

**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

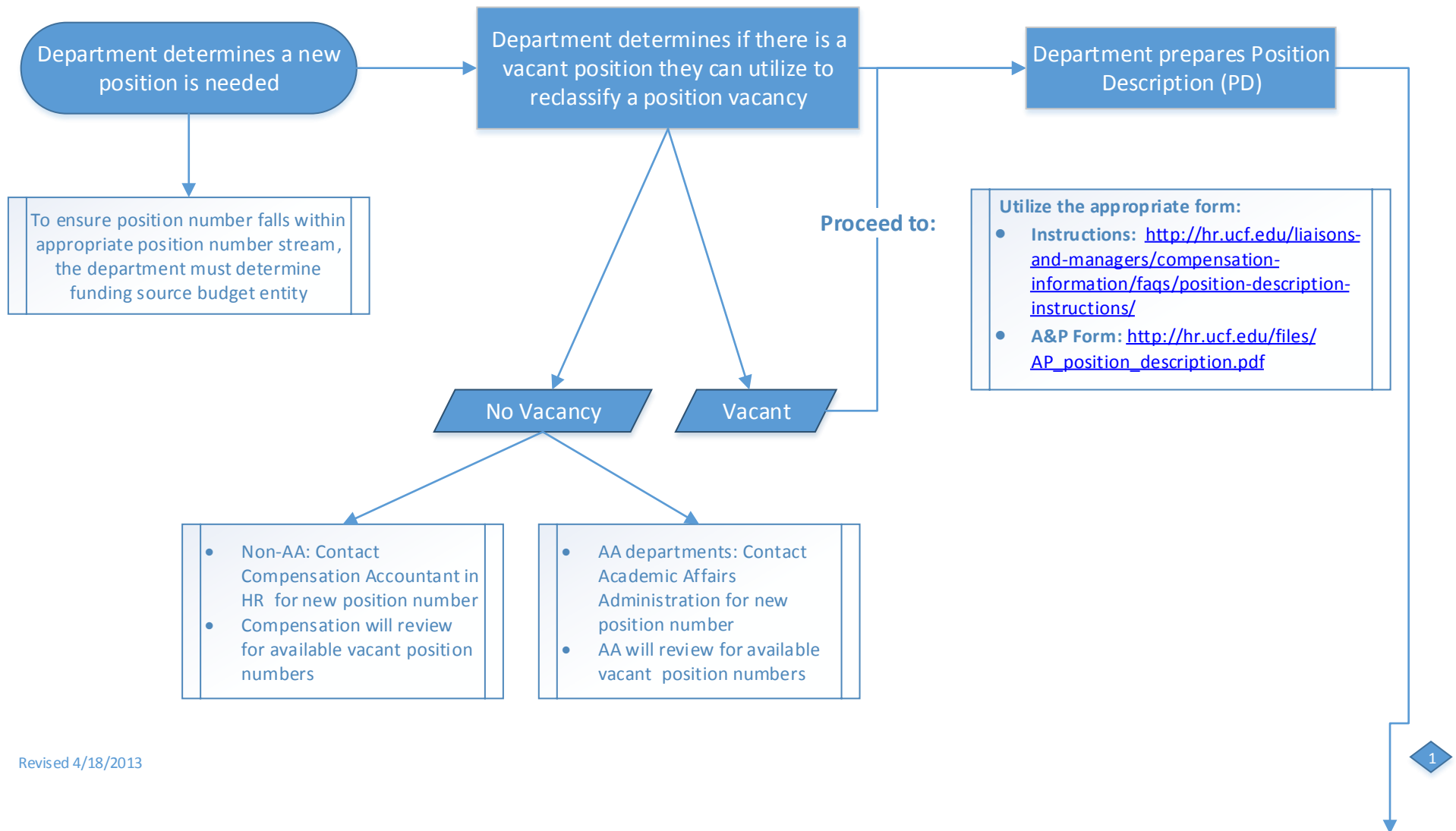
# A & P Hiring Flowchart



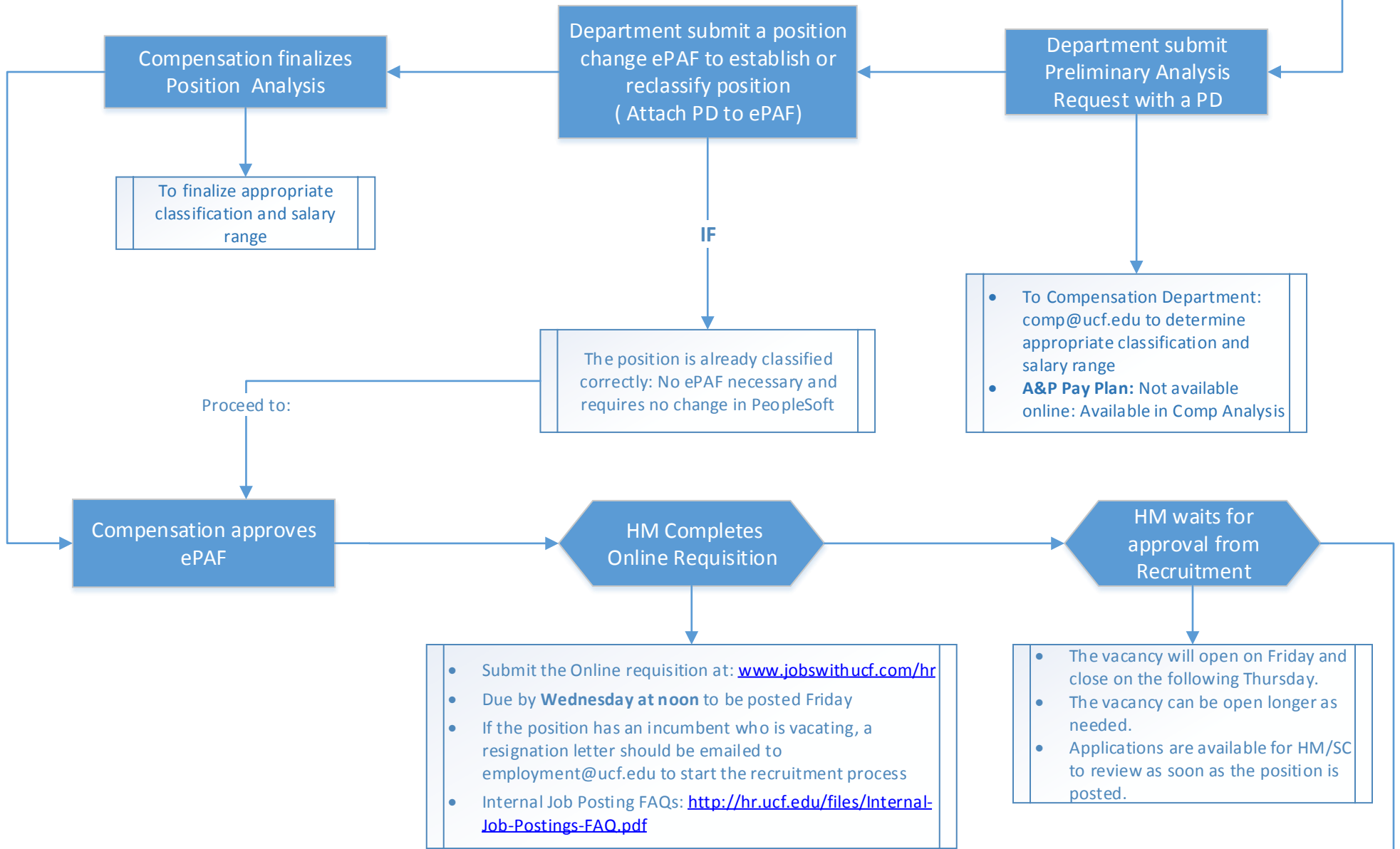
# Human Resources

UNIVERSITY OF CENTRAL FLORIDA

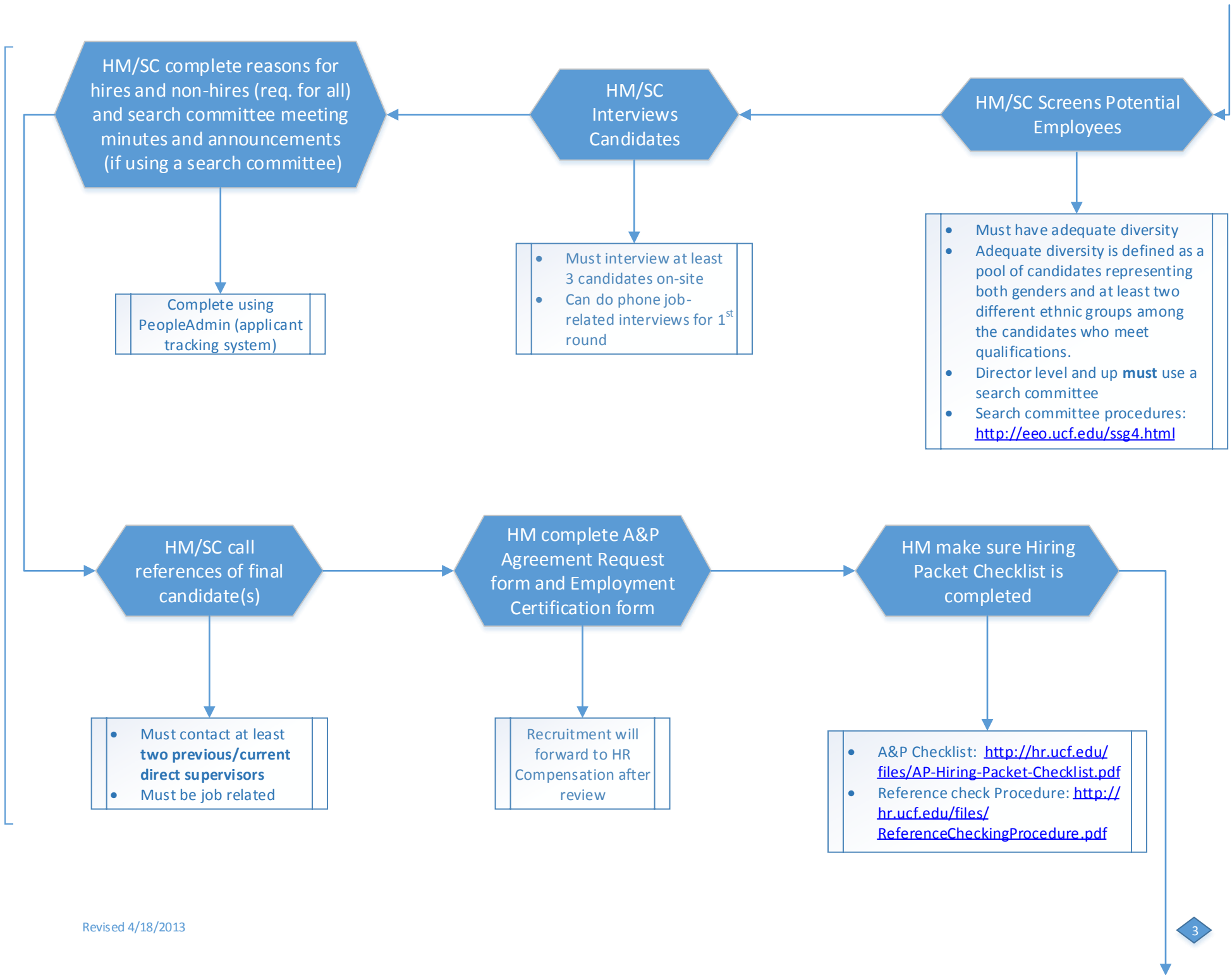
## For Hiring Managers/HR Liaisons

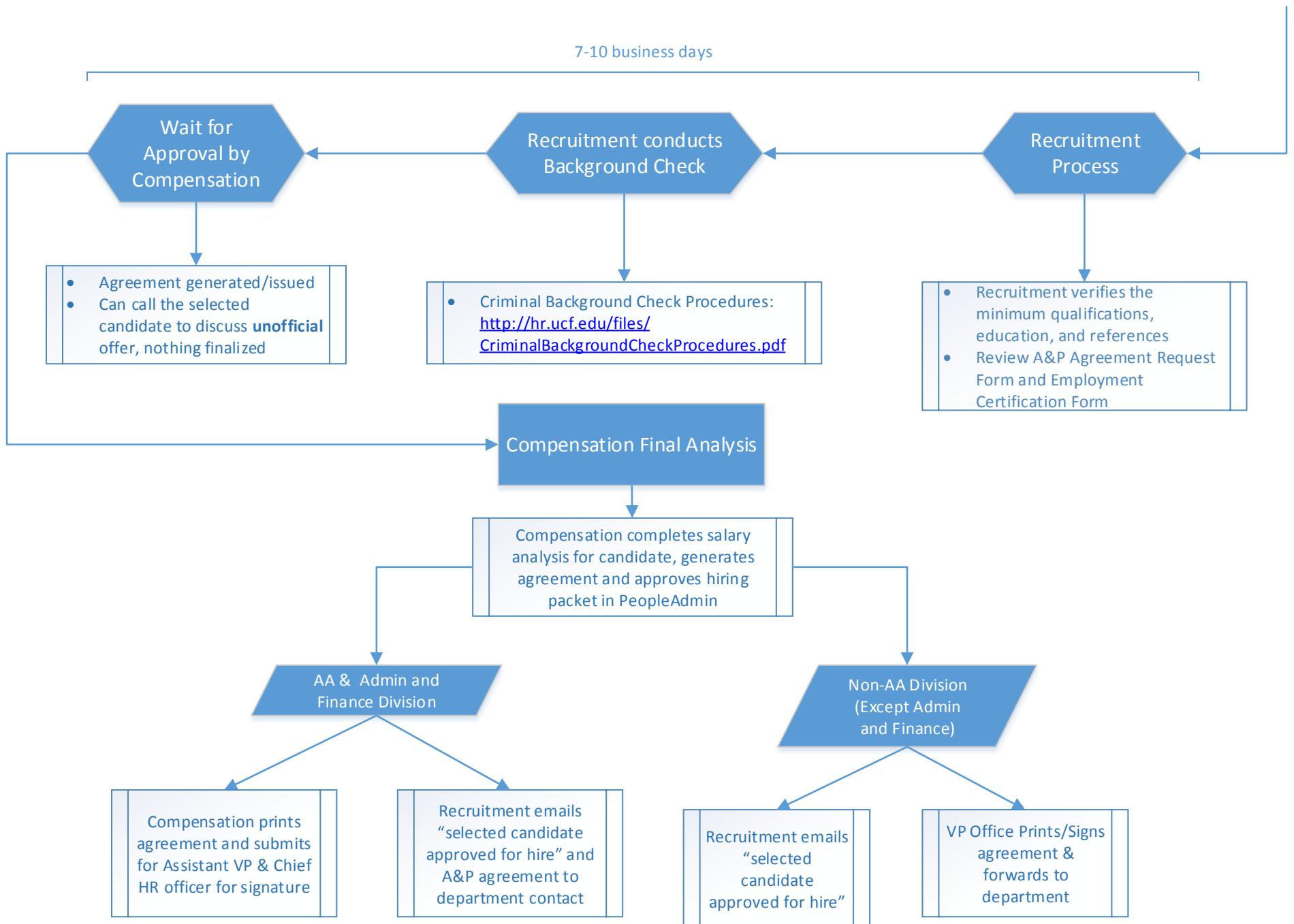


- Reference Key:
- **HM/SC** = Department Hiring Manager/ Search Committee
- Supplemental A&P hiring guide: [http://hr.ucf.edu/files/AP\\_Hiring\\_Guide.pdf](http://hr.ucf.edu/files/AP_Hiring_Guide.pdf)



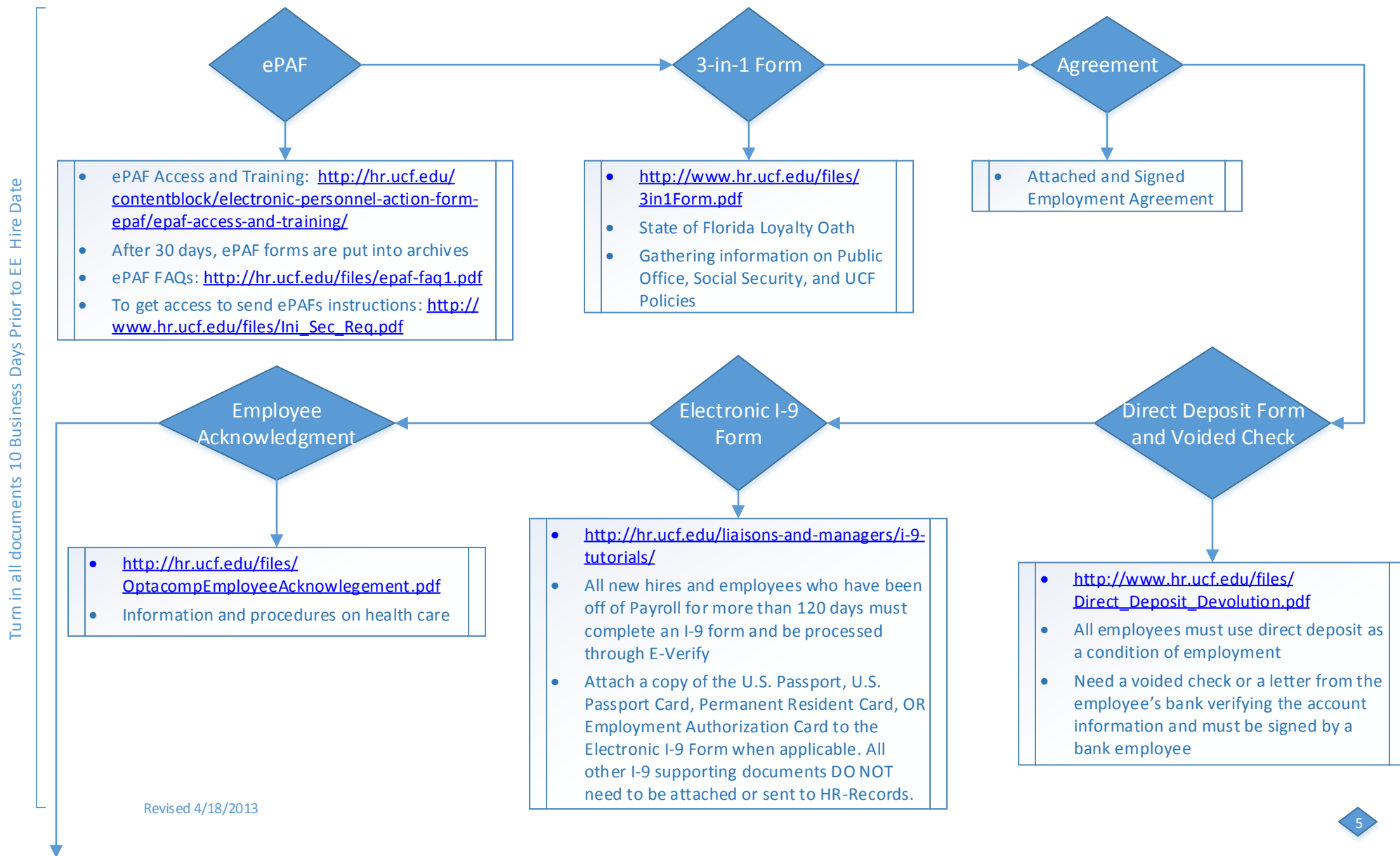
Suggested Turn in time: 14-30 Business Days

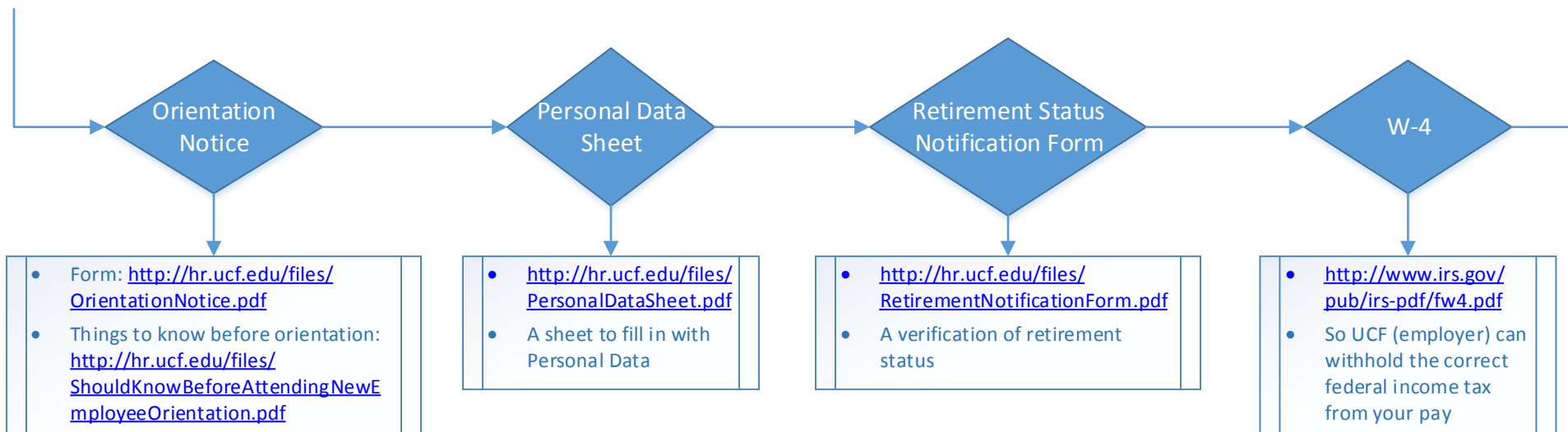




- Hiring Checklist Reference: <http://www.hr.ucf.edu/files/HiringDocumentChecklist.pdf>
- Please make sure everything is complete and accurate before sending in to HR to reduce the process time
- **You do not have to complete in order**
- Payroll Calendar for ePAF deadlines: [http://hr.ucf.edu/files/Pay\\_Schedule\\_Deadlines1.pdf](http://hr.ucf.edu/files/Pay_Schedule_Deadlines1.pdf)

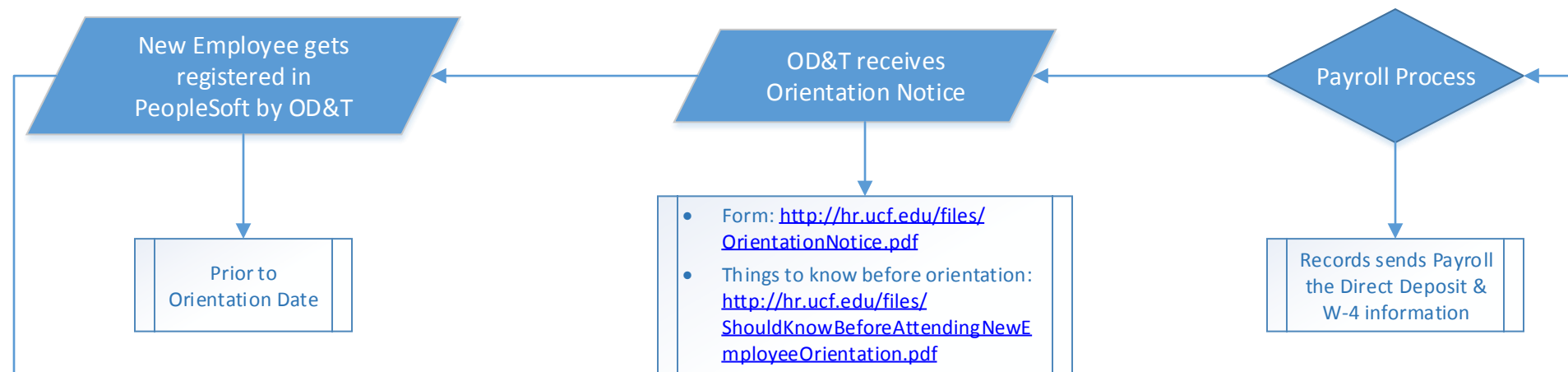
## Records

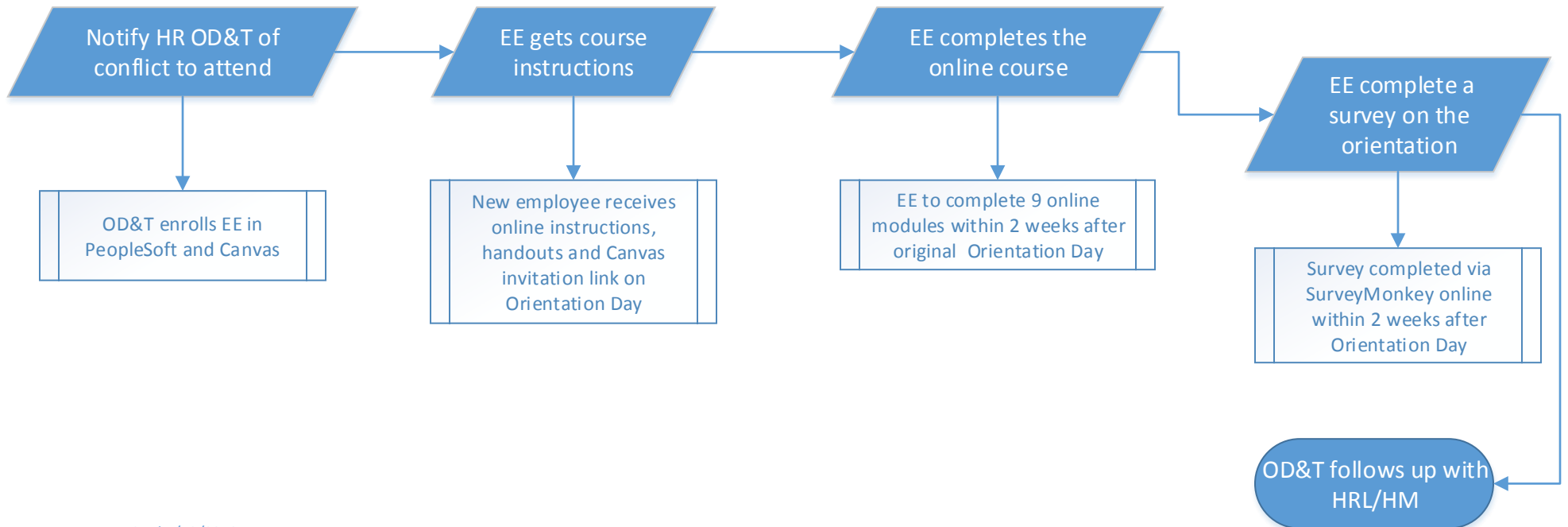
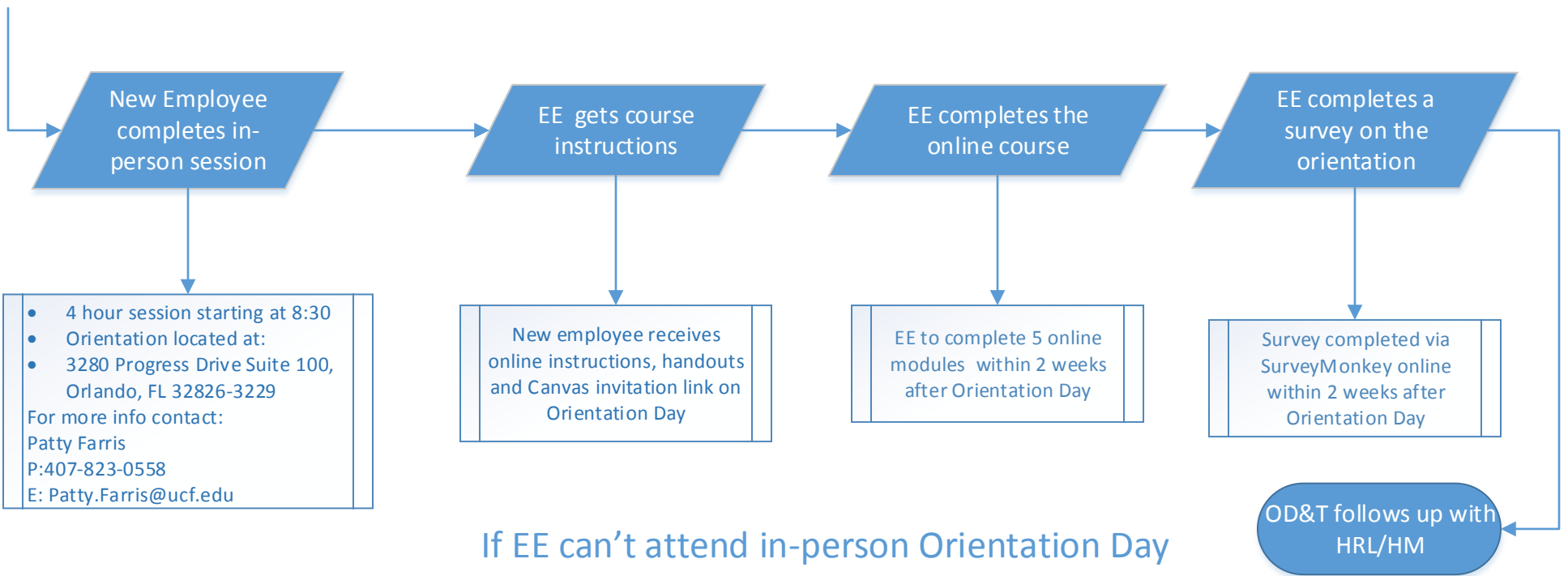




Reference Key:  
 EE= Employee  
 OD&T= Organizational Development and Training  
 Canvas= UCF Webcourses system  
 PeopleSoft= Human Resources online system  
 HM= Hiring Manager  
 HRL= Human Resources Liaison

## Orientation





# USPS Hiring Flowchart For Hiring Managers/HR Liaisons

## Shape Reference Key:

Compensation- Rectangles

Recruitment- Hexagon

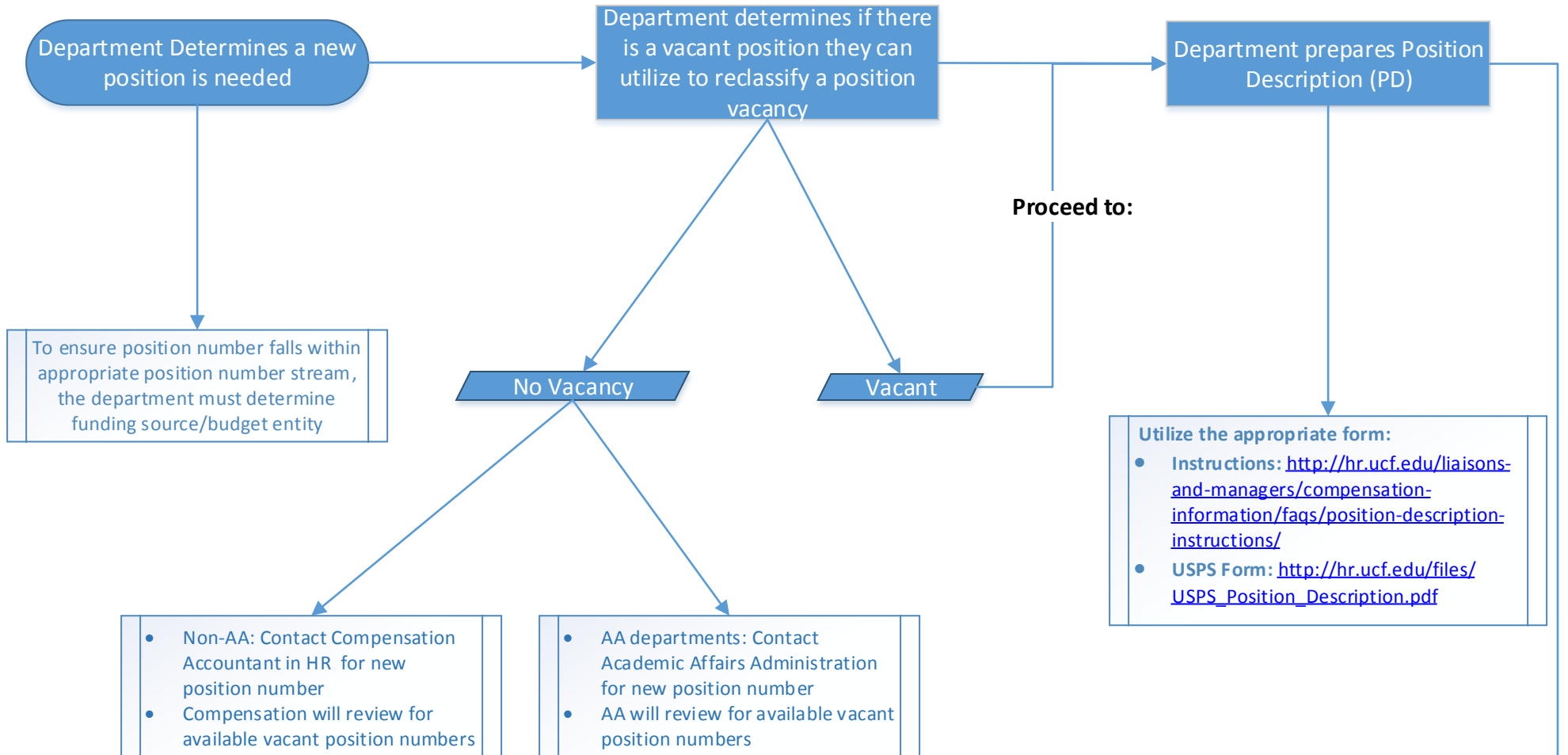
Records- Diamond

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.

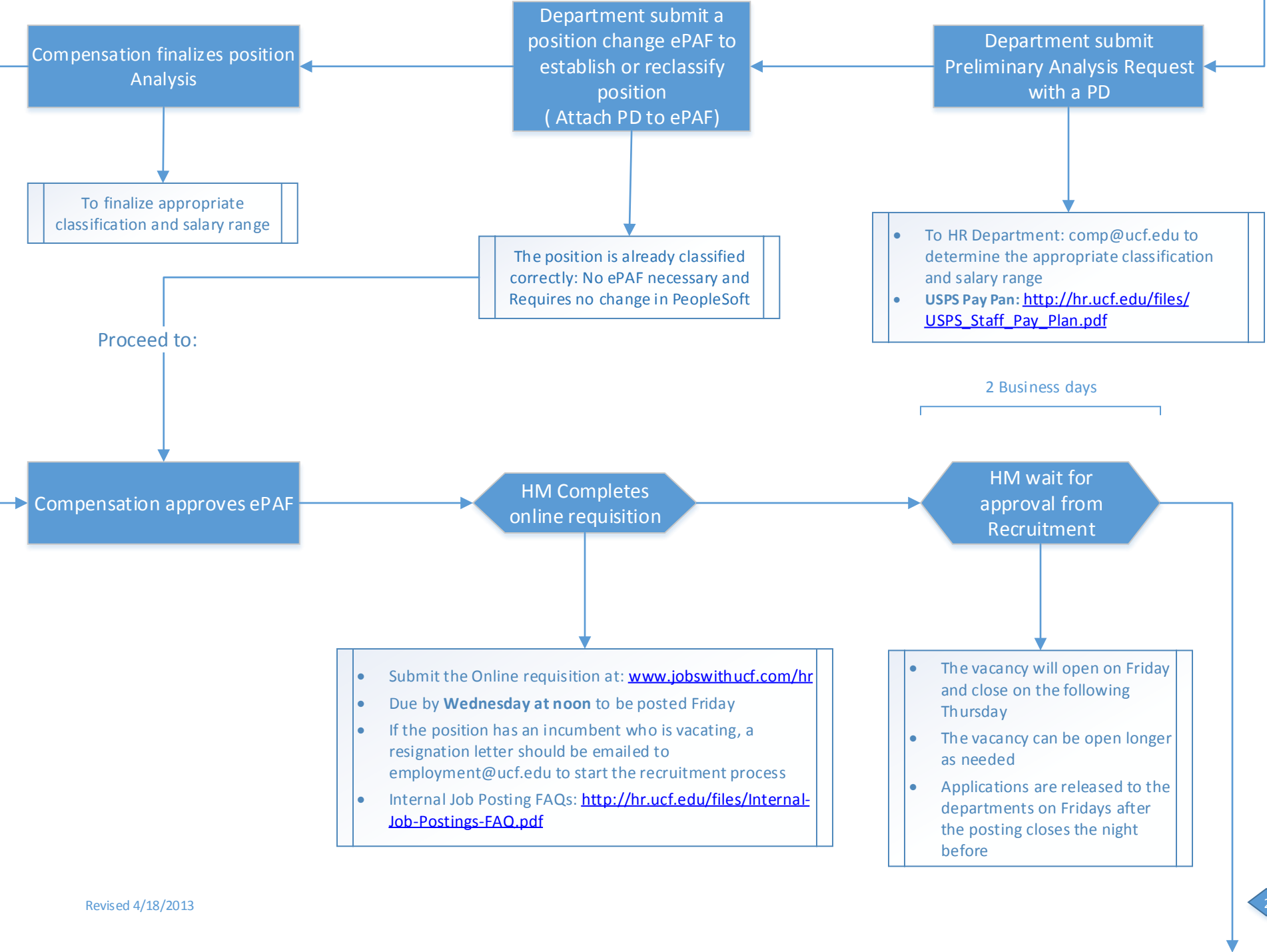
AA = Academic Affairs

PD = Position Description





Reference Key:  
HM= Hiring Manager



Compensation finalizes position Analysis

To finalize appropriate classification and salary range

Department submit a position change ePAF to establish or reclassify position ( Attach PD to ePAF)

The position is already classified correctly: No ePAF necessary and Requires no change in PeopleSoft

Department submit Preliminary Analysis Request with a PD

- To HR Department: [comp@ucf.edu](mailto:comp@ucf.edu) to determine the appropriate classification and salary range
- USPS Pay Plan: [http://hr.ucf.edu/files/USPS\\_Staff\\_Pay\\_Plan.pdf](http://hr.ucf.edu/files/USPS_Staff_Pay_Plan.pdf)

Proceed to:

Compensation approves ePAF

HM Completes online requisition

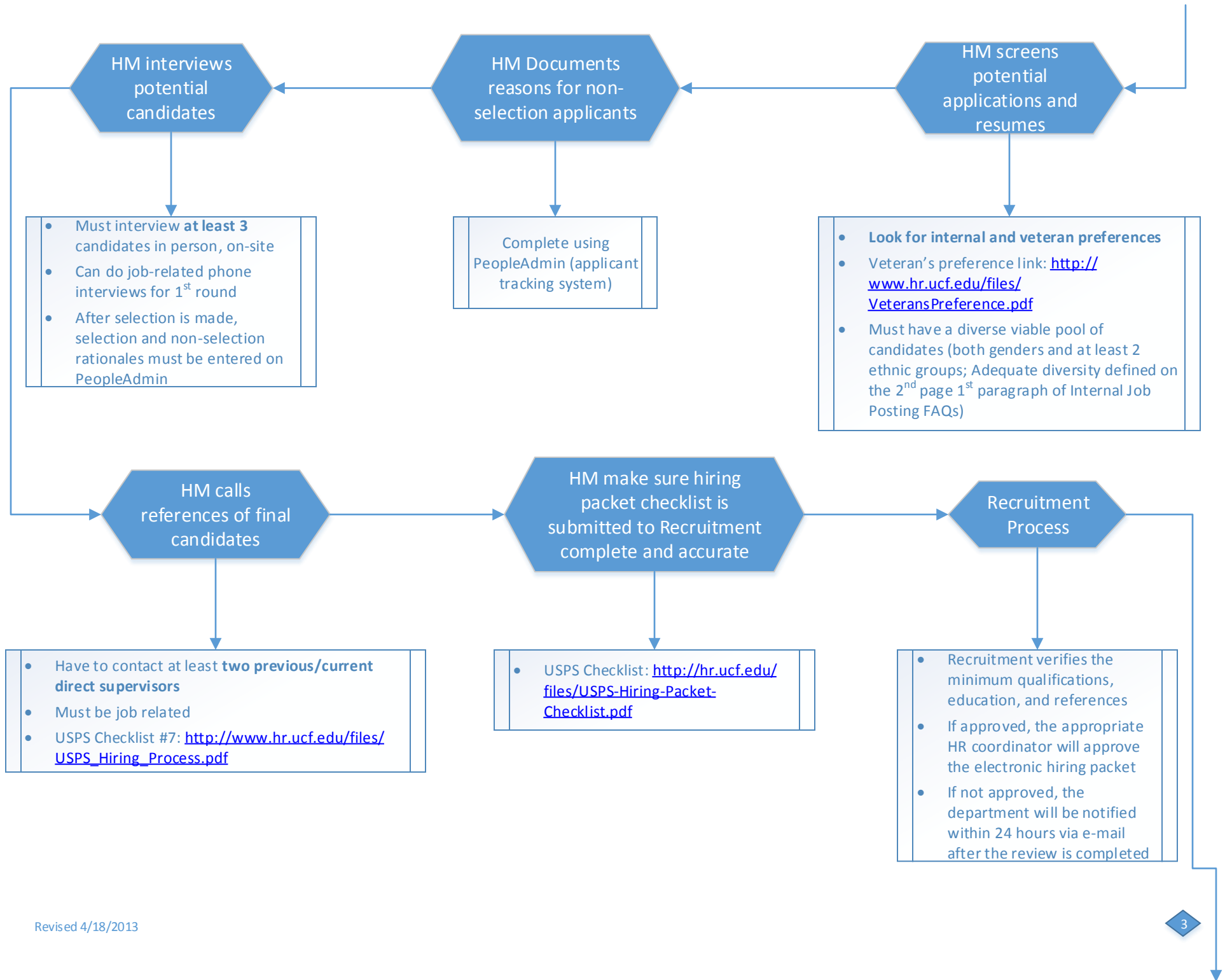
HM wait for approval from Recruitment

2 Business days

- Submit the Online requisition at: [www.jobswithucf.com/hr](http://www.jobswithucf.com/hr)
- Due by **Wednesday at noon** to be posted Friday
- If the position has an incumbent who is vacating, a resignation letter should be emailed to [employment@ucf.edu](mailto:employment@ucf.edu) to start the recruitment process
- Internal Job Posting FAQs: <http://hr.ucf.edu/files/Internal-Job-Postings-FAQ.pdf>

- The vacancy will open on Friday and close on the following Thursday
- The vacancy can be open longer as needed
- Applications are released to the departments on Fridays after the posting closes the night before

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](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
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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

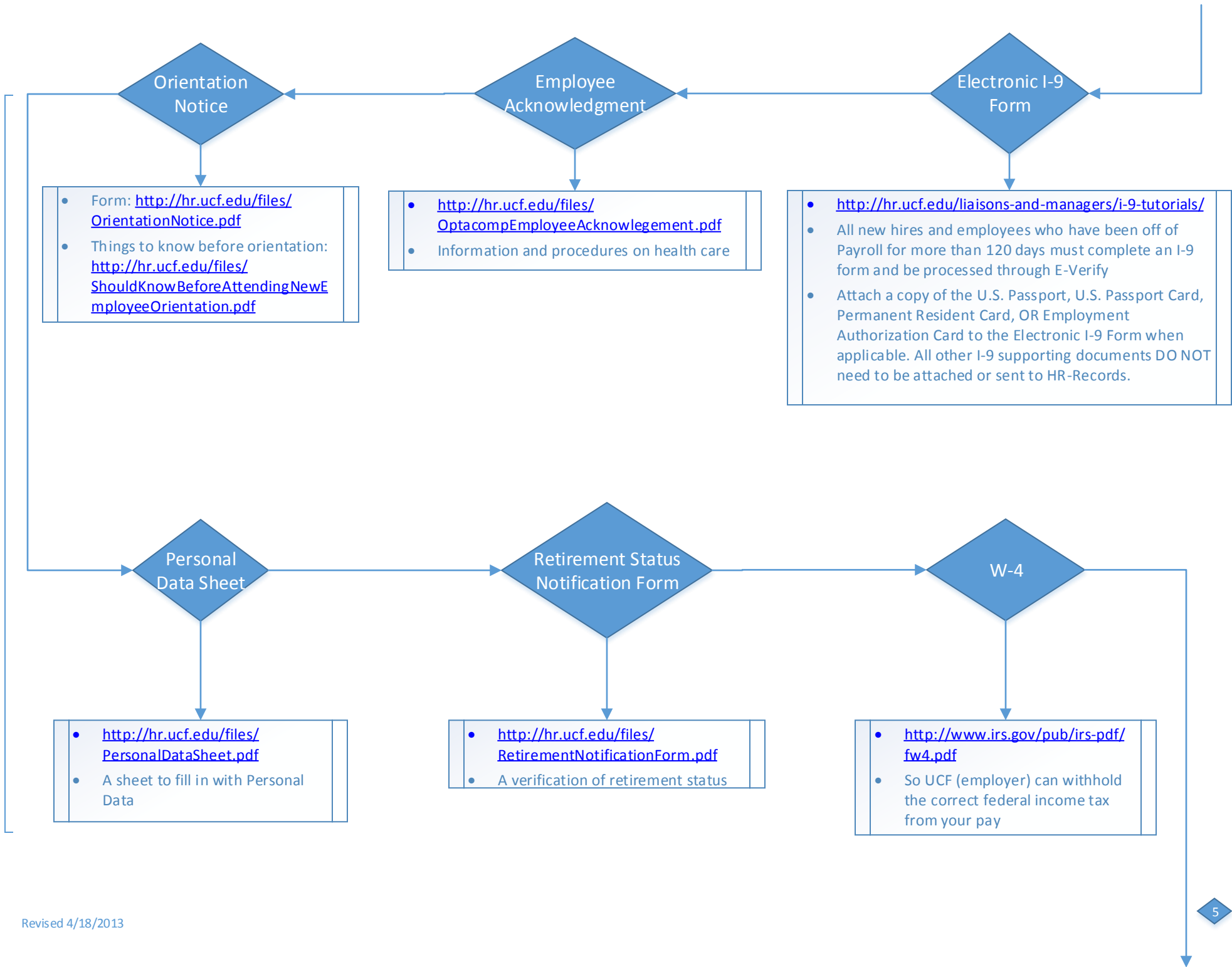
Direct Deposit Form and Voided Check

- 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/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

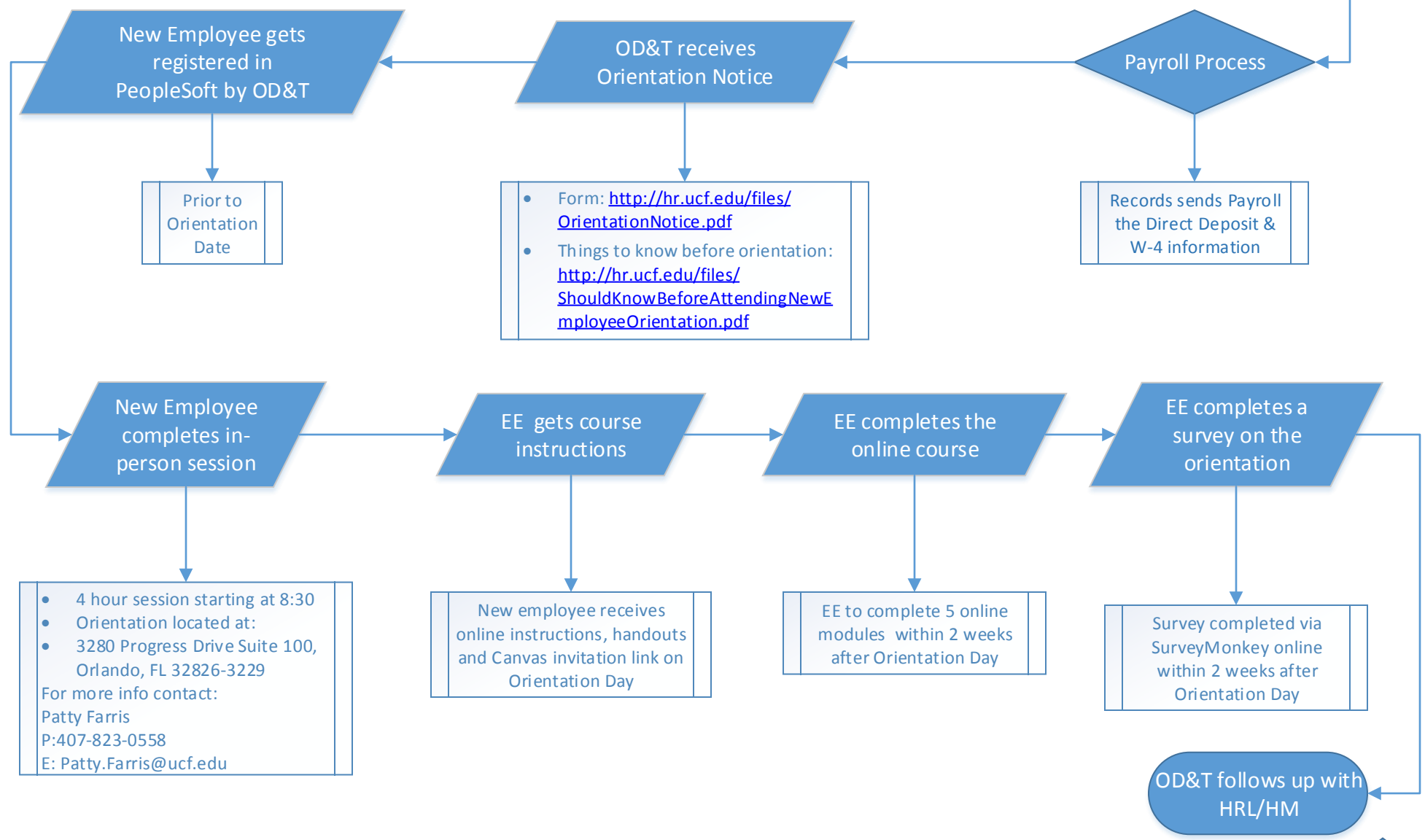
- [http://www.hr.ucf.edu/files/Direct\\_Deposit\\_Devolution.pdf](http://www.hr.ucf.edu/files/Direct_Deposit_Devolution.pdf)
- All employees must use direct deposit as a condition of employment
- Need a voided check or a letter from the employee's bank verifying the account information and must be signed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

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



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# Orientation



## If EE can't attend in-person Orientation Day

