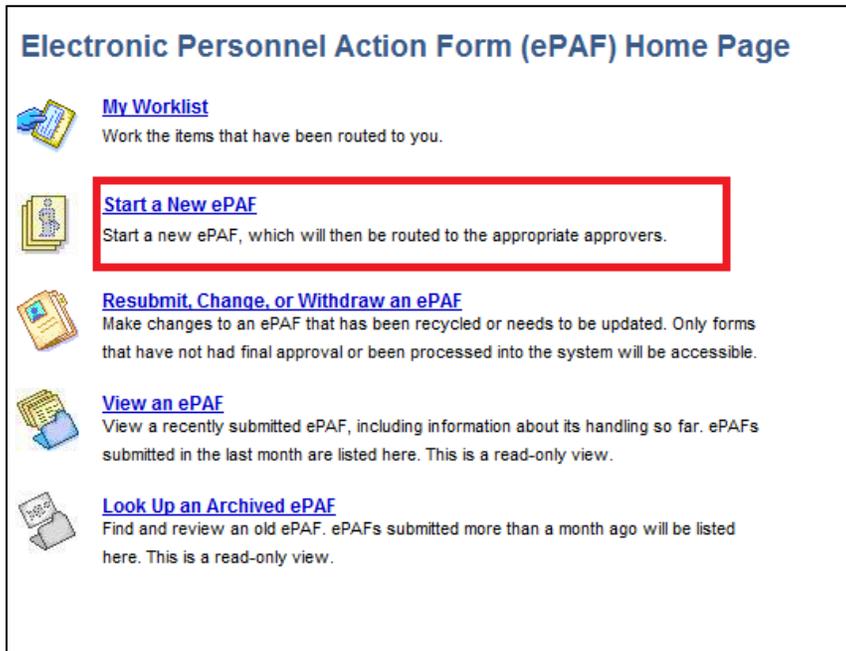


Hire an Employee ePAF for Contracted Employees

1. From the ePAF Home Page, click "Start a New ePAF."



2. Click "Hire an Employee."

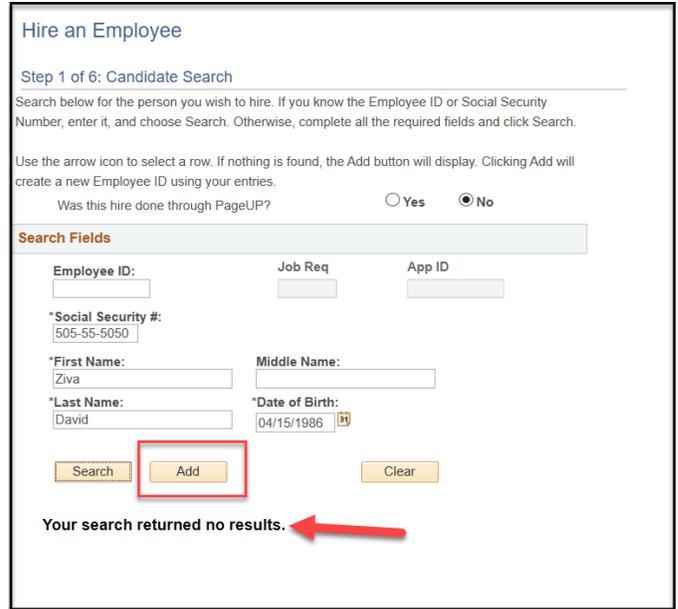


3. Candidate Search

A search must be conducted to verify whether or not the candidate exists in the PeopleSoft Database.

- If recruited through PageUp, mark yes; then select job requisition and applicant id. If there is a match, select the yellow arrow. If not, select the gray arrow.
- If not recruited through PageUp, mark no.
- When performing a search, it is best to use a unique identifier, such as a UCF Employee ID (Emplid) or Social Security Number. If the Emplid or the Social Security Number is not known, populate as many fields as possible to narrow down your search. All fields perform an exact match search based on the information you enter.

- If the individual has never been in the system (as a student, employee, or non-paid appointment) you must enter the Last Name, First Name, Date of Birth, **AND** Social Security Number for the “Add” button to appear in order to create an emplid.



Hire an Employee

Step 1 of 6: Candidate Search

Search below for the person you wish to hire. If you know the Employee ID or Social Security Number, enter it, and choose Search. Otherwise, complete all the required fields and click Search.

Use the arrow icon to select a row. If nothing is found, the Add button will display. Clicking Add will create a new Employee ID using your entries.

Was this hire done through PageUP? Yes No

Search Fields

Employee ID: Job Req: App ID:

*Social Security #:

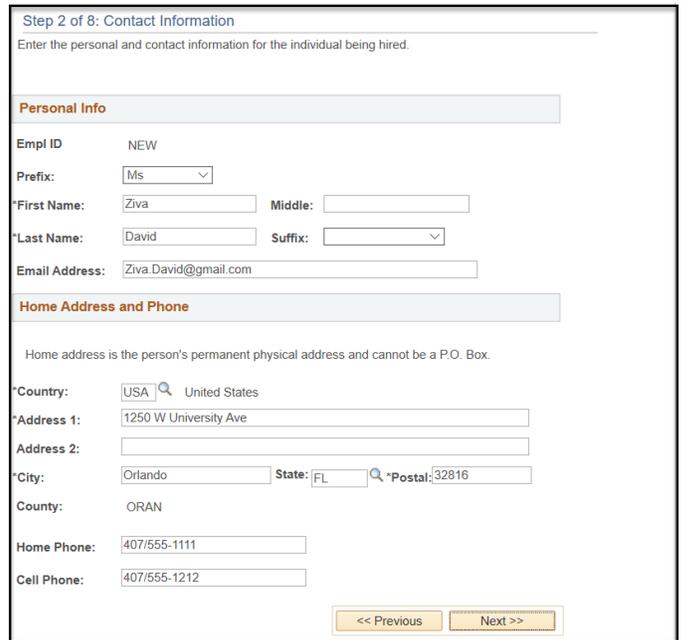
*First Name: Middle Name:

*Last Name: *Date of Birth:

Your search returned no results. 

4. Contact Information

- For current or returning employees, all fields will already be entered and will need to be checked and/or changed for updates.
- For employees new to UCF, all information must be entered.
- All contact information is found on the employee’s Personal Data Sheet
- **The name entered should match the name on the Social Security Card as the IRS requires that employees be paid in the name as it appears on the Social Security Card.**
- To continue to the next page, click “Next”



Step 2 of 8: Contact Information

Enter the personal and contact information for the individual being hired.

Personal info

Empl ID: NEW

Prefix:

*First Name: Middle:

*Last Name: Suffix:

Email Address:

Home Address and Phone

Home address is the person's permanent physical address and cannot be a P.O. Box.

*Country:

*Address 1:

Address 2:

*City: State: *Postal:

County:

Home Phone:

Cell Phone:

6. Job Information

- Enter the hire date in the “Effective Date” field.
- Since we are hiring an OPS contracted employee for this example, select the “Non-Position” radial button. (Positioned employees at UCF are A&P, USPS, Post-Docs, and Faculty. Non-Positioned employees at UCF are OPS)
- For this example, “Graduate Contract” was selected for Employee Group. Note that the Pay Group field is automatically selected. Verify that these fields are set correctly.
- Employee Class-For GRAs and GAs (81,9182,9186), select OPS Grad Contracts. For GTAs (9183,9184,9187) , select OPS Graduate Instruction.
- Note that an eForm ID has now been assigned to the ePAF. To continue to the next page, click “Next.”

▼ Personal Info

Name: Empl ID:

Cit Status: Native Personal Data
Job Data
Additional Pay

Email Address:

Hire Form Data

*Effective Date:  eForm ID: 703884

Position Non-Position

*Employee Group: ▼

Pay Group: OPS Contract

*Empl Class: ▼

7. Non-Position Information

- Enter the Home Department in the “Department” field or click on the magnifying glass next to the “Department” field to lookup a valid list of department numbers. Please note that the Home Department number is not the Funding Combination Code, and only the Home Department(s) for which you have security will appear.
- The “Location Code” field defaults to the location associated with the Home Department. Update Location Code when necessary.
- Enter the job code in the “Job Code” field, or click the magnifying glass next to the “Job Code” to look up a valid job code. In this example, we chose 9186. For Adjunct Contract or Dual Compensation, enter the appropriate job code. Please note that all Dual Compensation job codes end with the letter “X”. For example: 9004X. All adjunct job codes end with the letter “A”. For example: 9004A.
- Enter the Supervisor’s EmplID or click the magnifying glass next to the “Supervisor ID” field to look up a valid supervisor.
- To continue to the next page, click “Next.”

Step 2 of 5: Non-Position Information

Complete the fields below with the appropriate job information for the individual being hired.

▼ **Personal Info**

Name: [REDACTED]	Empl ID: [REDACTED]
Cit Status: Native	Personal Data Job Data Additional Pay
Email Address: [REDACTED]	

Hire Form Data

eForm ID: 703884

*Department:	<input type="text" value="16402001"/>	CS-PAYROLL
*Location Code:	<input type="text" value="MAIN"/>	Main Campus (Orlando)
*Job Code:	<input type="text" value="9182"/>	Graduate Research Assistant
*Supervisor ID:	<input type="text" value="0298777"/>	Abbee Camen

<< Previous
Next >>

8. Compensation

- All contracted employees are paid fixed bi-weekly. Input the end date, total contract amount, and FTE in the ePAF calculator. The information inputted in the ePAF must match the information on the contract. The hourly rate will automatically be calculated. In this example, the begin date was 10/01/2019, end date was 12/26/2019, total salary \$2,268, and FTE .25. The hourly rate calculated to \$18.000000.

Hire Form Data

ePAF Calculator

*Beg Dt: 10/01/2019 *End Dt: 12/26/2019

*Tot Salary: 2268.000 *FTE: 0.25 # Pay Periods: 6.30

Bi-weekly Rate: \$360.000000 Annual Rate: \$9396.000

Standard Hours: 10.00

Pay Component	
Comp Rate Code	Compensation Rate
1 NAHRLY	18.000000

eForm ID: 703884

- Funding Information-this is the account or combination code that the employee will be paid from. Funding can be at the department, position, or appointment level.

- For OPS employees, the funding will default to the department level notated by an asterisk.

Current Funding Distribution						Personalize Find	First 1 of 1 Last
	Funding Level	Combination Code	Primary Indicator	Distrib %	End Date		
1 *	Department	16402001	P	100.000			

- If that is not funding that needs to be used, you will want to check the box for Create Appointment Level Funding and input the applicable fields.

Create Appointment Level Funding?

Current Funding Distribution							Personalize Find	First 1 of 1 Last
	Funding Level	Combination Code	Primary Indicator	Distrib. %	Project/Grant	End Date		
1	Appointmnt	16408309	<input checked="" type="checkbox"/>	100.000	16408309	12/31/2019		

- Enter the funding department in the "Combination Code" field or click the magnifying glass next to the "Combination Code" field to choose the funding department(s) from which the employee will be paid.

- If the employee is to be paid from only one department, click the “Primary” box and enter “100” in the “Distribution” field.
- If the employee will be paid from more than one account, click on the + button to add additional Funding Department fields. The total of all distributions must equal 100%, and one department must be chosen as the primary department. Please note that if you enter a Contract and Grant (C&G) funding department number, an “End Date” box will appear for you which will default to the end date of the project of the contract or grant.
- To continue to the next page, click “Next.”

9. Finalize-Current Employees

- You will be asked if the employee is leaving their current position for the position in your department. If so, check the box next to “Edit Existing Job?” to indicate that you want to terminate the UCF job(s) listed. If the person has multiple UCF jobs, you must select which UCF job to terminate from the list provided. For employees new to UCF, the Edit Existing job option will not appear.
- *Please note that it is best to be in contact with the employee’s current department ensuring that the department is aware of the termination.*

Action/Reasons	
	eForm ID: 703884
Hire Action:	Hire Hire Rcd Nbr: 5
Hire Reason:	Original Appointment
Other Job Actions	
<p>This employee has at least one active job with the university already. Is he/she leaving a job at the university for this one? If so, please click on the Edit Existing Job checkbox.</p> <p><input type="checkbox"/> Edit Existing Job? </p> <p style="text-align: right; color: red; font-weight: bold; border: 1px solid red; padding: 2px;">Check the Edit Existing Box only if employee is leaving current job.</p>	

- Enter any relevant information in the comments field that you feel will help with approval. Due to HIPPA laws, please do not include any medical information.
- Attach the appropriate documents with the correct naming convention as appropriate. Click, “Submit,” then click “Yes” to submit the form.

Step 5 of 6: Finalize Form
 Enter any relevant comments in the "Your Comment" field to be included with this form.

Personal Info

Name: [Redacted] Empl ID: [Redacted]
 Cit Status: Native Personal Data
 Job Data
 Email Address: EADTest@ucf.edu Additional Pay

Action/Reasons

Hire Action: Rehire eForm ID: 684582
 Hire Reason: Rehire Hire Rod Nbr: 4

File Attachments

Upload	View	Attached File	Doc ID	Delete
<input type="button" value="Upload"/>	<input type="button" value="View"/>	HR_HIRE_3303474_11182019.pdf	mverba2019-11-18-15.57.45	<input type="button" value="Delete"/>

Comments

Your Comment:

Message

Submit this form? (24642,112)

The form will be directed to the next approver, if any.

- "Hire an Employee" ePAF has now been created and forwarded on to the first appropriate approver.
- Make a note of the eForm ID number so you can quickly reference this personnel action at a later time.

Hire an Employee

Step 6 of 6: Form Finalized
 You have successfully created the form. Review the messages below for routing information and choose one of the links to leave this page.

Personal Info

Name: [Redacted] Empl ID: [Redacted]
 Cit Status: Native Personal Data
 Job Data
 Email Address: EADTest@ucf.edu Additional Pay

Form Status

eForm ID: 684582 

You have just SUBMITTED this form. This action passed the form to GT Office of Research for further processing.

[Go To Worklist](#)
[View This Form](#)
[Go To ePAF Home Page](#)
[Close This Form](#)