay_Schedule_Deadlines1.pdf

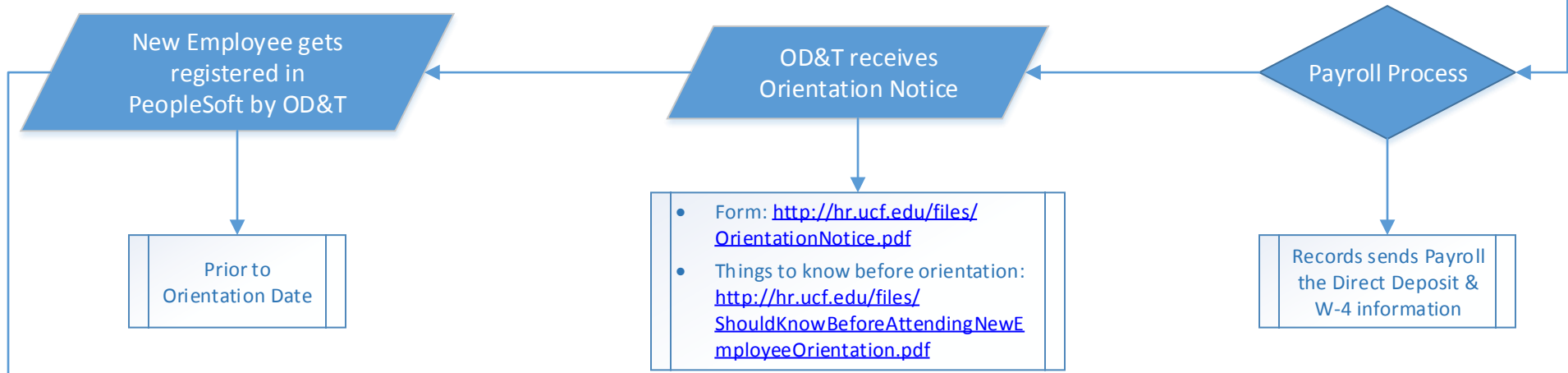
Records

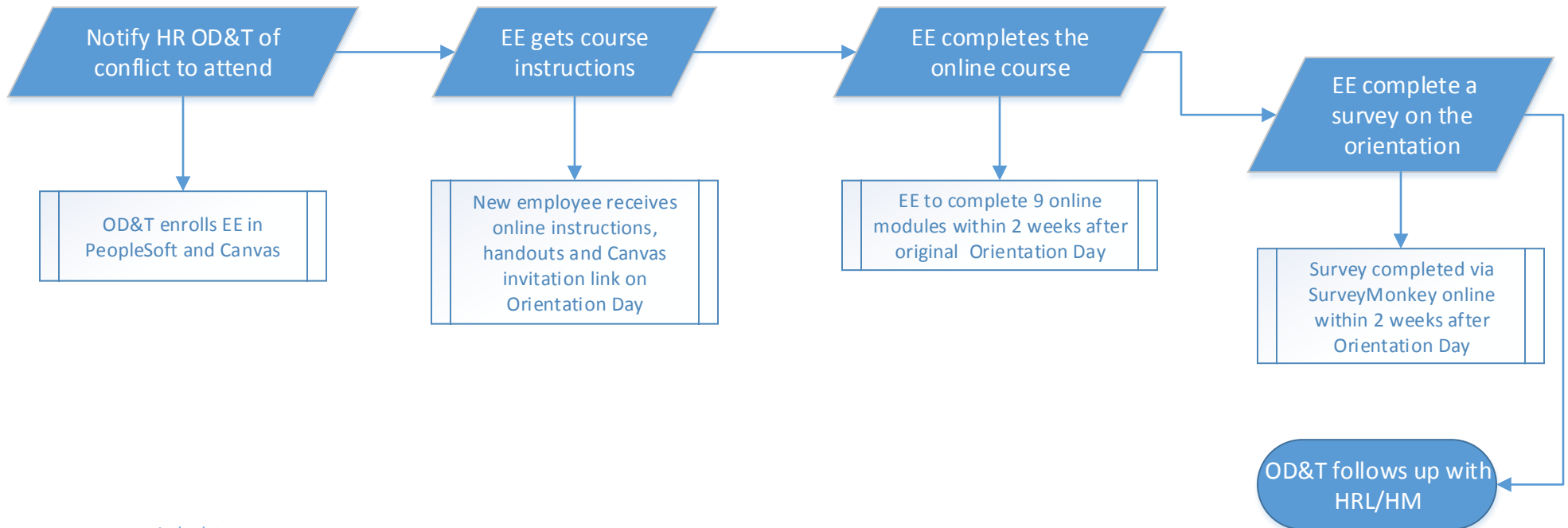
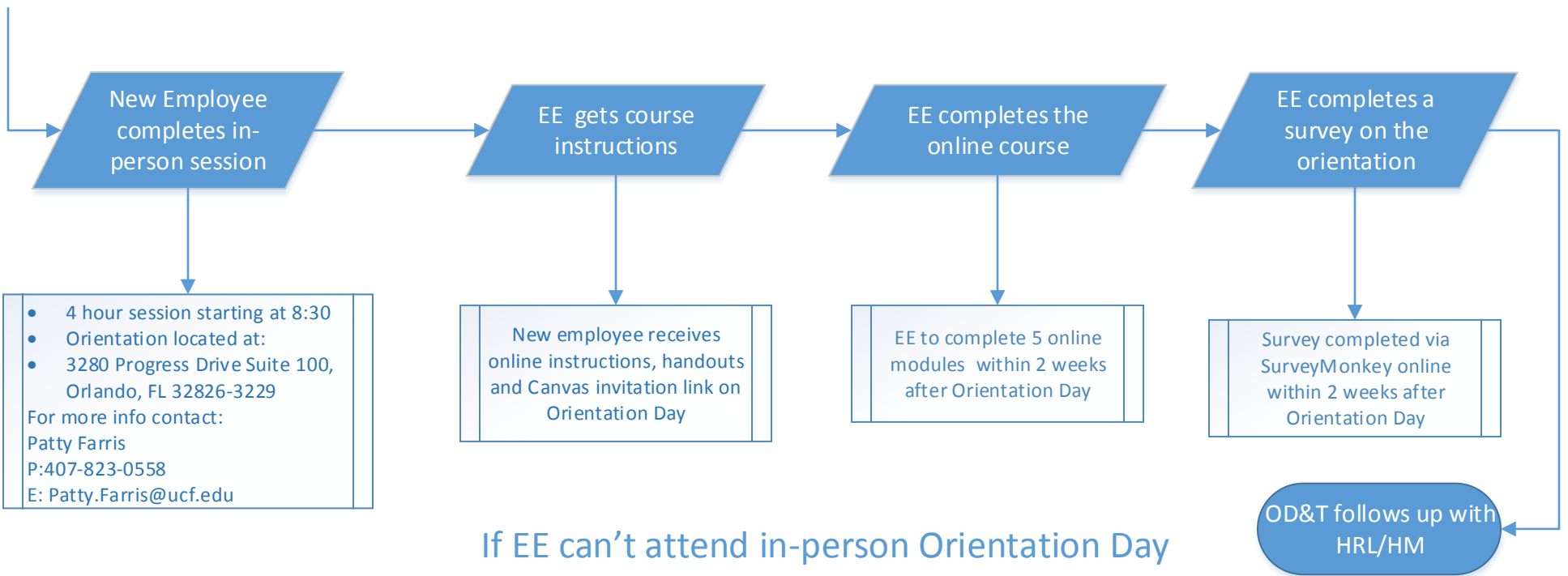




Reference Key:
 EE= Employee
 OD&T= Organizational Development and Training
 Canvas= UCF Webcourses system
 PeopleSoft= Human Resources online system
 HM= Hiring Manager
 HRL= Human Resources Liaison

Orientation





USPS Hiring Flowchart For Hiring Managers/HR Liaisons

Shape Reference Key:

Compensation- Rectangles

Recruitment- Hexagon

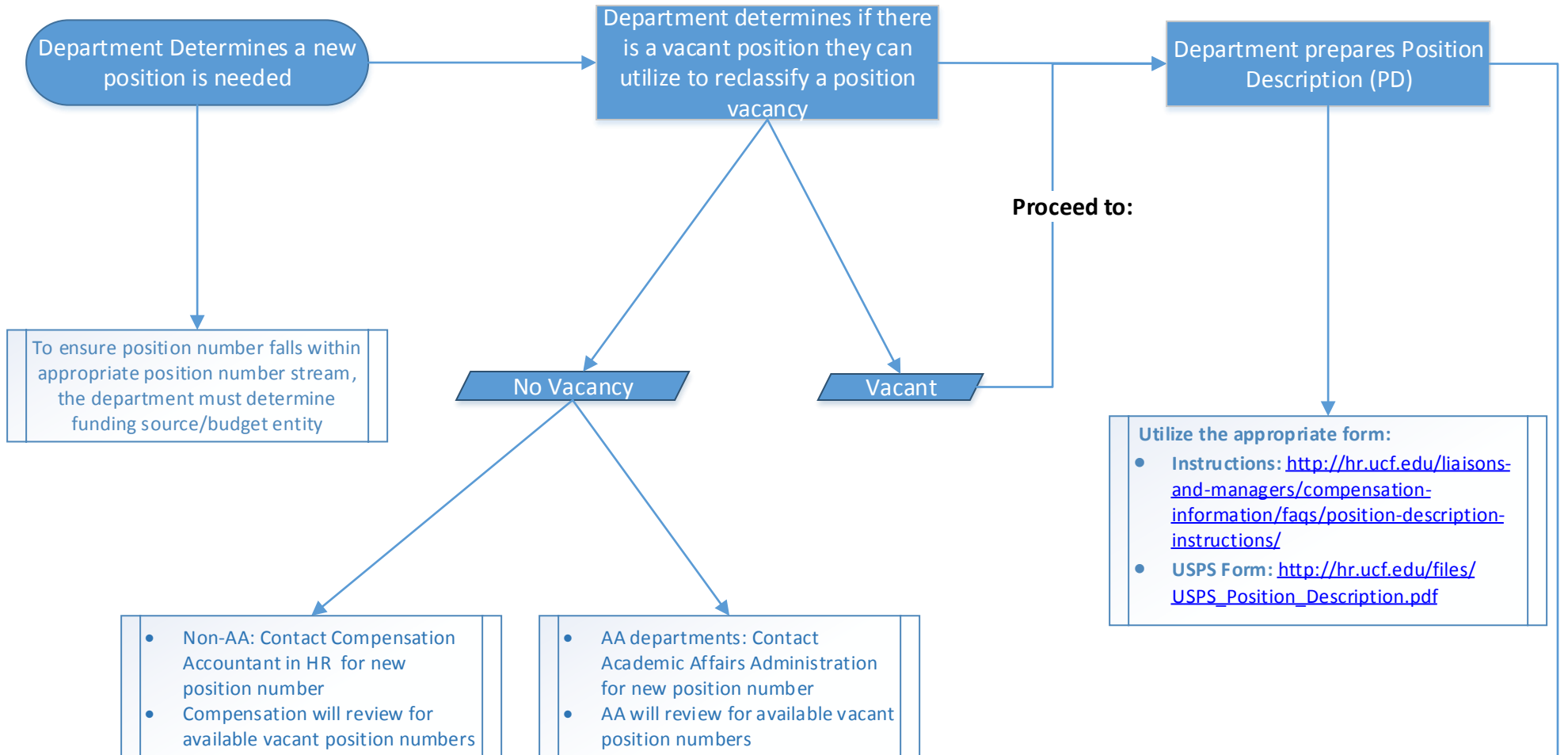
Records- Diamond

Organizational Training & Development- parallelogram

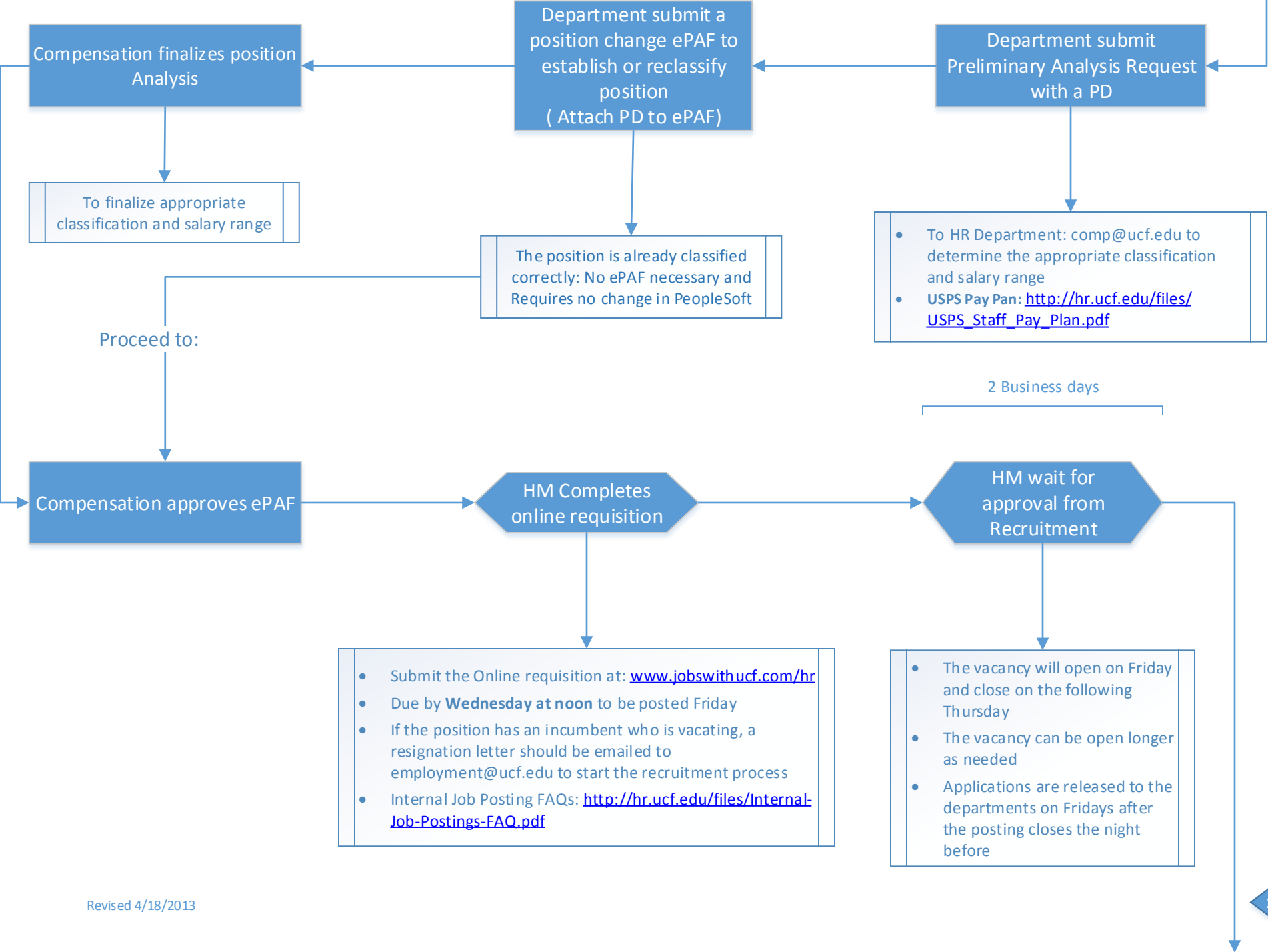
The Compensation process typically takes approximately 3-5 business days to complete from the time the documents are submitted to HR Compensation.

AA = Academic Affairs

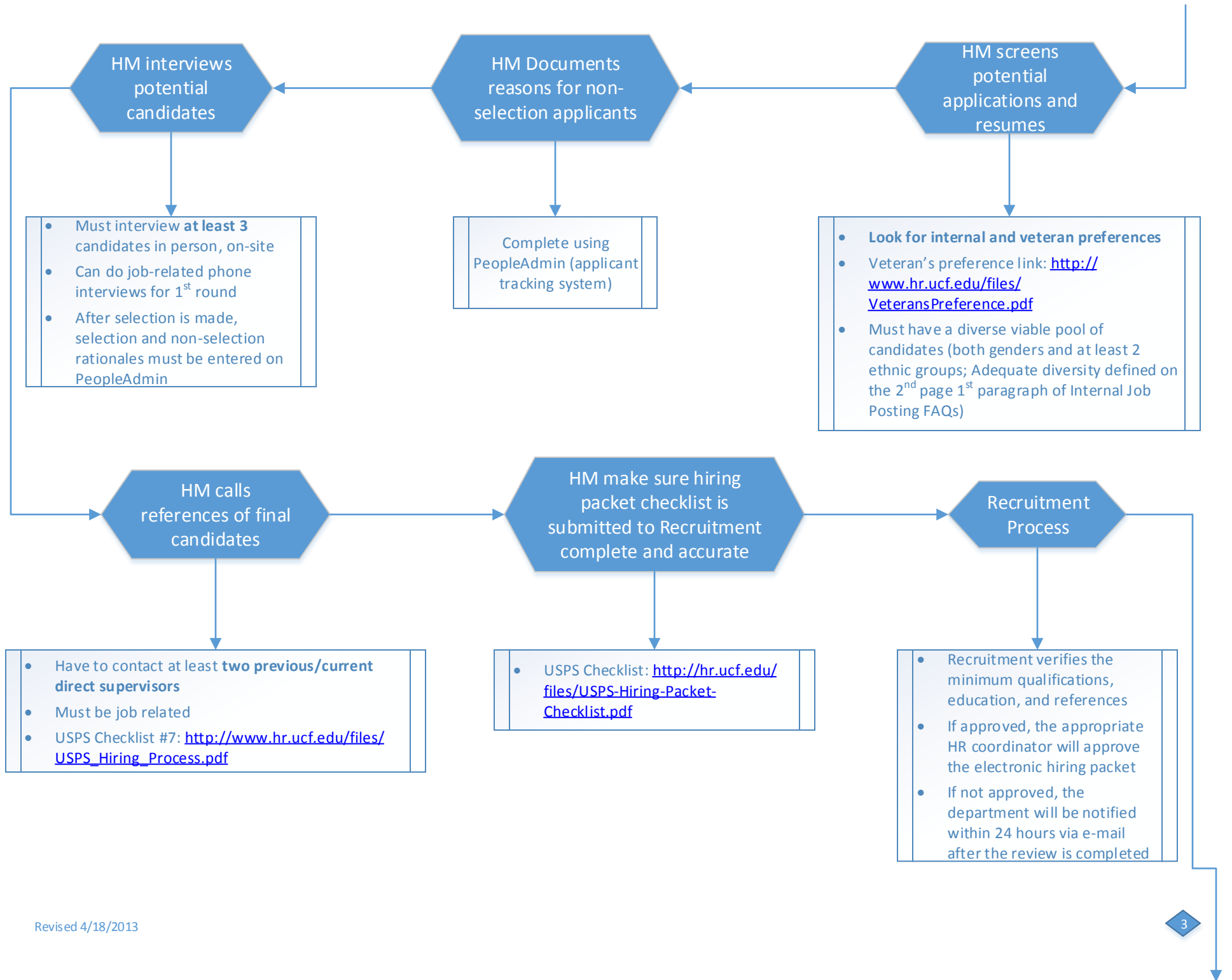
PD = Position Description



Reference Key:
HM= Hiring Manager



Suggested Turn in time: 14-30 Business Days



- Reference Key:
- Hiring Checklist Reference: <http://www.hr.ucf.edu/files/HiringDocumentChecklist.pdf>
- Payroll Calendar with turn in dates: http://hr.ucf.edu/files/Pay_Schedule_Deadlines1.pdf
- Please make sure everything is complete and accurate before sending in to HR to reduce the process time
- **You do not have to complete in order**

7-10 business days

Approval from Recruitment

Recruitment conducts the background check and HM advises any applicable tests and verify salary with comp if needed

- Criminal Background Check Procedures: <http://hr.ucf.edu/files/CriminalBackgroundCheckProcedures.pdf>
- Recruitment will notify departments if physical or typing tests are needed
- If salary is at minimum Recruitment approves
- If salary is above the minimum, Compensation does an analysis, then submit results to Recruitment

Records

ePAF

3-in-1 Form

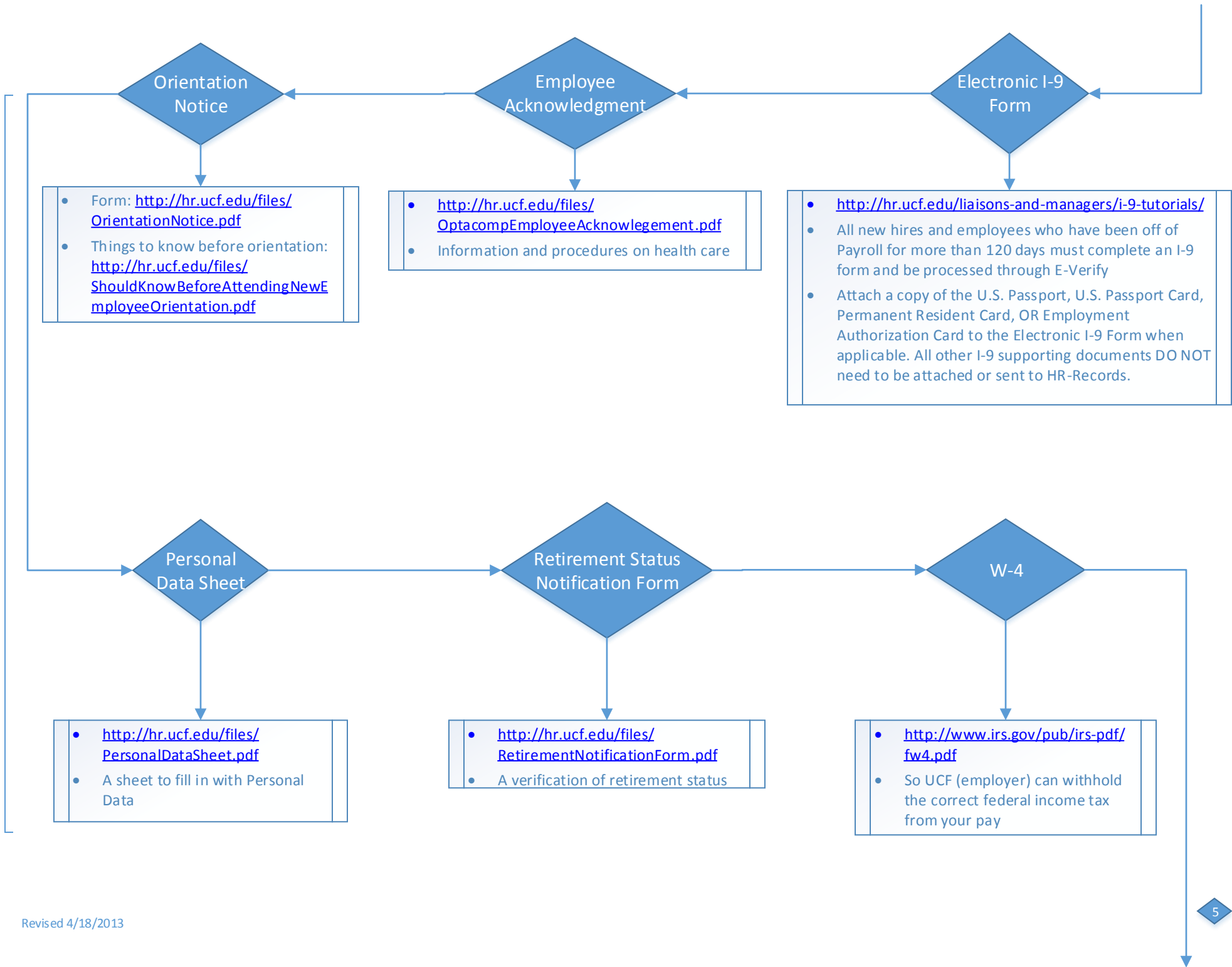
Direct Deposit Form and Voided Check

- ePAF Access and Training: <http://hr.ucf.edu/contentblock/electronic-personnel-action-form-epaf/epaf-access-and-training/>
- After 30 days, ePAF forms are put into archives
- ePAF FAQs: <http://hr.ucf.edu/files/epaf-faq1.pdf>
- To get access to send ePAFs instructions: http://www.hr.ucf.edu/files/Ini_Sec_Req.pdf

- <http://www.hr.ucf.edu/files/3in1Form.pdf>
- State of Florida Loyalty Oath
- Gathering information on Public Office, Social Security, and UCF Policies

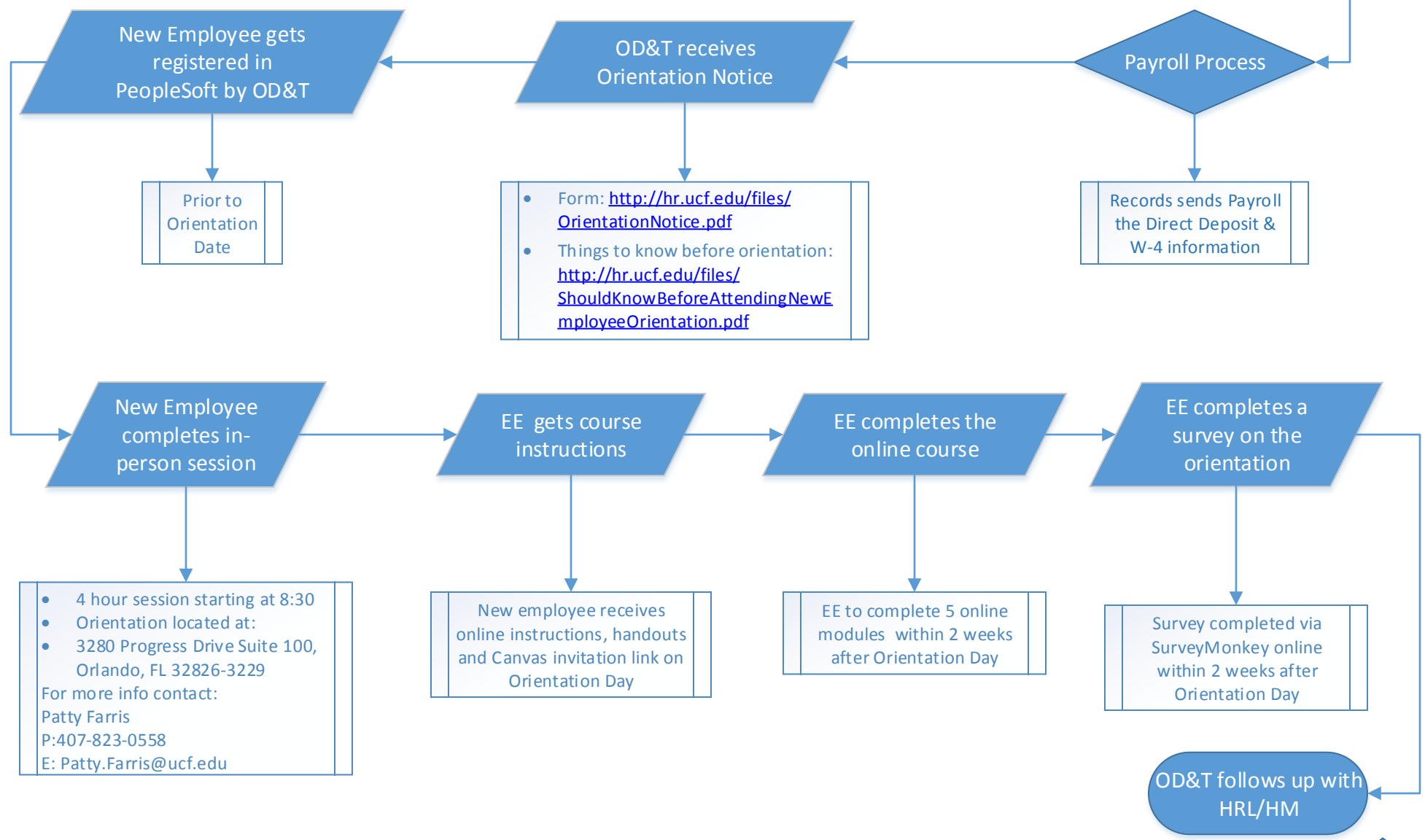
- http://www.hr.ucf.edu/files/Direct_Deposit_Devolution.pdf
- All employees must use direct deposit as a condition of employment
- Need a voided check or a letter from the employee's bank verifying the account information and must be signed by a bank employee

Turn in all Records documents 10 Business Days Prior to their Hire Date



Reference Key:
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 HM= Hiring Manager
 HRL= Human Resources Liaison

Orientation



If EE can't attend in-person Orientation Day

