

ePAF Originator Processing Manual

Hire Paperwork

ePAF Processing

Updated 04/26/2021

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Manual written to accompany the ePAF Originator Online Course (PAF002). The course must be completed prior to the Electronic HR Security Access eform is submitted to request ePAF access.

This manual does not cover the Electronic I9 or the processes related to that. The course name REC 001 must be tp obtain security access to the Electronic I9 system.

Contact records@ucf.edu with any questions or comments regarding the information contained within this manual.

Forms and other documents found within this manual can be found at www.hr.ucf.edu or <https://facultyexcellence.ucf.edu/>.

PAF002: ePAF Originator Manual: Introduction

PeopleSoft HR 9.2 Human Resources

Introduction

Welcome to the Electronic Personnel Action Form (ePAF) Originator Training course! This manual will assist Originators in learning the skills that will be necessary to complete the employee onboarding process at UCF.

This manual forms the basis for the ePAF Originator Training. During the official Originator Training, attendees will have access to videos and other supporting training guides, some of which have been made available on the University's Human Resources website. ePAF Originator access is received once all of the appropriate trainings are completed and security access has been requested and approved.

The goal of this training is for all attendees to understand and apply the procedures detailed herein to meet the Federal, State, and University onboarding requirements.

Please note that this manual has been separated into two distinct sections:

1. Employee Sign-in Procedures (Modules 1-4)
2. ePAF Originator Processes (Modules 5-11)

Each section has been grouped in a manner that will best deliver the core competencies that will be needed to perform your duties with regards to the hire paperwork and the digital ePAF system.

The ePAF portion of the Originator Manual outlines for Originators the necessary tools and resources that are used to successfully complete ePAFs for current and future employees of the University.

Each Module within this section of the manual will focus on a different aspect of the ePAF process and will demonstrate how you will move through each requisite screen to complete the desired actions.

It will be important to remember the following information about the ePAF system:

- All ePAFs that are generated by an Originator are accessible via a "View" feature to facilitate tracking the forms and ensuring they are moving towards final approval at an appropriate rate.
- Each ePAF that has been created by an Originator will need to pass through multiple ePAF Approvers to ensure the accuracy of the information.
- All ePAFs must receive final approval at the Human Resources Department prior to the information loading in the personnel system, PeopleSoft.
- Those ePAFs that have made it through the entire approval process and have been authorized into the system, or are more than 30 days old, can also be viewed by Originators at a later date to provide assistance or reminders of past actions completed on each employee's job record.

Please remember that the HR-Employment Services & Records Team is able to assist Originators with any questions or concerns that may arise while completing the ePAFs.

Module 1: Human Resources Basics

Minimum Wage

All hourly employee must be paid at least the State of Florida Minimum Wage. Review the Minimum Wage document located on the HR website to find the current minimum wage.

Standard Hours and FTE

Standard hours equals the hours the employee works under the employment agreement.

FTE is short for the term "Full Time Equivalency." The FTE is the hours worked by the employee expressed as a decimal number.

A "Full Time Equivalent" of 1.0 is equal to 40 hours a week.

Calculating Standard Hours and FTE

To calculate FTE from Standard Hours:

Standard Hours divided by 40

(Example: 20 hours divided by 40 = .50 FTE)

To calculate Standard Hours from FTE

FTE multiplied by 40

(Example: .50 FTE multiplied by 40 = 20 Standard Hours)

Additional Resources

Faculty Excellence:

<https://facultyexcellence.ucf.edu/>

College of Graduate Studies

<http://www.graduate.ucf.edu/>

myUCF Portal:

www.my.ucf.edu

ORC website:

www.research.ucf.edu

ORC Compliance website:

<https://www.research.ucf.edu/compliance.html>

Human Resources Website:

<http://www.hr.ucf.edu>

Module 2: Types of Employees

Line Employees

-Employees with position numbers and eligible for full range of benefits and retirement.

- Administrative and Professional (A&P)
- University Support Personnel System (USPS)
- Faculty

OPS Employees

-Temporary employees with limited eligibility of benefits.

- Post-Doctoral Scholars
- Medical Residents
- Adjunct Faculty
- Hourly Non-Student

OPS Student Employees

-Temporary student employees in an active UCF degree program.

- Graduate Assistantship Appointments
- Graduate Hourly (Work Study or Non-Work Study funded)
- Undergraduate Hourly (Work Study or Non-Work Study funded)
- Resident Assistants

International Employees:

ALL international employees must be sent to UCF Global before being hired.

- This includes any employee who is NOT a U.S. citizen, naturalized citizen, or permanent resident.
- Such employees cannot begin work until an approval is received from the UCF Global
- UCF Global completes ALL hiring paperwork for international employees.
- Once the approval and the hiring paperwork are received, the ePAF Originator should create the hire ePAF.

An international employee WILL have a work authorization end date and must go to UCF Global to update their work authorization.

Module 3: Hire Paperwork, Part 1

PageUp Hires

Employees who are recruited through PageUp, will complete the electronic onboarding tasks via the Knights Welcome Center within PageUp.

- Review the status of employee's onboarding tasks, <https://hr.ucf.edu/files/Monitoring-Onboarding-Tasks-PageUp.pdf>
- Onboarding Delegate Complete Onboarding Tasks, <https://hr.ucf.edu/files/Complete-Onboarding-Tasks-PageUp.pdf>

Non PageUp Hires

All other employees who are not recruited through PageUp, will complete the paper onboarding forms and the accurate and completed forms will need to be attached to the Hire ePAF in the format of HR_HIRE_Emplid_Name.

The Onboarding Checklists are located at, <https://hr.ucf.edu/liaisons-and-managers/employee-sign-in-paperwork-2/>

Onboarding Paperwork Types

- **New Hire paperwork** (in addition to a hire ePAF) must be submitted to put **all new UCF employees** and all UCF employees who have been **separated from UCF for more than 12 calendar months** on active status.
- **Rehire Paperwork** (in addition to a hire ePAF) must be submitted for employees separated from UCF for **over one semester** (or 120 days).
- **OPS to Line paperwork** (in addition to a hire ePAF) must be submitted for any current OPS employee being hired into a line position.
- **Student to Non-Student paperwork** (in addition to a Edit Existing Job ePAF) is needed when students are no longer in an active UCF degree program and are going to remain an OPS hourly non-student classifications

Onboarding Paperwork Chart

Type of Employee	Hire Paperwork	Rehire Paperwork	No Paperwork	OPS to Line Paperwork	Student to Non Student Paperwork
New Hire	X				
Rehire - separated ≥ 1 year	X				
Rehire - separated > 1 semester or 120 days but < 1 year		X			
Rehire - separated ≤ 1 semester or 120 days			X*		
Active OPS transitioning to Line				X	
Active OPS students transitioning to OPS Non Students					X
Active OPS Students transitioning to Adjunct					X

* An ePAF and/or agreement is required. OPS Hourly Non-Students and graduate hourly employees need another background check after 30-days of separation

Correcting Errors

If a correction is needed the appropriate procedure is this:

The individual that made the error must draw a single line through each error and initial the correction. The individual making the correction will then input the correct information.

Module 4: Hire Paperwork, Part Two

Due to the sensitive information of the information submitted on the Direct Deposit and W-4 Form they should not be submitted through ePAF workflow. Do not attach these items to the ePAF. The employee will receive an email, as of their hire date and once the Hire ePAF loads to the system, to log into myUCF and complete their Direct Deposit and W-4 information.

I-9 Form

The University of Central Florida uses an Electronic I-9 system. As an Originator, you may be responsible for completing onboarding paperwork for employees, including the I-9 Form.

Prior to requesting access to the Electronic I-9 Website, the I-9 Form Training (Course Name: REC001) and the [Electronic I-9 Security Access Form](#) must be successfully completed.

Please wait three to five business days after completion to gain access to the Electronic I-9 Website.

For more information, please contact an Employment Services & Records Team Member in the Human Resources Department.

[Background Check Procedures](#)

Some employees being hired will need to have a background check **approved before they are offered and begin working the job.** Please note this currently applies all employee types except for undergraduate student employees. Please view the Background Check Procedures at the link above. **Departments can submit the Hire ePAF only after the background check has been approved by HR-Talent.**

[Employment of Relatives Form](#)

An Employment of Relatives (EoR) Form is needed when an employee is working in the same department, unit, or college as a relative.

- The form must be approved prior to hiring the employee.
- The employee cannot begin working nor should the ePAF be submitted until the Employment of Relatives form has received the final approval from Human Resources of Faculty Excellence.
- The fully executed Employment of Relatives form must be attached to the Hire ePAF.

Module 5: Introduction to ePAFs

What is an ePAF?

ePAF stands for Electronic Personnel Action Form. ePAFs are a set of data entry forms used to initiate job actions for current and future employees. The approval workflow begins after the form is submitted by the Originator. The ePAF is intuitively routed to the appropriate Approvers based upon the information included on the electronic form.

Five Types of ePAF Forms



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](#)



Edit Existing Job

Use this form to edit the job of an employee currently working in your department.

[Edit Existing Job](#)



Change Employment Status

Use this form to submit a termination, retirement, leave of absence or return from leave.

[Change Employment Status](#)



Position Change

Use this form to make a change to a vacant position.

[Position Change](#)



Supplemental Form

Use this form to submit a manual supplemental form.

[Supplemental Form](#)

There are five types of ePAFs, which will be explained in depth in the following.

Hire an Employee ePAF

The Hire ePAF is used to process hires, rehires, and transfers. Actions requested via the Hire ePAF Form may not be more than 180 days in the future.

Some examples of when a Hire ePAF is used: your department is hiring a new employee, your department hires a current UCF employee that works in another department, or your department rehires a former Adjunct Faculty employee.

Edit Existing Job ePAF

The Edit Existing Job ePAF is used to process all job actions for employees within your department. This means the employee is already on your department's payroll. This eform will allow the Originator to request more than one change to the job record at the same time. Just like the Hire ePAF Form, actions may not be more than 180 days in the future.

Some examples of when an Edit Existing Job ePAF Form is used: to request a pay rate change, home department change, standard hours change, supervisor change, etc.

Change Employment Status ePAF

The Change Employment Status ePAF Form is used to process a change in employment status for employees in your department. Employees receiving regular pay checks have an active status with the university. Just like the other eforms, actions may not be more than 180 days in the future.

Some examples when a Change Employment Status ePAF Form is used: to process a change of Leave (moving from Paid to Unpaid), request a Return from Leave of Absence, or submit a Termination for an employee.

Position Change ePAF

The Position Change ePAF is used to request a brand new position number (after all assigned position numbers have been utilized), or update a vacant position. The final Approver of this specific ePAF is HR-Compensation. All Position Descriptions and other source documentation must be attached to the position change ePAF. Just like the other eforms, actions may not be more than 180 days in the future.

Some examples of items that could be requested via the Position Change ePAF Form are the reclassification of a vacant 12M faculty position to a 9M faculty position or moving a vacant position from one home department to another home department.

Supplemental ePAF

The Supplemental ePAF is used for unusual actions that cannot be completed on one of the other four ePAF types. The Supplemental ePAF requires that all information be manually entered by the ePAF Originator. Just like the other eforms, actions may not be more than 180 days in the future.

An example when a Supplemental ePAF Form would be used is in correcting the hire date of an ePAF that has received final approval and has loaded into PeopleSoft.

ePAF Originators

Upon the successful completion of this course and security access is granted you will become an Originator. ePAF Originators create ePAFs for various HR actions via the ePAF Home Page within the PeopleSoft system.

The navigation to the ePAF Home Page is as follows: MyUCF > Staff Applications > Human Capital Management > Department Self Service > ePAF Home Page. On the ePAF Home Page there are several different actions that can be done.

Once an Originator officially submits an ePAF, the eform moves through the workflow to the Director/Chair Approver or the VP/Dean Approver (if the department does not have a Director/Chair as it is an optional level). It must receive approval before moving on to the next level approver.

If an ePAF needs to be corrected and has not received final approval by Employment Services & Records (or HR-Compensation for Position Changes), the ePAF must be recycled to the Originator for corrections to be made. After the corrections are made, the eform can be resubmitted into the workflow for approval.

As Originators, notification emails will be sent to the UCF email address. These Workflow Emails will specify if the ePAF has been approved to the next level, recycled for correction/withdrawal, or sent to the system.

ePAF Approvers

After the Originator submits the ePAF, it will flow to the appropriate Approver. Approvers review the ePAF to verify accuracy.

The first Approver after the ePAF is submitted by the Originator is the Director/Chair of the department/college. This level is an optional approval role and not all departments/colleges elect to have it active.

The official Approver for the department/college is the VP/Dean Approver. When the VP/Dean approves the ePAF, it will leave the department/college and move onto the appropriate Workflow Approver(s).

The ePAF has the opportunity to travel through many different Workflow Approvers. The information included on the ePAF will determine to which of the Workflow Approvers it will automatically route. The ePAF may route through one or several of the Workflow Approvers.

Each Approver has four choices to select from when reviewing an ePAF. The first is **Approve**, which will move the ePAF on to the next Workflow Approver. The second is **Deny**, which will stop the ePAF permanently and no further action can be taken. If a correction must be made to the ePAF, the Approver can **Recycle** the ePAF, which will send it back to the Originator. The Originator can then correct and resubmit the ePAF. The final option is **Hold**, which temporarily stops the progression of the ePAF. The Approver may be waiting for more information, paperwork, or confirmation.

ePAF General Tips

The ePAF system will allow only one (1) ePAF to be created per employee record number at a time. Keep track of all ePAF numbers along with the form type for ePAFs created. One of the duties of an Originator is to follow up on all ePAFs created to ensure all ePAFs are approved in a timely manner.






Module 6: Types of ePAFs: Hire an Employee

This module will demonstrate the uses and features of the ePAFs. The exercises included in this training guide focus on the actions made by the Originator. The exercise is performed based on a general scenario, as many different scenarios are possible, and is only an example. For privacy reasons, certain information has been removed from the example screenshots and replaced by generic field details.

Please note: One ePAF form can be used to process multiple HR actions at one time. However, only one ePAF form can be processed per employee/employee record number at a time. For example, if an ePAF is pending for an employee's record number 0, another ePAF for record number 0 cannot begin until after the pending ePAF is approved or denied.

Hire an Employee ePAF

The “**Hire an Employee**” ePAF form is used to initiate the processing of all new hires, transfers between departments, rehires, promotions, and demotions. If the hire is an existing employee at UCF, but the employee is new to your department, then the **Hire an Employee** form is used.

	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
	Edit Existing Job Use this form to edit the job of an employee currently working in your department. Edit Existing Job
	Change Employment Status Use this form to submit a termination, retirement, leave of absence or return from leave. Change Employment Status
	Position Change Use this form to make a change to a vacant position. Position Change
	Supplemental Form Use this form to submit a manual supplemental form. Supplemental Form

For PageUp Hires, see <https://hr.ucf.edu/files/Submit-Hire-ePAF-PageUp.pdf>.

For non-PageUp Hires, the Hire ePAF includes inputting the employee's personal and contact information. The employee's personal and contact information can be found on the employee's Personal Data Sheet, as part of the employee's New Hire paperwork. For current UCF employees, some fields will already be entered, and will need to be checked and/or changed for updates.

Departments must ensure that the name on the employee's Social Security Card is what is entered on the Hire ePAF, as the IRS requires that all employees be paid in the name as it appears on the Social Security Card.

How to create a Hire ePAF:

Navigation: Log in to myUCF>Staff Applications>Human Capital Management> Department Self Service>ePAF HomePage>Start a new ePAF>Hire ePAF

1. For all “Hire an Employee” ePAF job actions, Originators must first conduct a search to verify if the employee exists in the PeopleSoft system. In order to prevent the creation of duplicate Employee ID Numbers (EmplIDs), either the EmplID or all fields with asterisks must be entered. The fields with asterisks include the employee’s Social Security Number, First Name, Last Name, and Date of Birth.

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
<input type="text"/>	<input type="text"/>	<input type="text"/>
*Social Security #: <input type="text"/>		
*First Name: <input type="text"/>	Middle Name: <input type="text"/>	
*Last Name: <input type="text"/>	*Date of Birth: <input type="text"/>	

2.A. If the employee does not exist in the PeopleSoft system, an “Add” button will appear. Click the “Add” button to begin entering their personal information.

Search Fields

Employee ID:	Job Req	App ID
<input type="text"/>	<input type="text"/>	<input type="text"/>
*Social Security #: 505-55-6666		
*First Name: America	Middle Name: <input type="text"/>	
*Last Name: Captain	*Date of Birth: 01/01/1977	

Your search returned no results.

2.B. If the employee exists in the PeopleSoft system, results will appear in the “Person Results” table at the bottom of the page (image example below).

- i. You may see multiple rows for the same employee (the EmplID are all the same) if the employee has been employed in multiple departments at the University (Rcd#’s could be 0, 4, 5, 6, 7, 8+, or 500).
- ii. You may also see multiple name matches. In this instance, check the EmplID and Date of Birth before choosing an employee.

Person Results

Person Results										
			HR	Job	Act	EmplID	Rcd#	Name	Date of Birth	National ID
1	➡	ⓘ	☑	☑	☒	1090371	500	Golden Knight	02/18/1984	(Not Displayed)
2	➡	ⓘ	☑	☑	☒	1651070	0	Golden Knight	03/26/1989	(Not Displayed)
3	➡	ⓘ	☑	☑	☒	1651070	4	Golden Knight	03/26/1989	(Not Displayed)
4	➡	ⓘ	☑	☑	☒	2006046	0	Golden Knight	06/18/1975	(Not Displayed)

Search Results Columns

In this table the Person Results column names are explained.

Icon	Description
HR	This column indicates if HR Personal Data exists.
Job	This column indicates if Job Data exists.
Act	This column indicates if the employee’s job record is active .
EmplID	This column gives the employee’s UCF Employee ID Number.
Rcd#	This column gives the employee’s job record number(s) .

Search Results Icons

In this table the Person Results symbols are explained.

Icon	Description
☒	This icon indicates: (1 st) no HR Personal Data exists (HR); (2 nd) no Job Data exists (Job); or, (3 rd) the existing Job Data is Inactive (Act).
☑	This icon indicates: (1 st) HR Personal Data exists (HR); (2 nd) Job Data exists (Job); or, (3 rd) the existing Job Data is Active (Act).
ⓘ	Click this icon to find out more information about the employee’s job data.
➡	Click this icon next to the individual or record number you wish to choose for hiring.

Employee Job Record Numbers

In this table the Person Results Rcd#’s are explained.

Job Record Number (Rcd#)	Description
0	Line Employees: A&P, USPS, Faculty, Post Doctoral Associates
4 or higher	OPS Employees: Undergraduate and Graduate Students, Non-Students, Dual Compensation, Adjunct Faculty, etc.
500	Student Record not related to HR. If only a 500 record is available, choose the 500 record, and a Job Record will be created.

3. Contact Information: After choosing the employee or record number for hiring, enter the employee's personal information, located on the employee's Personal Data Sheet.

Step 2 of 8: Contact Information

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

Personal Info

Empl ID: NEW

Prefix: Mr

First Name: Captain Middle:

Last Name: America Suffix:

Email Address: camerca@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: 1150 W University Ave

Address 2:

City: Orlando State: FL Postal: 32816

County: ORAN

Home Phone: 407/555-1212

Cell Phone: 407/555-1212

<< Previous Next >>

5. Identity Information: Enter the employee's identity information, located on the employee's Personal Data Sheet. Mark whether employee will be receiving a UCF email address for new hires.

Personal Info

Name: America, Captain Empl ID: NEW

Identity Info

Gender: Female Marital Status: Single

Date of Birth: 03/05/1986 Citizenship Status: Native

Social Security #: 404-44-4040 Disabled

Military Status: No Military Service Disabled Veteran

Ethnic Group Find First 1 of 1 Last

Regulatory Region: USA United States Ethnic Group: WHITE White Primary

Is the employee or the employee's spouse a former or active law enforcement officer, judge or member of a protected class under FS 119?

Yes No

Exchange Email

Please check the Enterprise Email checkbox if your new employee needs to have an email account created. If checked, you will not need to do an Enterprise Email User Account eForm for the new employee.

Enterprise Email

<< Previous Save & Stop Save & Next >>

You have the option to:

- “Save and Stop”: Saves the employee's personal information and issues an EmplID.
- “Save and Next”: Saves the employee's personal information, issues an EmplID, and continues to the next page to begin hiring the employee.

Position Employee Hire

6. Job Information: After entering all of the employee's personal information, you will now begin the hiring of the employee.

- Enter the date of hire in the "Effective Date" field.
- Choose "Position" for hires with a position number.
- Choose the appropriate Employee Group, Pay Group, and Empl (employee) Class. Some fields will default based on your previous choices.
- Note that an eform ID number has now been assigned to the ePAF and is located across from the Effective Date. To continue to the next page, click "Next."

7. Position Information: When choosing a position (line) employee, you will enter the following information:

- Enter the employee's position information. All position numbers are preceded by three zero's (000). Only open position numbers within your department will be available.
- Note that the Job Code, Position Title, Short Title, Department, Location Code, Regular/Temporary, Reports To (if applicable), Authorized FTE, Liability Dept, and Admin Code fields are automatically filled. Verify these against the Agreement as applicable.
- Make any necessary changes if applicable.
- To continue to the next page, click "Next".

8. Position Compensation: When choosing a position (line) employee, you will enter the following compensation information:

- Enter the hours the employee will work per week in the “Standard Hours” field.
- Enter the annual rate of pay in the “Compensation Rate” field. (NAANNL stands for North American Annual.)
- 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.”

Hire Form Data

eForm ID: 684747

Bi-weekly Rate: \$1915.710000

Annual Rate: \$50000.000

Standard Hours:

Pay Component

Comp Rate Code	Compensation Rate	
1 NAANNL	<input type="text" value="50000.000000"/>	+

Current Funding Distribution

Personalize | Find | |

First 1 of 1 Last

	Funding Level	Combination Code	Primary Indicator	Distrib %	End Date
1 *	Department	24032001	P	100.000	

☒ 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	<input type="text" value="24082001"/>	<input checked="" type="checkbox"/>	<input type="text" value="100"/>		<div style="display: inline-block; border: 1px solid #ccc; padding: 2px 5px;">+</div> <div style="display: inline-block; border: 1px solid #ccc; padding: 2px 5px;">-</div>

<< Previous

Next >>

Non-Position (OPS) Employee Hire

Job Information: After entering all of the employee's personal information, you will now begin the hiring of the employee.

- Enter the date of hire in the "Effective Date" field.
- For OPS Employees, choose "Non-Position."
- Choose the appropriate Employee Group, Pay Group, and Empl (employee) Class. Some fields will default based on your previous choices.
- Note that an eform ID number has now been assigned to the ePAF and is located across from the Effective Date. To continue to the next page, click "Next."

Step 2 of 6: Job Information
Complete the fields below with the appropriate job information for the individual being hired.

Personal Info

Name: America, Captain Empl ID: 5318504
Cit Status: Native
Email Address:
Personal Data
Job Data
Additional Pay

Hire Form Data

Effective Date: 12/13/2019 eForm ID: 684747
☐ Position ☒ Non-Position
Employee Group: OPS Hourly Non-student
Pay Group: OPS Hourly
Empl Class: OPS Non Student
<< Search Next >>

9. Non-Position Information: When choosing a non-positioned (OPS) employee, you will enter the following information:

- Enter the Home Department in the "Department" field.
 - Note that the Home Department number is not the Funding Department number, and only the Home Department(s) for which you have security rights will be available.
- The "Location Code" field defaults with the Home Department selection. Update as needed.
- Enter the job code in the "Job Code" field, or click the magnifying glass next to the "Job Code" field to look up a valid job code.
- The "Supervisor ID" is a required field.
- To continue to the next page, click "Next".

Personal Info

Name: America, Captain Empl ID: 5318504
Cit Status: Native
Email Address:
Personal Data
Job Data
Additional Pay

Hire Form Data

Effective Date: 12/13/2019 eForm ID: 684747
Department: 24032001 BIO SCI-PAYROLL
Location Code: MAIN Main Campus (Orlando)
Job Code: ADMSUP Administrative Support
Supervisor ID: 0298777 Abbee Camen
<< Previous Next >>

10. A. Non-Position Compensation Hourly: When choosing a non-positioned (OPS) employee that is not fixed bi-weekly, you will enter the following compensation information:

- Enter the hours the employee will work per week in the "Standard Hours" field.
- Enter the hourly rate of pay in the "Compensation Rate" field.
 - (NAHRLY stands for North America Hourly.)
- 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".

Hire Form Data eForm ID: 684747

Bi-weekly Rate: \$400,000,000 Annual Rate: \$10440,000

Standard Hours: 20.00

Pay Component

Comp Rate Code	Compensation Rate
1 NAHRLY	10.000000

Current Funding Distribution Personalize Find 1 of 1 First Last

Funding Level	Combination Code	Primary Indicator	Distrib %	End Date
1 *	Department 24032001	P	100.000	

☒ Create Appointment Level Funding?

Current Funding Distribution Personalize Find 1 of 1 First Last

Funding Level	Combination Code	Primary Indicator	Distrib. %	Project/Grant	End Date
1	Appointment 24082001	<input checked="" type="checkbox"/>	100.000		

<< Previous Next >>

10. B. Non-Position Compensation Contracted: When choosing a non-positioned (OPS) employee that is fixed bi-weekly (Graduate Contract/Adjunct/Dual Compensation), you will enter the following compensation information.

- Enter the begin date, end date, total salary, and FTE located on the contract in the ePAF Calculator.
 - The calculator will automatically default the standard hours and compensation rate based on the information inputted in the ePAF Calculator.
- 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".

Hire Form Data

ePAF Calculator eForm ID: 684748

*Beg Dt: 01/06/2020 *End Dt: 05/03/2020

*Tot Salary: 5000.000 *FTE: 0.23 # Pay Periods: 8.50

Bi-weekly Rate: \$588.235294 Annual Rate: \$15352.940

Standard Hours: 9.20

Pay Component

Comp Rate Code	Compensation Rate
1 NAHRLY	31.969309

Current Funding Distribution Personalize | Find | First 1 of 1 Last

Funding Level	Combination Code	Primary Indicator	Distrib %	End Date
1 *	Department 24012001	P	100.000	

☒ 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 24082001	<input checked="" type="checkbox"/>	100		

The following steps apply to both Non-Position and Position Hire ePAFs.

11. Edit Existing Job: For 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 listed.

Note that it’s the Originator’s responsibility to be in contact with the employee’s current department to ensure that the department is aware of the termination. For new employees, the “Edit Existing Job?” box will not appear.

Step 5 of 6: Finalize Form

Enter any relevant comments in the “Your Comment” field to be included with this form.

Personal Info

Name: Camen, Abbee Renae Empl ID: 0298777

Cit Status: Native Personal Data

Email Address: EADTest@ucf.edu Job Data

Action/Reasons

Hire Action: Rehire eForm ID: 684748

Hire Reason: Rehire Hire Rcd Nbr: 4

Other Job Actions

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.

☒ Edit Existing Job?

Select the job he/she is leaving below.

Job Transferring From

Rcd	Job Code Description	Department Description
<input checked="" type="checkbox"/>	0 Assoc Dir, Employee Records	HIM RES-PAYROLL

12. Finalize Form: Before submitting the ePAF, please note the following:

- Attach any documents required. The Hire/Rehire paperwork (excluding the Direct Deposit and W4 Forms) must be attached.
 - Please review the Attachment Guidelines below, before attaching documents to ensure compliance.
- Include any comments required.

- To submit the form, click "Submit".

Personal Info

Name: Camen, Abbee Renee Empl ID: 0298777
 Cit Status: Native Personal Data
 Email Address: EADTest@ucf.edu Job Data
 Additional Pay

Action/Reasons

eForm ID: 684748
 Hire Action: Rehire Hire Rcd Nbr: 4
 Hire Reason: Rehire

Other Job Actions

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.
☒ Edit Existing Job?

Select the job he/she is leaving below:

Rcd	Job Code Description	Department Description
<input checked="" type="checkbox"/>	0 Assoc Dir. Employee Records	HM RES-PAYROLL

Form Messages

Message Text	Description
Termination Notification	A termination row will be programmatically inserted for the job the employee is transferring from.

File Attachments

Upload	View	Attached File	Doc ID
1	Upload	View	HRJ_HIRE_0298777_Camen.pdf

[Add File Attachment](#)

Comments

Your Comment:

[<< Previous](#) [Submit](#)

13. Submit this Form?: You will be asked if you wish to submit the form. Click “yes” to submit the form and send the ePAF to the first Approver.

Message

Submit this form? (24642,112)

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

[Yes](#) [No](#)

14. Form Finalized: You have successfully submitted the ePAF and the ePAF has been sent to the first Approver. Make note of the eform ID number and eform Type for future reference or this page can be printed and kept in the employee’s department file. It is optional to click the “View this form” link after submitting, however it would be beneficial to review the form to ensure all requests were entered accurately.

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: Camen, Abbee Renee Empl ID: 0298777
 Cit Status: Native Personal Data
 Email Address: EADTest@ucf.edu Job Data
 Additional Pay

Form Status

eForm ID: 684748
 You have just SUBMITTED this form. This action passed the form to GT HR-Records for further processing.

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

FTE Calculation: Teaching Adjuncts/Teaching Dual Compensation.

For employees in Teaching Adjunct Job Codes (9001A-9005A) or Teaching Dual Compensation Job Codes (9001X-9005X), a FTE Calculator must be used to accurately calculate their FTE and standard hours for compliance with the Affordable Care Act (ACA) reporting to the state of Florida.

HIRE ePAF Instructions

When submitting a HIRE ePAF for a teaching adjunct or teaching dual compensation employees, the following steps will need to be taken.

- 1) Obtain the employee's course information, including credit hours and number of sections.
- 2) Input the information in the [Teaching Adjunct/Teaching Dual Compensation FTE Calculator](#).
- 3) Take the result from the PeopleSoft FTE field and input it in the Hire ePAF.
- 4) A copy of the Teaching Adjunct/Dual Compensation FTE Calculator does not need to be submitted to HR. However, we recommend printing a copy for your records.

For additional information, please see [FTE Calculation: Teaching Adjunct/Dual Compensation](#).

Module 7: Types of ePAFs: Edit Existing Job and Change Employment Status

The following demonstrates the uses and features of the Edit Existing Job and Change Employment Status ePAF forms. The exercises included in this training guide focus on the actions made by the Originator. The exercises are preformed based on a general scenario, as many different scenarios are possible, and is only an example. For privacy reasons, certain information has been removed from the example screenshots and replaced by generic field details.

Please note: One ePAF form can be used to process multiple HR actions at one time. However, only one ePAF form can be processed per employee/employee record number at a time. For example, if an ePAF is pending for an employee's record number 0, another ePAF for record number 0 cannot begin until after the pending ePAF is approved or denied.

Edit Existing Job ePAF

The “**Edit Existing Job**” ePAF form is used to initiate all job-related actions, including promotions within your department, changes in employee class, pay rate changes, etc. This form can only be used to make changes for employees that are currently active in the department for which you have security rights.



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](#)



Edit Existing Job

Use this form to edit the job of an employee currently working in your department.

[Edit Existing Job](#)



Change Employment Status

Use this form to submit a termination, retirement, leave of absence or return from leave.

[Change Employment Status](#)



Position Change

Use this form to make a change to a vacant position.

[Position Change](#)



Supplemental Form

Use this form to submit a manual supplemental form.

[Supplemental Form](#)

How to create an Edit Existing Job ePAF:

Navigation: Log in to myUCF>Staff Applications>Human Capital Management> Department Self Service>ePAF HomePage>Start a new ePAF>Edit Existing Job

1. Select an Employee: Note that this search page is different from the “Hire an Employee” ePAF search page. You have the option of searching for the employee by the EmplID, Employee Record Number (Empl Rcd Nbr), Name (First Name), Last Name, Department, and Employee Group. All fields perform an exact match search based on the information you enter. Click Search will request the system to search for the employee.

Select An Employee

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

Maximum number of rows to return (up to 300):

Empl ID:	begins with	<input type="text"/>
Empl Rcd Nbr:	=	<input type="text"/>
Name:	begins with	<input type="text"/>
Last Name:	begins with	<input type="text"/>
Department:	begins with	<input type="text"/>
Employee Group:	begins with	<input type="text"/>

☐ Case Sensitive

[Basic Search](#)
[Save Search Criteria](#)

2. Change Job Data: Enter the effective date of the ePAF in the “Effective Date” field. The effective date will default to the date that you are creating the ePAF. The accurate effective date must be entered. On this page, you have the following options to change:

- The employee group
- The pay group
- The empl (employee) class
- To continue to the next page, click "Next."

Change Job Data

Step 1 of 5: Enter Job Change Details

Complete the job change form below. The "Effective Date" should be the first day of the change. For changes in Employee Group, the effective date must be the beginning of a pay period.

Current Job Info

Name:	<input type="text"/>	Empl ID:	<input type="text"/>
Dept ID:	24082001 PHYSICS-PA	Empl Record:	4
Job Code:	OPSNON OPS Non Ex	Personal Data	
Pay Group:	OPS OPS Hourly	Job Data	
Empl Group:	OPSH OPS Hourly Non-student	Payroll Status: Active	

New Job Information

*Effective Date: Job as Of: eForm ID: 684749

*Employee Group:

Pay Group: OPS Contract

Empl Class: OPS Adjunct Faculty

The first Edit Existing Job ePAF example will be a Non-Position Employee

3. A. When editing the existing job of a non-positioned (OPS) employee, you can change the following information:

- The Home Department. Note that the Home Department is not the Funding Department.
- The Location Code will automatically default with the Home Department selection.
- The Supervisor ID.
- To continue to the next page, click "Next."

Change Job Data
Step 2 of 5: Enter Job Information
Update the position fields below as necessary.

Current Job Info

Name: [Redacted] Empl ID: [Redacted]
Dept ID: 24082001 PHYSICS-PA Empl Record: 4
Job Code: OPSNON OPS Non Ex
Pay Group: OPS OPS Hourly
Empl Group: OPSH OPS Hourly Non-student
Payroll Status: Active

New Job Information

Department: 24082001 PHYSICS-PAYROLL eForm ID: 684749
Location Code: MAIN Main Campus (Orlando)
Job Code: 9004A Instructor
Supervisor ID: 0298777 Abbee Camen

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3. B. Compensation: When editing the existing job of a non-positioned (OPS) employee, you can change the following information:

- The Standard Hours.
- The Hourly Rate.
 - For fixed bi-weekly employees, the ePAF Calculator will not appear as it does in a Hire ePAF. Please use the ePAF Hourly Rate Calculator located on the Human Resources- website to determine the new hourly rate.
 - An example of ePAF Hourly Rate Calculator is below.
- The funding account number (only if other fields are changing). If you need to change the appointment level funding, check the appointment level funding box and input the required fields. If the funding remains the same, no action is needed. ***If you are only changing the funding account number “aka combination code”, use the Funding Distribution Change eform.***
- To continue to the next page, click "Next."

Change Job Data
Step 3 of 5: Compensation
Update the compensation information below as needed. If the standard hours or pay rate is changed, the biweekly and annual rates will recalculate.

Current Job Info

Name: [Redacted] Empl ID: [Redacted]
Dept ID: 24082001 PHYSICS-PA Empl Record: 4
Job Code: OPSNON OPS Non Ex
Pay Group: OPS OPS Hourly
Empl Group: OPSH OPS Hourly Non-student
Payroll Status: Active

Job Change Compensation Data

Bi Weekly: 220 000000 Annual Rate: \$5742.000 eForm ID: 684749

Standard Hours: 5.00

Pay Component

Comp Rate Code Compensation Rate
1 N/AHRLY 22 000000

Current Funding Distribution

Funding Level	Combination Code	Primary Indicator	Distrib %	End Date
1 Department	24084201	P	100.000	
2 Appointment	24084218	P	100.000	

☐ Appointment Level Funding

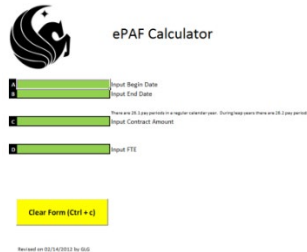
<< Previous Next >>

ePAF Hourly Rate Calculator

All employees hired via an Adjunct Agreement, Graduate Contract, or Dual Compensation will have an automatic ePAF Hourly Rate Calculator pop up within the Hire ePAF.

However, if there is a change to the agreement or contract after the initial Hire ePAF is authorized, an Edit Existing Job ePAF would be used. The Edit Existing Job ePAF does not have the ePAF Hourly Rate Calculator feature.

Therefore, Employment Services & Records has created the excel spreadsheet ePAF Hourly Rate Calculator. This ePAF Hourly Rate Calculator is used to calculate the hourly rate for OPS contracted employees when their salary is increasing or decreasing for the current contract. The file is located on the HR website.



The image shows a screenshot of the ePAF Calculator form. It features a logo on the left and the title 'ePAF Calculator' on the right. Below the title, there are three input fields: 'Input Begin Date', 'Input End Date', and 'Input FTE'. A yellow button labeled 'Clear Form (Ctrl + c)' is positioned below the input fields. At the bottom, there is a small text line: 'Revised on 02/14/2012 by GLG'.

ePAF Hourly Rate Calculator – Example

The employee being hired is a GRA with a contract from 08/20/2012-012/13/12 for a total salary of \$5000 at 20 hrs/week. The hire ePAF was processed and has already loaded into the system; therefore no changes can be made to that ePAF.

The employee successfully passes a test and is awarded a \$1000 salary increase retroactive to 08/20/2012. The new contract for this employee is for a total salary of \$6000 at 20 hours from 8/20/12 through 12/13/2012.

As the Hire ePAF was already processed, an Edit Existing Job ePAF would have to be created. The department would use the ePAF calculator to determine the new hourly rate.



ePAF Calculator

A	08/20/12	Begin Date
B	12/13/12	End Date
	8.4	Number of Pay Periods
<small>There are 26.1 pay periods in a regular calendar year. During leap years there are 26.2 pay periods.</small>		
C	\$6,000.00	Contract Amount
	\$714.285714	Fixed Bi-Weekly Rate
D	0.50	FTE
	20.00	Standard Hours
	\$17.857143	Hourly Rate of Pay

Clear Form (Ctrl + c)

Revised on 02/14/2012 by GLG

Based upon the calculation in the ePAF Hourly Rate Calculator, the department would complete the Edit Existing Job ePAF to include the new hourly rate of \$17.857143 (all decimals must be entered). The new Graduate Contract must also be attached to the ePAF for verification of the increase.

The second Edit Existing Job ePAF example will be a Position Employee

4.a. When editing the existing job of a position (line) employee, you can change the following information:

- The Position Number. Note that, like on the “Hire an Employee” ePAF, all of the remaining fields will automatically default.
 - If the Position Number is changing, verify that all the information matches the agreement.
- The Position Title is also known as the “Functional Title”. If a change to the Position Title was approved through Compensation, the “Functional Title” must be entered every time an ePAF is created for the employee.
- The “Reports To” field can be updated to a new Position Number dependent upon who the position reports to.
 - The “Reports To” field must match the one listed on the Position Description. The new Position Description must be forwarded to Human Resources Compensation via email.
- To continue to the next page, click “Next.”

New Job Information

Position Number: 00038507 eForm ID: 684750

Job Code: HR0711 Human Resources Generalist I

Position Title: Human Resources Generalist I *Short Title: Human Reso

Department: 24012001 COS DN-PAYROLL OPERATIONS

Location Code: MAIN Main Campus (Orlando)

Regular/Temporary: Regular

Reports To: 00039019 Madeline Byrne

Authorized FTE: 1.000000

Liability Code: 24012001 COS DN-PAYROLL OPERATIONS

Admin Code: 99 No Administrative Function

Salary Admin Plan: 21 Grade 17

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4.b. Compensation: When editing the existing job of a position (line) employee, you can change the following information:

- The Standard Hours
- The Annual Rate.
- The funding account number (only if other fields are changing). If you need to change the appointment level funding, check the appointment level funding box and input the required fields. If the funding remains the same, no action is needed. ***If you are only changing the funding account number “aka combination code”, use the Funding Distribution Change eform.***
- To continue to the next page, click “Next.”

Job Change Compensation Data

Bi-Weekly: 1866.740000 Annual Rate: \$48722.000 eForm ID: 684750

*Standard Hours: 40.00

Pay Component

Comp Rate Code	Compensation Rate
1 NAANNL	48722.000000

Current Funding Distribution

	Funding Level	Combination Code	Primary Indicator	Distrib %	End Date
1 *	Department	24012001	P	100.000	

☐ Appointment Level Funding

<< Previous Next >>

5. Finalize Form: Before submitting the Edit Existing Job ePAF, please note the following:

- Attach any documents required. Please review the Attachment Guidelines before attaching documents to ensure compliance.
- Include any comments required.
- To submit the form, click “Submit.”

Change Job Data
Step 4 of 5: Finalize Form
Enter any relevant comments in the "Your Comment" field to be included with this form.

Current Job Info

Name:		Empl ID:	
Dept ID:	24012001 COS DN-PR	Empl Record:	0
Job Code:	HR0711 Human Reso		Personal Data
Pay Group:	ORP 12 Month Faculty and A&P Ees		Job Data
Empl Group:	A&P Exempt A&P	Payroll Status:	Active

Job Change Action/Reason
eForm ID: 684750

Job Action: Pay Rate Change
Job Reason: Special Pay Increase - Market

[Add File Attachment](#)

Comments
Your Comment:

[<< Previous](#) [Submit](#)

6. Submit this Form?: You will be asked if you wish to submit the form. Click “yes” to submit the form and send the ePAF to the first Approver.

Message

Submit this form? (24642,112)

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

[Yes](#) [No](#)

7. Form Finalized: You have successfully submitted the ePAF and the ePAF has been sent to the first Approver. Make note of the eform ID number and eform Type for future reference. It is optional to click “View this form” link after submitting, however it would be beneficial to review the form to ensure all requested changes were entered accurately.

Change Job Data
Step 5 of 5: 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.

Current Job Info

Name:		Empl ID:	
Dept ID:	24012001 COS DN-PR	Empl Record:	0
Job Code:	HR0711 Human Reso		Personal Data
Pay Group:	ORP 12 Month Faculty and A&P Ees		Job Data
Empl Group:	A&P Exempt A&P	Payroll Status:	Active

Form Status
eForm ID: 684750
You have just SUBMITTED this form. This action passed the form to QT HR- Compensation for further processing.

Process Visualizer






1. (mverba) → 2. QT Chair Research Chair → 3. QT Director Chair → 4. QT Vice President Dean → 5. QT Regional Computers → 6. QT Office of Research → 7. QT Office of Research IT2 → 8. QT Graduate Studies → 9. QT Academic Admin/Provost → 10. QT HR Payroll → 11. QT Faculty Cluster → 12. QT HR Compensation Manager → 13. QT HR Compensation Manager → 14. QT HR NRA Records → 15. QT HR Records → 16. QT HR Records Manager → 17. Integration Broker → 18. System

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

Change Employment Status ePAF

The “**Change Employment Status**” ePAF form is used to initiate a change in employment for an employee currently active in the department for which you have security rights. Employment Status Changes include changing from paid to unpaid leave of absence, returning from a leave of absence and terminating an employee.

Please note that a resignation letter or form is required for all line and OPS employees when the termination reason of RES (Resignation) is used. For additional information, please see the [termination checklist](#).

	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
	Edit Existing Job Use this form to edit the job of an employee currently working in your department. Edit Existing Job
	Change Employment Status Use this form to submit a termination, retirement, leave of absence or return from leave. Change Employment Status
	Position Change Use this form to make a change to a vacant position. Position Change
	Supplemental Form Use this form to submit a manual supplemental form. Supplemental Form

Please note: One ePAF form can be used to process multiple HR actions at one time. However, only one ePAF form can be processed per employee/employee record number at a time. For example, if an ePAF is pending for an employee’s record number 0, another ePAF for record number 0 cannot be created until after the pending ePAF is approved or denied.

If this eform is being used to terminate an employee with the coding “ineligible for rehire” that would flag the employee as unable to ever work for the University in any capacity in the future. To use this classification of termination the following steps must be completed before creating the ePAF.

- If the employee is a Faculty, Post Doc, or Adjunct employee, the Faculty Relations office must be contacted to review and approve the use of “ineligible for rehire”.
- If the employee is an A&P or USPS employee, Human Resources Employee Relations must be contacted to review and approve the use of “ineligible for rehire”.
- If the employee is a student employee, the Office of Student Conduct must be contacted to review and approve the use of “ineligible for rehire”.
- If the employee is an OPS Non-Student Hourly employee, the Human Resources Employee Relations officer has agreed to review and approve the use of “ineligible for rehire” in these situations.

How to create a Change Employment Status ePAF:

Navigation: Log in to myUCF>Staff Applications> Human Capital Management> Department Self Service>ePAF HomePage>Start a new ePAF>Change Employment Status

1. Select an Employee: Note that this search page is different from the “Hire an Employee” ePAF search page. You have the option of searching for the employee by the EmplID, Employee Record Number (Empl Rcd Nbr), Name (First Name), Last Name, Department, and Employee Group. All fields perform an exact match search based on the information you enter.

Select An Employee

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

Maximum number of rows to return (up to 300): 300

Empl ID: begins with

Empl Rcd Nbr: is

Name: begins with

Last Name: begins with

Department: begins with

Employee Group: begins with

☐ Case Sensitive

[Basic Search](#) [Save Search Criteria](#)

2. Enter Term/Leave/Retire Information: Only three actions are available on the “Change Employment Status” ePAF:

- Enter the effective date in the “Effective Date” field.
 - For Terminations: Effective date is the date immediately following the last date worked.
 - For Return from Leave of Absence: Effective date is the date the employee returns to work.
- Enter the job action acronym (three letters) in the “Action” field, or click the magnifying glass next to the “Action” field to choose the appropriate job action. When choosing “Termination,” a “Last Date Worked” field automatically appears, and populates the day before the effective date.
- Enter the Reason acronym (three letters) in the “Reason Code” field, or click the magnifying glass next to the “Reason Code” field to choose the appropriate Reason.
- If selecting the reason code of RES, a resignation letter or form **MUST** be attached to the ePAF.
- Attach any documents required. Please review the Attachment Guidelines before attaching documents to ensure compliance.
- Include any comments required.
- To submit the form, click “Submit.”

Current Job Info

Name: Empl ID:

Dept ID: 24032001 BIO SCI-PA Empl Record: 4

Job Code: OPSCG OPSCG [Personal Data](#)

Pay Group: OPS OPS Hourly [Job Data](#)

Empl Group: OPSH OPS Hourly Non-student

Payroll Status: Active

Form Data

*Effective Date: 12/14/2019 eForm ID: 684751

*Action: TER Termination

*Last Date Worked: 12/13/2019

*Reason Code: RES Resignation

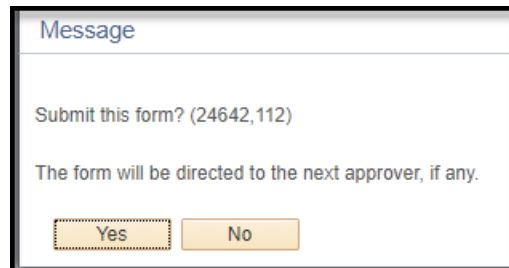
File Attachments

	Upload	View	Attached File	Doc ID	
1	<input type="button" value="Upload"/>	<input type="button" value="View"/>	HR_RESIGN_0298777_Camen.pdf	mverba2019-12-13-13.49.49	<input type="button" value="Delete"/>

Comments

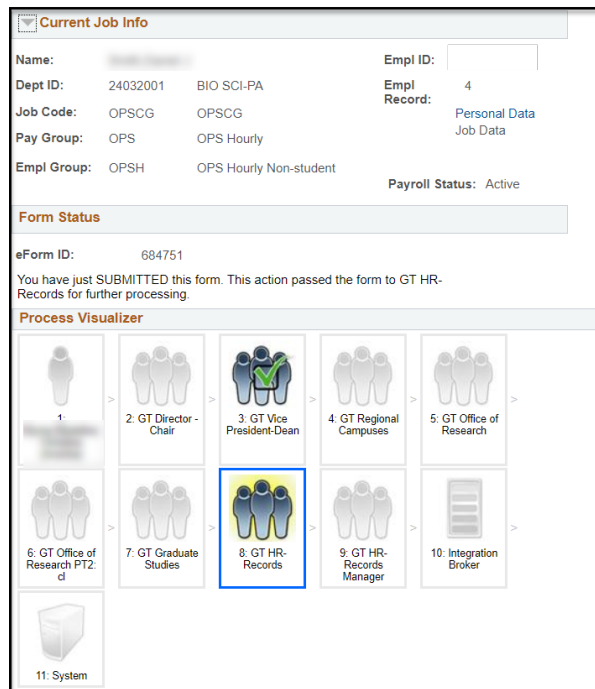
Your Comment:

3. Submit this Form?: You will be asked if you wish to submit the form. Click “yes” to submit the form and send the ePAF to the first Approver.



The screenshot shows a 'Message' dialog box with a title bar. Inside, it asks 'Submit this form? (24642,112)' and states 'The form will be directed to the next approver, if any.' At the bottom, there are two buttons: 'Yes' and 'No'.

4. Form Finalized: You have successfully submitted the ePAF and the ePAF has been sent to the first Approver. Make note of the eform ID number and eform Type for future reference.



The screenshot displays two sections of an ePAF form. The 'Current Job Info' section includes fields for Name, Dept ID (24032001), Job Code (OPSCG), Pay Group (OPS), Empl Group (OPSH), Empl ID, Empl Record (4), and Payroll Status (Active). The 'Form Status' section shows the eForm ID (684751) and a message: 'You have just SUBMITTED this form. This action passed the form to GT HR-Records for further processing.' Below this is a 'Process Visualizer' diagram showing a flow of 11 steps: 1. (blurred), 2. GT Director - Chair, 3. GT Vice President-Dean (highlighted with a green checkmark), 4. GT Regional Campuses, 5. GT Office of Research, 6. GT Office of Research PT2: d, 7. GT Graduate Studies, 8. GT HR-Records (highlighted with a blue box), 9. GT HR-Records Manager, 10. Integration Broker, and 11. System.

Module 8: Types of ePAFs: Position Change and Supplemental

ePAF Examples –Position Change and Supplemental

This module will demonstrate the uses and features of the Position Change and Supplemental ePAF forms. The exercise included in this training guide focuses on the actions made by the Originator. The exercise is preformed based on a general scenario, as many different scenarios are possible, and is only an example. For privacy reasons, certain information has been removed from the example screenshots and replaced by generic field details.

Please note: One ePAF form can be used to process multiple HR actions at one time. However, only one ePAF form can be processed per employee/employee record number at a time. For example, if an ePAF is pending for an employee's record number 0, another ePAF for record number 0 cannot begin until after the pending ePAF is approved or denied.

Position Change ePAF

The “**Position Change**” ePAF form is used to change or update vacant positions, or to request new position numbers. HR Compensation or Faculty Excellence is the final approver for these ePAFs.

**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](#)

**Edit Existing Job**
Use this form to edit the job of an employee currently working in your department.
[Edit Existing Job](#)

**Change Employment Status**
Use this form to submit a termination, retirement, leave of absence or return from leave.
[Change Employment Status](#)

**Position Change**
Use this form to make a change to a vacant position.
[Position Change](#)

**Supplemental Form**
Use this form to submit a manual supplemental form.
[Supplemental Form](#)

How to create a Position Change ePAF:

Navigation: Log in to myUCF>Staff Applications>Human Capital Management> Department Self Service>ePAF HomePage>Start a new ePAF>Position Change

1. Enter Position Change Details

- Enter the effective date in the "Effective Date" field.
 - The effective date must be future dated and not the same as the expected hire date.
- Enter the Position Number in the "Position Number" field, or click the magnifying glass next to the "Position Number" field to choose the appropriate Position Number. Notice that the "Employee Group" and "Pay Group" automatically populate.
- To continue to the next page, click "Next."

Vacant Position Change
Step 1 of 4: Enter Position Change Details
Complete the position change form below. The "Effective Date" should be the first day of the change. To request a position number, leave the position number field blank and complete all other fields on the page.
Vacant Position Detail
eForm ID: 684752
Effective Date: 12/13/2019
Position Number: 00030187 Position As Of: 07/12/2019
Employee Group: Exempt A&P
Pay Group: 12 Month Faculty and A&P Ees
Next >>

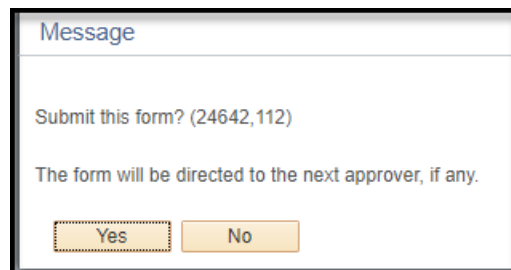
2. Enter Position Information: Notice that all fields are automatically populated on this page based on the information entered on the previous page. All of the information can be changed, including Job Code, Position Title, Short Title, Location Code, Regular/Temporary, Reports To, FTE, Liability Department, Full-Time Budget Rate, and Salary Admin Plan. (Home) Department can only be changed if the department is within your scope of responsibility. To continue to the next page, click “Next.”

- The “Location Code” must match the actual location of the Position.
- The “Reports To” must match the most current Position Description.
 - If this information is changing the new Position Description must be attached to the ePAF in PDF format.
- Always verify the Liability Number is accurate.
- The Full-Time Budget Rate is the position minimum. The employee may eventually be hired at a higher annual salary.

3. Finalize Form:

- All appropriate documentation must be attached to the ePAF in PDF format.
 - This includes position descriptions, justifications, etc.
- Include justification for position/job reason in the comments section.
- To submit the form, click "Submit."

4. Submit this Form?: You will be asked if you wish to submit the form. Click “yes” to submit the form and send the ePAF to the first approver.



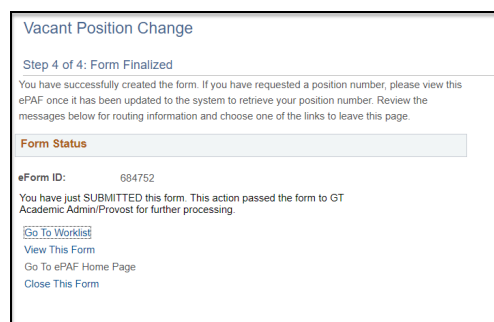
Message

Submit this form? (24642,112)

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

Yes No

5. Form Finalized: You have successfully submitted the ePAF and the ePAF has been sent to the first approver. Make note of the eform ID number for future reference. It is optional to click the “View this Form” link after submitting, however it would be beneficial to review the form to ensure all requested changes were entered accurately.



Vacant Position Change

Step 4 of 4: Form Finalized

You have successfully created the form. If you have requested a position number, please view this ePAF once it has been updated to the system to retrieve your position number. Review the messages below for routing information and choose one of the links to leave this page.

Form Status

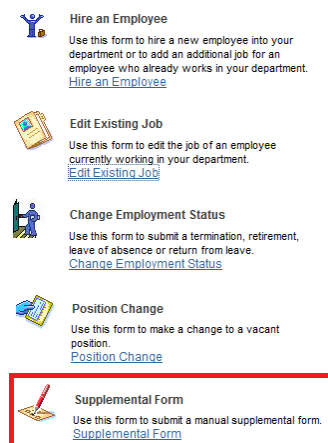
eForm ID: 684752






You have just SUBMITTED this form. This action passed the form to GT Academic Admin/Provost for further processing.

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

Supplemental ePAF

The “**Supplemental**” ePAF form is used for the rare occasions when an HR action must be initiated that the previous eforms cannot accommodate. For example, a correction to an ePAF that was previously submitted and approved, and cannot be corrected by submitting an Edit Existing Job ePAF.



-  **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](#)
-  **Edit Existing Job**
Use this form to edit the job of an employee currently working in your department.
[Edit Existing Job](#)
-  **Change Employment Status**
Use this form to submit a termination, retirement, leave of absence or return from leave.
[Change Employment Status](#)
-  **Position Change**
Use this form to make a change to a vacant position.
[Position Change](#)
-  **Supplemental Form**
Use this form to submit a manual supplemental form.
[Supplemental Form](#)

Please note: One ePAF form can be used to process multiple HR actions at one time. However, only one ePAF form can be processed per employee/employee record number at a time. For example, if an ePAF is pending

for an employee's record number 0, another ePAF for record number 0 cannot be created until after the pending ePAF is approved or denied.

The **“Supplemental” form** is used for the rare occasions when an HR action must be initiated that the other four forms cannot accommodate, and HR-Employment Services & Records manually keys the form. If HR-Employment Services & Records receives a “Supplemental” form that can be completed on one of the other four forms, the form will be recycled back to the Originator so the appropriate form can be completed.

The Supplemental eform is also used to request a yearly renewal for USPS Time-Limited positions and Post Doctoral employees.

How to create a Supplemental ePAF:

Navigation: Log in to myUCF>Staff Applications>Human Capital Management> Department Self Service>ePAF HomePage>Start a new ePAF>Supplemental

1. Enter Employee and Job Details: HR-Employment Services & Records manually keys all “Supplemental” ePAFs. Therefore, a “Function Description” box is used for Originators to explain exactly what job action is requested. Please be as specific and thorough as possible.

- Enter the effective date of the action.
 - Must be the date the action is happening
 - If Termination, the effective date must be the date ***immediately after*** the last date worked.
- Enter the employee's ID number in the “EmplID” field
- Enter the Employee Record Number in the “Empl Rcd” field.
- Enter the Position Number, if applicable.
 - Faculty, A&P, USPS Post Doc
- Enter the Job Code.
 - All employee types
- Choose an ePAF function from the “Function” drop-down box.
- In the “Function Description” box, enter exactly what job action is being requested. Be specific.
- Attach any documents required. Please review the Attachment Guidelines before attaching documents to ensure compliance.
- Include any comments required. To submit the form, click “Submit.”

Step 1 of 2: Enter Employee and Job Details

Complete the form below. The "Effective Date" should be the first day of the request. Enter as much information as you have then enter a detailed explanation of the action you are trying to take in the "Function Description" section of the form.

Supplemental Form Information

Effective Date: 11/01/2019 eForm ID: 684754

Empl ID:

Empl Rcd:

Position:

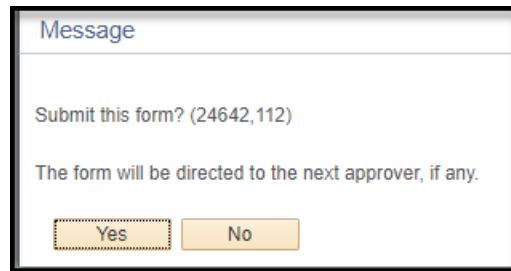
Job Code:

*Function:

Function Description:

Change Termination effective date from 10/15/2019 to 11/01/2019.
Last Date Worked 10/31/2019, reason ECN

2. Submit this Form?: You will be asked if you wish to submit the form. Click “Yes” to submit the form and send the ePAF to the first Approver.



The screenshot shows a 'Message' dialog box with a title bar. The main text asks 'Submit this form? (24642,112)' and states 'The form will be directed to the next approver, if any.' At the bottom, there are two buttons: 'Yes' and 'No'.

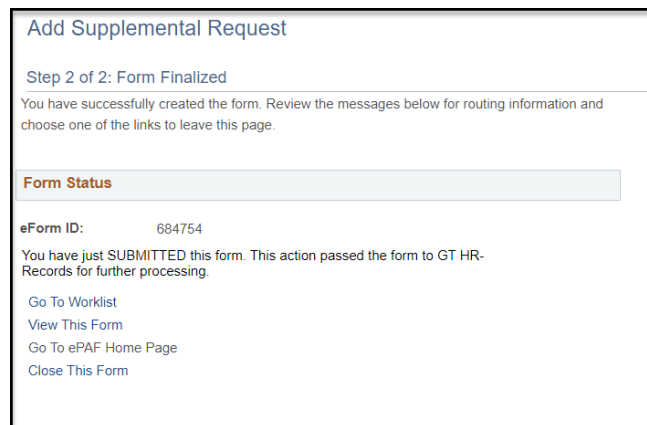
Message

Submit this form? (24642,112)

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

Yes No

3. Form Finalized: You have successfully submitted the ePAF and the ePAF has been sent to the first Approver. Make note of the eform ID number and eform Type for future reference. *When utilizing the View an ePAF or View an Archived ePAF, please note the Supplemental ePAF cannot be located without the eform ID number.*



The screenshot shows a page titled 'Add Supplemental Request'. It indicates 'Step 2 of 2: Form Finalized' and provides instructions to review routing information. A 'Form Status' section displays the 'eForm ID: 684754' and a confirmation message. At the bottom, there are four links: 'Go To Worklist', 'View This Form', 'Go To ePAF Home Page', and 'Close This Form'.

Add Supplemental Request

Step 2 of 2: 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.

Form Status

eForm ID: 684754

You have just SUBMITTED this form. This action passed the form to GT HR-Records for further processing.

[Go To Worklist](#)

[View This Form](#)

[Go To ePAF Home Page](#)

[Close This Form](#)

Module 9: Attaching Documents to ePAFs

Attachment Guidelines

The ePAF attachment feature was designed to provide departments with the ability to attach selected supporting documents to ePAFs. This feature will reduce the processing time encountered when certain supporting documents are required to approve ePAFs. All documents **must be attached in PDF format**. Only the person attaching the document to the ePAF can remove the document.

The following is a list of forms that are required to be attached based on the ePAF form type:

❖ Hire ePAFs

- Agreements
- Graduate Assistantship Paperwork (*Teaching Qualifications, Agreements, and Supplemental Assignment Forms*) must be attached to ePAF separately per College of Graduate Studies.
- Hire/Rehire Sign-In Paperwork excluding Direct Deposit and W-4 Form.
 - * The Direct Deposit and W-4 Form **CANNOT** be attached to the ePAF. The employee will need to fax the documents to Employment Services & Records at 407-823-3507
 - * Copies of Social Security Cards and Driver's Licenses are no longer required to be submitted to Human Resources as part of the sign-in paperwork documents and **CANNOT** be attached to the ePAF.
 - * File Name must be HR_HIRE_Emplid_Name (*Please see next page for additional details*)
 - * Example: HR_HIRE_1212121_Smith
- Request for Dual Compensation Forms

❖ Job Change ePAFs

- Agreements
- Graduate Assistantship Paperwork (*Teaching Qualifications, Agreements, and Supplemental Assignment Forms*) must be attached to ePAF separately per College of Graduate Studies.
- Organizational Chart (for reclassifications/conversions/pay rate changes)
- Position Descriptions (for reclassifications/conversions)
- Written Justifications (for reclassifications/conversions/pay rate changes)

❖ Change Employment Status ePAFs

- Resignation Letter/Form
 - * File Name must be HR_RESIGN_Emplid_Name
 - * Example: HR_RESIGN_1212121_Smith

❖ Supplemental ePAFs

- Supporting documents as listed above

❖ Position Change ePAFs

- Position descriptions (for reclassifications/conversions)

Guidelines for Attaching Hire/Rehire Sign-In Paperwork to ePAFs

In an effort to streamline and expedite the processing of Hire ePAFs, Employment Services & Records' Hire/Rehire Sign-In Paperwork (**Excluding the Direct Deposit and W-4 Form**) must be attached to the Hire ePAF.

- 1) Attach the Hire/Rehire Sign-In Paperwork (**Excluding the Direct Deposit and W-4 Form**) to the Hire ePAF for each employee in one PDF file with the file name of **HR_HIRE_Emplid_Name**. (*The word HIRE and HR must be in all caps*)
 - a. Example: HR_HIRE_3590300_Jovi

Please note that for Graduate Assistantship Paperwork, you will still need to attach Graduate Assistantship paperwork separately as instructed by College of Graduate Studies.

Copies of **Social Security Cards/Driver Licenses** are **no longer required** to be sent to Human Resources and **SHOULD NOT** be attached to the Hire ePAF.

File Attachments				
	Upload	View	Attached File	Doc ID
1	<input type="button" value="Upload"/>	<input type="button" value="View"/>	HR_HIRE_3590300_Jovi.pdf	acamen2013-06-21-14.04.08

Guidelines for Attaching Resignation Letter/Form to ePAFs

- 1) Attach the resignation letter or form in PDF format with the file name of **HR_RESIGN_Emplid_Name** (*The word **RESIGN** and **HR** must be in all caps*)
 - a. Example: HR_RESIGN_1234567_Jolie

File Attachments				
	Upload	View	Attached File	Doc ID
1	<input type="button" value="Upload"/>	<input type="button" value="View"/>	HR_RESIGN_1234567_Jolie.pdf	acamen2013-06-21-13.54.11

How to Attach Documents to the ePAF

The ePAF attachment was designed to provide departments with the ability to attach supporting documents to the ePAF. Please see the Attachment Guidelines, <http://hr.ucf.edu/files/ePAFAttachmentGuidelines.pdf>, for additional information.

- Click on Add File Attachment.

Form Data

*Effective Date: 08/08/2013 eForm ID: 259342

*Action: TER Termination

*Last Date Worked: 08/07/2013

*Reason Code: RES Resignation

Add File Attachment

- Click on Upload.

	Upload	View	Attached File	Doc ID	
1	Upload				Delete

Add File Attachment

- Click on the Browse button and double-click your selected document.

File Attachment

Help

Upload Cancel **Browse...**

File Explorer: C:\Users\lacamen\Desktop\HR_RESIGN_1234567_Jolie.pdf

- Click Upload.

File Attachment

Help

C:\Users\lacamen\Desktop\HR_RESIGN_1234567_Jolie.pdf Browse...

Upload Cancel

- The document has been uploaded. If you need to add more attachments, click on Add File Attachment. If you need to delete the attachment, click on the Delete button.

	Upload	View	Attached File	Doc ID	
1			HR_RESIGN_1234567_Jolie.pdf	acamen2013-06-21-14.30.32	Delete

Add File Attachment

Module 10: Resubmit, Change, or Withdraw an ePAF

The “Resubmit, Change, or Withdraw an ePAF” link allows Originators to make changes, resubmit, or withdraw an ePAF that has been recycled back to them. Only ePAFs that have not received final approval, or have not loaded into PeopleSoft, will be accessible.

In order to resubmit, change, or withdraw an ePAF, the form must be recycled by the current Approver that ePAF is awaiting approval from. Originators should not try to resubmit, change, or withdraw an ePAF that is not on their Worklist. Once the ePAF is on the Originator’s Worklist, the form can be resubmitted, changed, or withdrawn. It is suggested that all fields should be re-verified to ensure that all previously marked changes are correctly requested.

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.

1. Choose the appropriate ePAF form needing correction or withdrawal.

Update electronic Personnel Action Form (ePAF)



Hire an Employee

Use this link to change, resubmit or withdraw a request to hire an employee.

[Update a Hire ePAF](#)



Edit Existing Job

Use this link to change, resubmit or withdraw a request to edit a job for an employee.

[Update a Job Edit ePAF](#)



Change Employment Status

Use this link to change, resubmit or withdraw a request to change employment status for an employee.

[Update an Employment Status Change ePAF](#)



Position Change

Use this link to change, resubmit or withdraw a vacant position change request

[Update a Position Change ePAF](#)



Supplemental Form

Use this link to change, resubmit or withdraw a supplemental form request.

[Update a Supplemental Form ePAF](#)

For this example, an "Edit Existing Job" ePAF form was chosen.

2. On the search page, you have the option of searching for the ePAF by the eform ID, Workflow Form Status, EmplID, Name (First Name), or Last Name. If none of the search values are known, clicking on the search button will return all the ePAFs within the chosen form type that are available for viewing. Only those forms processed within the user's security role will be available.

Update a Job Change

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

Maximum number of rows to return (up to 300):

eForm ID:

Department:

Workflow Form Type:

Workflow Form Status:

Empl ID:

Empl Rcd Nbr:

Name:

Original Operator:

Originated Date From:

Originated Date Thru:

Last Date From:

☐ Case Sensitive

[Basic Search](#) [Save Search Criteria](#)

3. Job Information: Note that the format of the "Resubmit, Change, or Withdraw an ePAF" is the same format as when creating an "Edit Existing Job" ePAF. All of the fields on this page can be updated if needed.

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

Update Job Change

Step 1 of 5: Update Job Change

Review, and revise if needed, the job change form below. The "Effective Date" should be the first day of the change. For changes in Employee Group, the effective date must be the beginning of a pay period.

Current Job Info

Name:
Dept ID: 24082001 PHYSICS-PA
Job Code: 9183 GTA
Pay Group: OP1 OPS Contract
Empl Group: GRADC Graduate Contract
Empl ID:
Empl Record: 4
Payroll Status: Terminated

New Job Information

Effective Date: Job As Of: eForm ID: 670172

Employee Group:

Pay Group: OPS Contract

Empl Class:

Comments

4. Update Job Information: All of the fields on this page can be updated if needed.

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

Update Job Change
Step 2 of 5: Update Job Information
Review, and revise if needed, the job change form below:

Current Job Info

Name: [Redacted] Empl ID: [Redacted]
 Dept ID: 24082001 PHYSICS-PA Empl Record: 4
 Job Code: 9183 GTA Personal Data
 Pay Group: OP1 OPS Contract Job Data
 Empl Group: GRADC Graduate Contract Payroll Status: Terminated

New Job Information

*Department: 24082001 PHYSICS-PAYROLL eForm ID: 670172
 *Location Code: MAIN Main Campus (Orlando)
 *Job Code: 9182 Graduate Research Assistant
 Supervisor ID: [Redacted]

<< Previous Next >>

5. Update Job Compensation: All of the fields on this page can be updated if needed.

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

Current Job Info

Name: [Redacted] Empl ID: [Redacted]
 Dept ID: 24082001 PHYSICS-PA Empl Record: 4
 Job Code: 9183 GTA Personal Data
 Pay Group: OP1 OPS Contract Job Data
 Empl Group: GRADC Graduate Contract Payroll Status: Terminated

Job Change Compensation Data

Bi-Weekly: 410.270000 Annual Rate: eForm ID: 670172
 \$10708.150

*Standard Hours: 10.00

Pay Component

Comp Rate Code	Compensation Rate
1 NAIRLY	20.513699

Current Funding Distribution

Funding Level	Combination Code	Primary Indicator	Distrib %	End Date
1		P		

☐ Appointment Level Funding

<< Previous Next >>

6. Finalize Form: Attach any documents required. Please review the Attachment Guidelines before attaching documents to ensure compliance. Include any comments required.

- To place the ePAF on hold, click "Hold".
- To resubmit the ePAF and continue the ePAF through the Workflow, click "Resubmit".
- To withdraw the ePAF, click "Withdraw".

Update Job Change
Step 4 of 5: Finalize Form
Enter any relevant comments in the "Your Comment" field to be included with this form.

Current Job Info

Name: [Redacted] Empl ID: [Redacted]
 Dept ID: 24082001 PHYSICS-PA Empl Record: 4
 Job Code: 9183 GTA Personal Data
 Pay Group: OP1 OPS Contract Job Data
 Empl Group: GRADC Graduate Contract Payroll Status: Terminated

Job Change Action/Reason

Job Action: Data Change eForm ID: 670172
 Job Reason: Employee Group Change

File Attachments

Upload	View	Attached File	Doc ID
1	Upload View	BerneSummerAgmt.pdf	es6129942019-04-29-14 20 26

Add File Attachment

Comments

Your Comment: [Text Area]

Hold Resubmit Withdraw

<< Previous Close

7. When placing the ePAF on hold, the ePAF will stay on your Worklist until you either resubmit or withdraw the ePAF. When resubmitting or withdrawing an ePAF, you will be asked if you wish to resubmit or withdraw the ePAF. Click “Yes.”

Message

Are you sure you want to withdraw this form? (24642,107)

Withdrawing a form permanently ends form processing. The form will be archived.

Yes

No

8. Form Finalized: You have successfully withdrawn the ePAF.

Step 5 of 5: Form Finalized

You have successfully updated the form. Review the messages below for routing information and choose one of the links to leave this page

Current Job Info

Name:

Dept ID: 24082001

Job Code: 9183

Pay Group: OP1

Empl Group: GRADC

PHYSICS-PA

GTA

OPS Contract

Graduate Contract

Empl ID:

Empl Record: 4

Personal Data

Job Data

Payroll Status: Terminated

Form Status

eForm ID: 670172

You have just WITHDRAWN this form. This permanently ends processing for this form.

Process Visualizer

1. [Redacted]

(196 days
5 hours
52 minutes)

2. GT Director - Chair

(1 day
2 hours
6 minutes)

3. GT Vice President/Dean

(14 days
21 hours
40 minutes)

4. GT Regional Campuses

5. GT Office of Research

(3 hours
11 minutes)


Viewing ePAFs


There are two options to view ePAFs: “View an ePAF” or “Look Up an Archived ePAF.” The “View an ePAF” link will search for ePAFs created within the last 30 days. The “Look Up an Archived ePAF” link will search for ePAFs created 30 days ago and older. The “View an ePAF” and “Look Up an Archived ePAF” follow the same format listed below.


After the Originator submits an ePAF, it is the Originator’s responsibility to keep track of the ePAF to ensure that the ePAF is approved in a timely manner. Viewing ePAFs allows Originators to see which Approver has the ePAF on their worklist. If the Originator finds the ePAF has not been approved after a few days, the following process can be completed to find out who currently can access the ePAF. The Originator can ask them to either approve the ePAF or recycle it for corrections if needed.


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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.


1. Choose the appropriate ePAF form. For this example, a “Hire an Employee” ePAF form was chosen.


View an electronic Personnel Action Form (ePAF)

 **Hire an Employee**
Use this link to view a request to hire an employee.
[View a Hire ePAF](#)

 **Edit Existing Job**
Use this link to view a request to edit a job for an employee.
[View a Job Edit ePAF](#)

 **Change Employment Status**
Use this link to view a request to change employment status for an employee.
[View an Employment Status Change ePAF](#)

 **Position Change**
Use this link to view a vacant position change request.
[View a Position Change ePAF](#)

 **Supplemental Form**
Use this link to view a supplemental form request.
[View a Supplemental ePAF](#)

2. On the search page, you have the option of searching for the ePAF by the eform ID, Department, EmplID, Employee Record Number (Empl Rcd Nbr), Name (First Name), or Last Name. Remember when searching for a Supplemental eform the only search option is by eform ID.

View Hire Form

Enter any information you have and click Search. Leave fields blank for a list of all values.

[Find an Existing Value](#)

Maximum number of rows to return (up to 300):

eform ID: begins with

Workflow Form Type: begins with

Workflow Form Status:

Empl ID: begins with

Empl Rcd Nbr:

Name: begins with

Last Name: begins with

Original Operator: begins with

Originated Date From:

Originated Date Thru:

Last Operator: begins with

☐ Case Sensitive

[Basic Search](#) [Save Search Criteria](#)

- Form Contents and Comments: Once the appropriate ePAF is opened, to see the actions taken on the ePAF, or to see who currently has the ePAF on their Worklist, click “Next.”

Position Number: 100000000 Position As Of: 07/12/2019

Job Code: 9189 Post Doctoral Scholar

Position Title: Post Doctoral Scholar Short Title: Postdoc Sch

Department: 24032001 BIO SCI-PAYROLL

Location Code: MAIN Main Campus (Orlando)

Regular/Temporary: Regular

Reports To: 00037326

Authorized FTE: 1.000000

Liability Code: 24034201 BIO SCI-OH BIO RESRCH

Admin Code: 99 No Administrative Function

Salary Admin Plan: 2205 Grade:

Hire Compensation

Bi-Weekly Rate: \$1915.710000 Annual Rate: \$50000.000

Standard Hours: 40.00

Pay Component

Comp Rate Code	Compensation Rate
NAAWWL	50000.000000

☐ Appointment Level Funding

Comments

Comment History:

- Abbee Camen
Tue, Dec 10 10:05:08:17 PM
Authorized
- Evelyn Morales
Tue, Dec 10 10:05:08:26 PM
Approved
- Danielle Darwich
Tue, Dec 10 10:05:07:14 PM
Approved

Navigation: << Previous Next >> Search

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- Form History: This page shows the Original Operator (Originator), the Last Operator (Approver), and the Next Approver, along with a log of the different actions taken on the ePAF. To see who currently has the ePAF on their Worklist, click the “Who can work this form?” link.

View Hire

Step 2 of 2: Form History

This page has a history of all the actions that have been taken on the form, and what actions are pending, if any.

Form Information

eForm ID	684739
Form Status	Executed
Form Type	HIRE Hire
Condition	DEFAULT Default

Who can work this form? [Form Messages](#)

Process Visualizer

GT Director - Chair (2 minutes)	GT Vice President-Dean (< 1 minute)	GT Graduate Studies (1 minute)	GT HR-Records (< 1 minute)	Integration Broker	System
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Transaction / Signature Log

Current Date/Time	Role Name	User ID	User Description	Action	Status
12/10/2019 5:03:58PM	GT Department		James A Makowski	Submit	Pending
12/10/2019 5:06:22PM	GT DIRECTOR-CHAIR		Sheri Rene Pearson	Approve	Part Apprv
12/10/2019 5:07:16PM	GT Vice President-Dean		Danielle Darwich	Approve	Part Apprv
12/10/2019 5:08:28PM	GT Graduate Studies		Evelyn Morales	Approve	Part Apprv
12/10/2019 5:09:18PM	GT HR-Records		Abbee Camen	Authorize	Authorized
12/10/2019 5:09:31PM	SYSTEM		Abbee Camen	Execute	Executed

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Module 11: Reports

The navigation to view the report is as follows:

- myUCF-Staff Applications-Human Capital Management
- The reports will be listed under Self-Service Reports
- Click on the report that you would like to view
- Select view report

ePAF Originator Report

- This report includes ePAFs that you (as the ePAF Originator) have submitted for your department, their current pending status, and where the ePAF is in the approval process.

Work Authorization Report

- This report includes a list of your international employees, the date their work authorization expires, and date their employment terminates (when applicable)

Employee Data

- This report includes email addresses and emergency contact details for employees within your area.

Essential Personnel Report

- This report includes the personnel who have been identified by their department director, dean, or chair to support critical personnel when normal operations have been suspended.

Birthday Report

- Contains birthday of employees within your area.