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General ePAF Questions

What is an ePAF?

An ePAF (electronic Personnel Action Form) is a set of data entry forms used to initiate job actions for UCF employees.

What is the navigation to the ePAF home page?

<https://my.ucf.edu> > Staff Applications > PeopleSoft SA/HR > Departmental Self Service > ePAF Home Page

Where do we go to view our forms if 30 days have passed?

From the ePAF Home Page, click on the Look Up an Archived ePAF link.

When an Approver approves an action, do both the Originator and any other Approvers receive an e-mail?

When an action occurs, the Originator and all appropriate Approvers will receive an email once an action is taken.

The Originator can edit an existing ePAF as long as it has not been approved by the VP/Dean - correct?

Yes.

Can a VP/Dean Approver originate an ePAF form?

Yes, if they have been designated as eligible for this security role. The ePAF will then be route directly to the next Approver in the workflow.

At what point does the new information from an ePAF show up in Job Data? Is it immediately after HR-Records approves it or is it an overnight process that updates it the next day?

It should update into Job Data immediately.

Can I process more than one ePAF at a time for one employee (per empl record number)?

No, only one ePAF form can be pending per employee empl record at a given time.

Is it really the case that if there is a pending ePAF for a person that a second ePAF request cannot be made?

Only one ePAF form can be initiated per Empl record, not per person (or Empl ID).

When changes to an ePAF form are made, do the previous entries get saved anywhere?

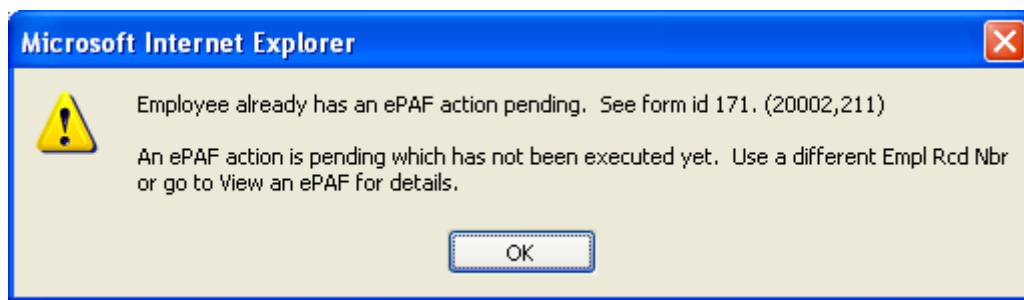
No, the previous entries will be replaced. Make sure you add comments since these are all saved and will leave a trail.

At what point does the Job Data view actually get updated?

The system gets updated after the ePAF form has been approved by HR-Records.

When attempting to initiate an ePAF form on an Empl record where another form is still pending, will I get an error message?

Yes- Error is below:



Will the Deny button end the form completely?

Yes. Use the Recycle button to send the ePAF form back to the Originator.

How old does an ePAF form have to get before it is placed in the Archive?

30 days.

How do I print my ePAF form?

First, Click on File then Print Preview and choose "All Frames Individually" from the dropdown box at the top. Next, use the arrows at the top to go from page to page to see which pages you would like to print. Click on the Print button and enter the page numbers you are interested in printing then click on Print.

Why is entering comments so important?

Because they do not get erased and leave a trail. Other entries in the form may be edited or changed and these get replaced.

When to use ePAF – Which form to use

To add an additional job to an employee within my department which ePAF form should I use?

Use the Hire ePAF form.

What form should I use to transfer an employee into my department from another department?

Use the Hire an Employee ePAF form.

What form should I use to hire a new employee?

Use the Hire an Employee ePAF form.

What form should I use to process a change in pay rate?

Use the Change Job Data ePAF form (Edit Existing Job).

What form should I use to process a promotion for someone within my current department?

Use the Change Job Data ePAF form (Edit Existing Job).

What form should I use to process a promotion for someone outside of my department but currently working for UCF?

Use the Hire ePAF form.

What form should I use to process a Leave of Absence?

Use the Change Employment Status ePAF form.

What form should I use to process a termination?

Use the Change Employment Status ePAF form.

What form should I use to process a retirement?

Use the Change an Employee Status ePAF form.

What form should I use to change a graduate student employee's standard hours?

Use the Change Job Data ePAF form (Edit Existing Job).

Which form do I use to change a student from OPS to Student Assistant within a department?

Use the Change Job Data ePAF form (Edit Existing Job).

Paperwork

How will paperwork for academic personnel such as Faculty and Post Doctoral Associates change?

The department will use an ePAF to enter the information electronically; however, nothing changes as far as the employment agreements or contracts.

What paperwork is required when an existing UCF employee is hired into a different department? For example, do the departments still have to fill out the W4 and everything they do with a new hire?

New employee paperwork is not required when a current UCF employee is moving from one department to another.

What paperwork is required when an external candidate is hired at UCF? Are there any new steps Originators should perform with their paperwork?

Departments will now be able to complete new employee sign-in for positioned employees at the department (same process as OPS hires). Once the new employee sign-in paperwork is completed, a Hire ePAF should be created and the new employee sign-in paperwork forwarded to HR-Records. Once it is received and checked for errors, an Orientation notice will be issued to the new employee.

Do I still need to send in paperwork after using the ePAF forms?

Yes, please continue to send new employee sign-in packages, employment agreements, contracts, etc to HR-Records.

Security

How do I get access to the ePAF?

Originator access is designated by the VP or Dean of each college or administrative unit. Once an Originator has been designated, they must complete an ePAF training workshop. Approvers may complete on-line training via Web CT.

Hiring - General

How do I hire employees such as graduate students who have two jobs, with two different empl record numbers?

You can hire employees for both their jobs at the same time since they are being hired for two different empl record numbers. In this case, you would fill out two different Hire an Employee forms, one after the other, and will be pending simultaneously.

Why would someone have two employee records?

People with two employee records typically have multiple jobs at UCF.

If we check the Edit Existing Job box in the Hire ePAF, will it terminate the person's other job? What exactly does it do?

It will terminate the employee's other job if you check the Edit Existing Job box, so if you are not sure, find out from the employee before you check this box.

If we check the box in the Hire an Employee page that says Edit Existing Job, will the other department be notified?

No, the other department is not notified. For this reason, you need to talk to the employee to find out if they are leaving the other job and if the department is aware.

What are the things I need to know about an UCF employee before starting the Hire an Employee ePAF form?

You need to know the EmplID, Employee Pay Group, Pay Group, and the Employee Class.

How do I know if someone has more than one job at UCF?

See how many records they have when you search for them in the Hire an Employee ePAF form.

Edit existing job / change job data

If an employee has multiple jobs, and those jobs are in different departments (for example, a graduate student has a GTA job in Accounting and another job as a GRA in Finance), the departments will only be able to fill out ePAF forms for the job in their department, right? For example, the Accounting department can only edit the GTA job in their department, and Finance can only edit the GRA job in their department.

Correct. Only jobs to which you have department security will show up in your search. The exception is of course the hire form. A department can hire anyone—inside or outside of UCF.

Change employment status (terminations, leaves of absence, etc.)

What form should I use to process a retirement?

Use the Change an Employee Status ePAF form.

If I terminate an employee and the ePAF has been processed through the system, will I be able to do any other ePAFs for that employee?

Only a Hire an Employee ePAF to rehire the former employee.

When a contracted non-positioned employee is put on payroll, does their pay automatically stop at the end of their contract?

Yes. HR-Records will continue to enter termination rows for contract graduate students and adjunct instructors.

Faculty-specific questions

What form is used for faculty who go on short work breaks?

Short work breaks will happen automatically, depending on the salary plan. For example, 9M faculty are set up so that they automatically go on a short work break for the summer (i.e. the departments do not have to do anything to initiate the break).

When an adjunct instructor is put on payroll, does their pay automatically stop at the end of their contract?

Yes. HR-Records will continue to enter termination rows for contract graduate students, Post-Doctoral Associates & Fellows, and adjunct instructors.

Workflow

For the Approvers other than VP/Deans, how are ePAF forms are routed to the responsible individual? When the ePAF forms start flowing to the other Approvers, should someone be routing the forms to the specific individual responsible? Is this type of routing the purpose of the reassign button on the Worklist?

This is a workflow issue that will be determined by each Approver office as they begin to use ePAF. Everyone designated with the Approver role will receive the item on their worklist so the reassign button isn't really useful since it is already on the person's worklist if they have the security to work the item.

The ePAF email notifications are filling up my inbox. Is there a way to stop receiving the email notifications?

If a user doesn't want to receive email notifications, do the following: From the main menu, select "My System Profile." Under "Workflow Activities," unclick "email user" for turning off email notifications.

I share an ePAF role with someone else in my department. Is there a way to know who is working on a Worklist item?

Yes. Hit the refresh button at the bottom of your screen in order to see the most current worklist.

Changing or Withdrawing an existing ePAF

Can I change an ePAF form after it has been approved by my department's VP/Dean?

No. It must be recycled by the Approver to the Originator and resubmitted again for approval.

Can I change an ePAF form after it has been approved by an Approver in the workflow?

No. It must be recycled by the Approver to the Originator and resubmitted again for approval.