**Hire an Employee ePAF for Contracted Employees**

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

   ![Electronic Personnel Action Form (ePAF) Home Page]

   **Electronic Personnel Action Form (ePAF) Home Page**
   - **My Worklist**: Work the items that have been routed to you.
   - **Start a New ePAF**: Start a new ePAF, which will then be routed to the appropriate approvers.
   - **Resubmit, Change, or Withdraw an ePAF**: Make changes to an ePAF that has been recycled or needs to be updated. Only forms that have not had final approval or been processed into the system will be accessible.
   - **View an ePAF**: View a recently submitted ePAF, including information about its handling so far. ePAFs submitted in the last month are listed here. This is a read-only view.
   - **Look Up an Archived ePAF**: Find and review an old ePAF. ePAFs submitted more than a month ago will be listed here. This is a read-only view.

2. Click “Hire an Employee.”

   ![Hire an Employee]

   **Hire an Employee**
   Use this form to hire a new employee into your department or to add an additional job for an employee who already works in your department.
   [Hire an Employee]

3. Candidate Search

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

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: [Blank]
Prefix: [Blank]
*First Name: Angelina  Middle: [Blank]
*Last Name: Jolie  Suffix: [Blank]
Email Address: EADTest@ucf.edu

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: 1200 Knight Circle
Address 2: [Blank]
*City: Orlando  State: FL  *Postal: 32828
County: ORAN
Home Phone: 407/555-5555
Cell Phone: 407/555-5555

Personal Information - Emergency Contact

Specify the person to contact in case of an emergency.

Contact Name: Brad Pitt
Relation: Spouse

Same Address as Employee

Country: USA  United States
Address 1: 1200 Knight Circle
Address 2: [Blank]
City: Orlando  State: FL  Postal: 32828
County: ORAN
Phone: 407/555-5554
5. Identity Information

- For employees new to UCF, please note that an emplid has now been issued for the employee, and is located across from the employee’s name.
- For new employees, you will be asked to check a box to create an email account. (In this example, the individual has worked for UCF before which is why the box doesn’t appear.)
- Enter the employee’s identity information: Gender, Marital Status, Citizenship Status, Disabled or Disabled Veteran, Military Status, Ethnic Group, and Florida Statute 119.
- 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 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. Note that the Pay Group and Empl (Employee) Class fields are automatically selected. Verify that these fields are set correctly.

Note that an eForm ID has now been assigned to the ePAF. To continue to the next page, click “Next.”

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 Department number, 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 3 of 6: Non-Position Information**

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

**Personal Info**

- **Name:** Jolie Angelina
- **Empl ID:** [Blank]
- **Cit Status:** Native
- **Email Address:** EADTest@ucf.edu

**Hire Form Data**

- **Department:** 02802001 HM RES-PAYROLL
- **Location Code:** MAIN Main Campus (Orlando)
- **Job Code:** 9186 Graduate Assistant (contract)
- **Supervisor ID:** 0298777 Abbee Carmen

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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 end date was 05/08/2015, total salary $14,000, and FTE .50. The hourly rate calculated to $18.421053.
- Enter the funding department in the “Funding Department” field or click the magnifying glass next to the “Funding Department” 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 “Percentage of 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 to enter the date the employee is expected to be removed from 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.
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.

<table>
<thead>
<tr>
<th>Personal Info</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Name:</strong> Joie, Angelina</td>
</tr>
<tr>
<td><strong>Cit Status:</strong> Native</td>
</tr>
<tr>
<td><strong>Email Address:</strong> <a href="mailto:EADTest@ucf.edu">EADTest@ucf.edu</a></td>
</tr>
<tr>
<td><strong>Additional Pay</strong></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Form Status</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>eForm ID:</strong> 320866</td>
</tr>
</tbody>
</table>

You have just AUTHORIZED this form. This action passed the form to the SYSTEM for further processing.

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