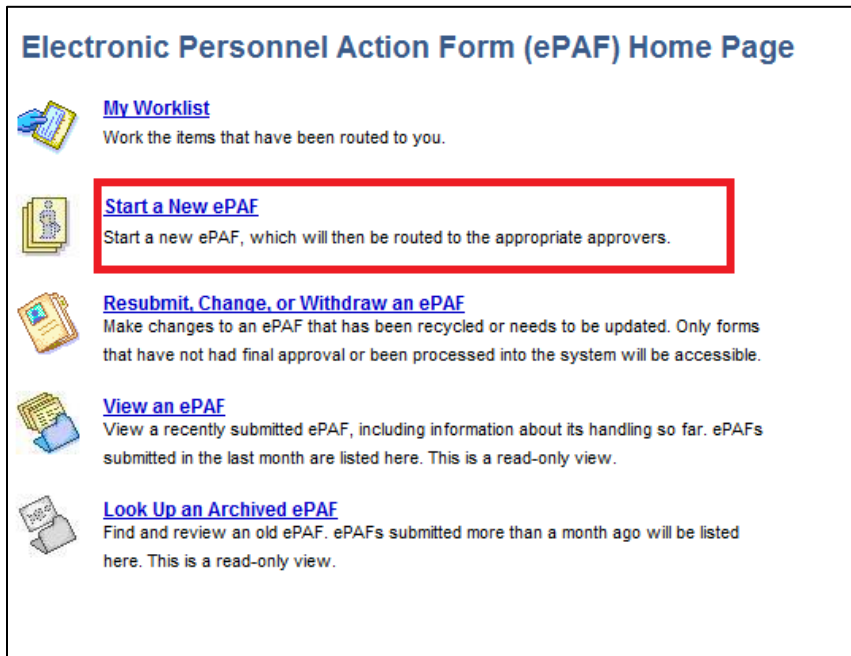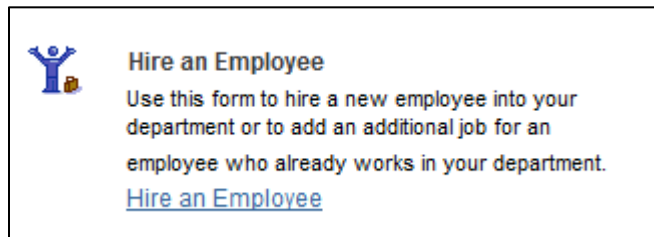### Hire an Employee ePAF for Post-Doctoral Employees

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

2. Click "Hire an Employee."
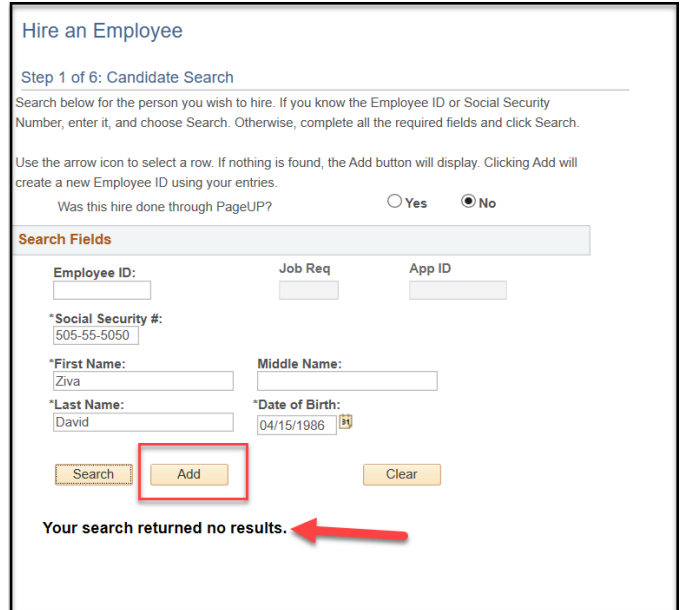

3. Candidate Search

A search must be conducted to verify whether 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
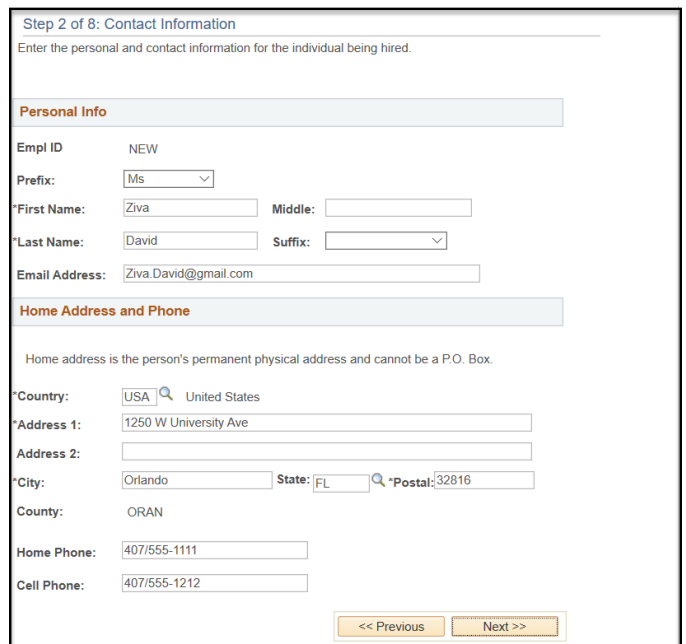
Search Fields

Employee ID:	Job Req	App ID

*Social Security #:
505-55-5050

*First Name:	Middle Name:
Ziva	

*Last Name:	*Date of Birth:
David	04/15/1986

[Search]   [Add]   [Clear]

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:	Ms
*First Name:	Ziva	Middle:
*Last Name:	David	Suffix:
Email Address:	Ziva.David@gmail.com

Home Address and Phone

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

*Country:	USA United States
*Address 1:	1250 W University Ave
Address 2:	
*City:	Orlando State: FL *Postal: 32816
County:	ORAN
Home Phone:	407/555-1111
Cell Phone:	407/555-1212

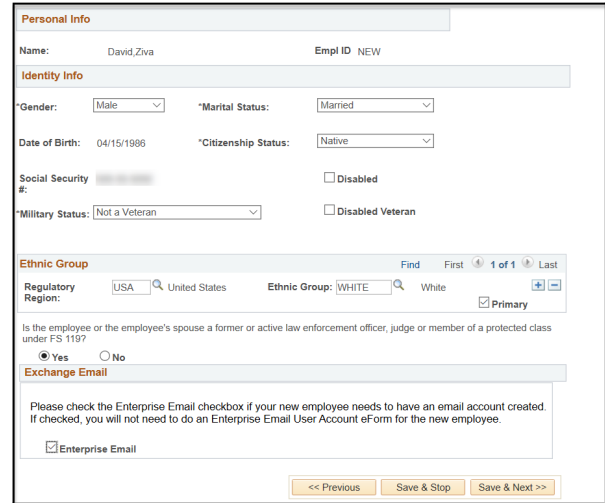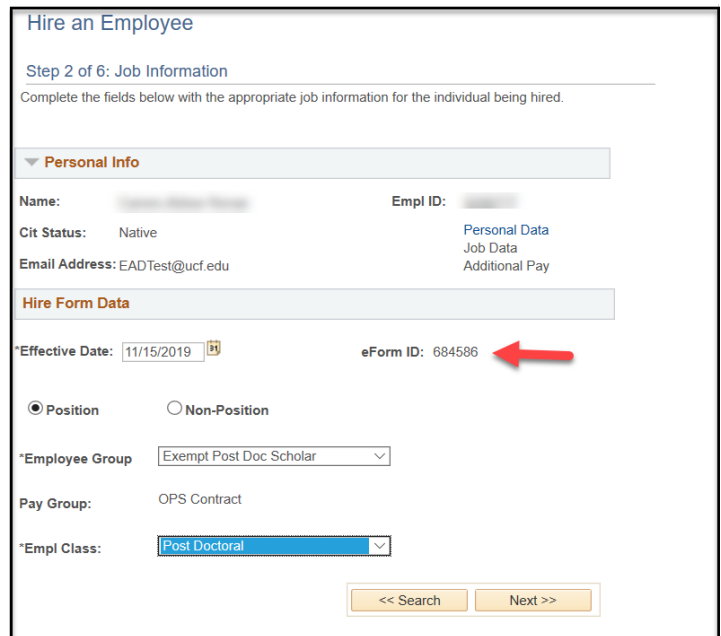[<< Previous]   [Next >>]

5. Identity Information

➢ Enter the employee's identify information: Gender, Marital Status, Citizenship Status, Disabled or Disabled Veteran, Military Status, Ethnic Group, and Florida Statute 119.

➢ Check the "Enterprise Box" if you would like to request an UCF email.

➢ All identity information is found on the employee's Personal Data Sheet.

➢ The employee's Social Security Number will need to be entered, even if the employee is currently working at UCF.

➢ To continue to the next page, click "Save & Next," and "Yes" to confirm and save.
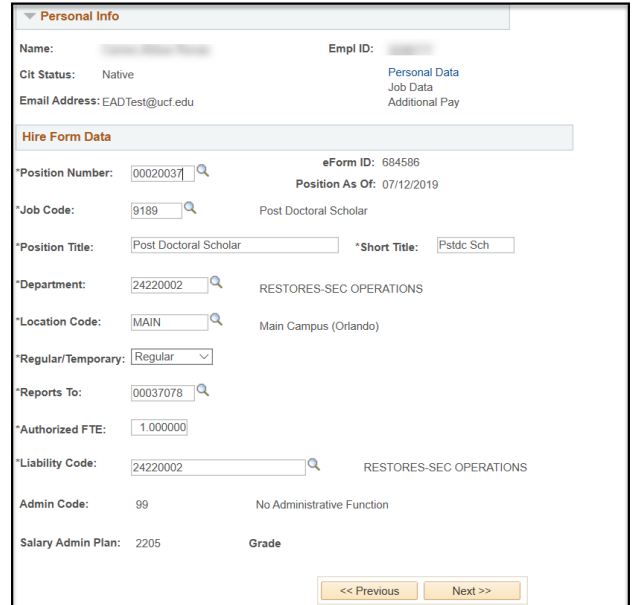
6. Job Information

➢ Enter the hire date in the "Effective Date" field.

➢ Since we are hiring a Post- Doctoral Scholar for this example, select the "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, "Exempt Post Doc Scholar" was selected for Employee Group. Note that the Pay Group field is automatically selected. Verify that these fields are set correctly.

➢ For Employee Class, select Post-Doctoral.

➢ Note that an eform ID has now been assigned to the ePAF.

➢ To continue to the next page, click "Next."

7. Position Information

➢ Enter the employee's position number or click the magnifying glass next to the "Position Number" field to choose the appropriate position numbers. Position numbers are preceded by **three zeroes'** (0). Only open position numbers with your department will be listed.

➢ Note that the Job Code, Position Title, Short Title, Department, Location Code, Regular/Temporary, Reports To, Authorized FTE, Liability Code, and Admin Code fields are automatically selected. **Review the information to verify it's correct and corresponds with the agreement. Make updates as needed.**

➢ To continue to the next page, click "Next.

8. Compensation

➢ Enter the Standard Hours in the "Standard Hours" field. Typically, Post- Doctoral Employees' Standard Hours are 40. Update as needed. The authorized FTE must match the standard hours.

➢ Post-Doctoral salaries are based on an annual salary. The annual salary on the ePAF and Contract must be calculated over 26.1 pay periods even if the employee will be working for less than one (1) year. Enter the annual salary under Compensation Rate.

9. 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 line employees, the funding will default to the department level notated by an asterisk unless position funding was set up.

➢ 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.
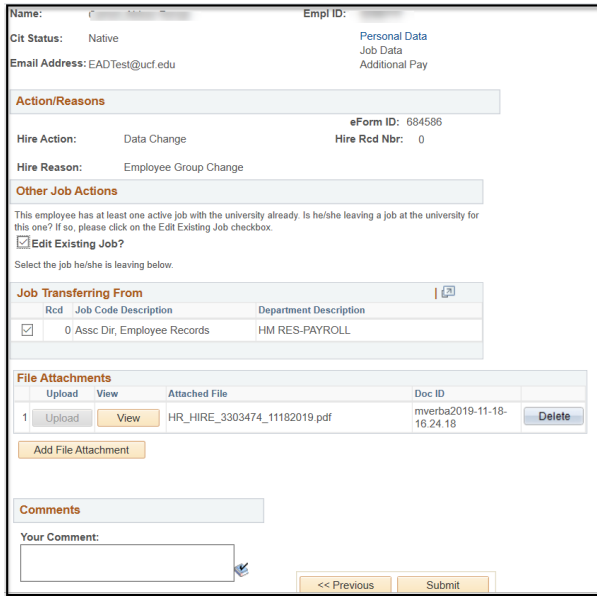

➢ Enter the funding department in the "Combination Code" field or click the magnifying glass next to the "Combination Code" field to choose the funding department(s) from which the employee will be paid.

➢ 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.*

➢ 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.

➢ "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.