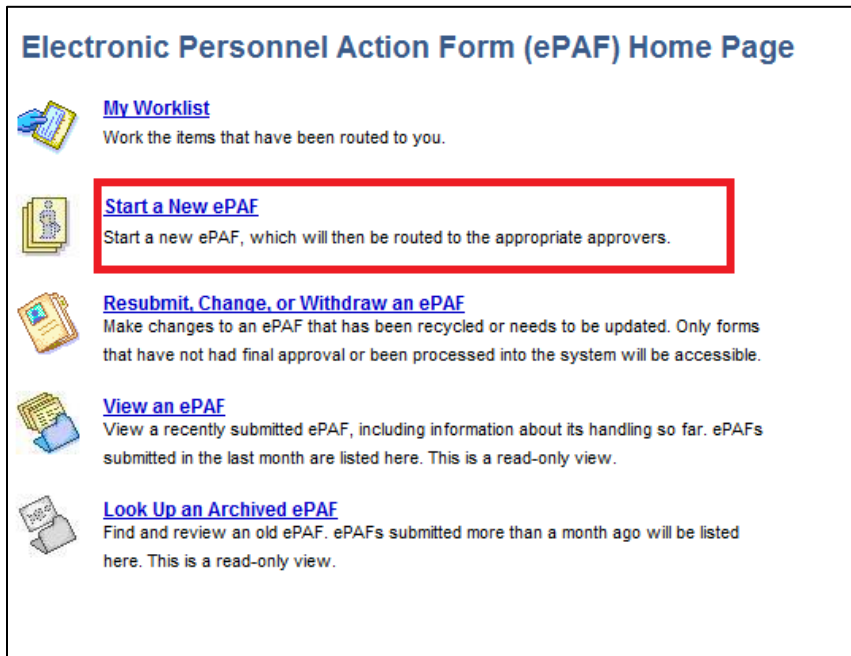
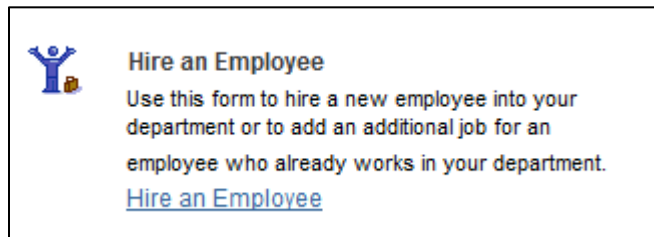


Hire an Employee ePAF for Post-Doctoral Employees

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



2. Click "Hire an Employee."

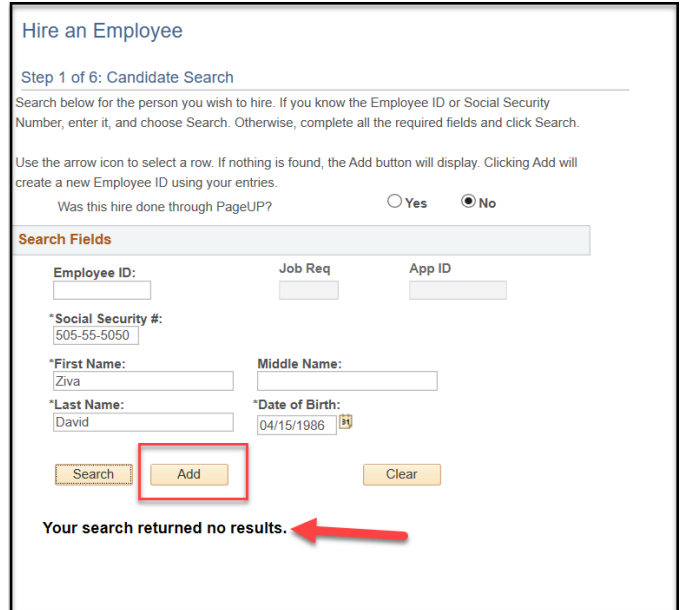


3. Candidate Search

A search must be conducted to verify whether the candidate exists in the PeopleSoft Database.

- If recruited through PageUp, mark yes; then select job requisition and applicant id. If there is a match, select the yellow arrow. If not, select the gray arrow.
- If not recruited through PageUp, mark no.
- When performing a search, it is best to use a unique identifier, such as a UCF Employee ID (Emplid) or Social Security Number. If the EmplID or the Social Security Number is not known, populate as many fields as possible to narrow down your search. All fields perform an exact match search based on the information you enter.

- If the individual has never been in the system (as a student, employee, or non-paid appointment) you must enter the Last Name, First Name, Date of Birth, **AND** Social Security Number for the “Add” button to appear in order to create an emplid.



Hire an Employee

Step 1 of 6: Candidate Search

Search below for the person you wish to hire. If you know the Employee ID or Social Security Number, enter it, and choose Search. Otherwise, complete all the required fields and click Search.

Use the arrow icon to select a row. If nothing is found, the Add button will display. Clicking Add will create a new Employee ID using your entries.

Was this hire done through PageUP? Yes No


Search Fields

Employee ID: Job Req: App ID:

*Social Security #:

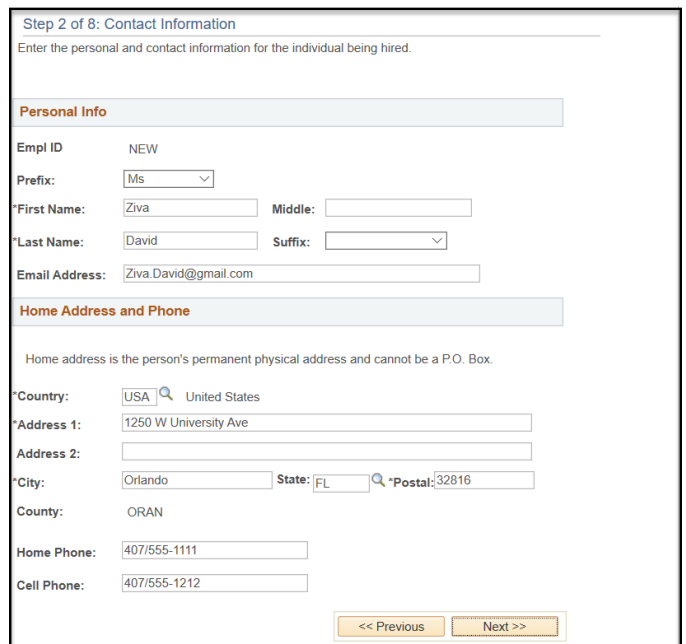
*First Name: Middle Name:

*Last Name: *Date of Birth:

Your search returned no results. 

4. Contact Information

- For current or returning employees, all fields will already be entered and will need to be checked and/or changed for updates.
- For employees new to UCF, all information must be entered.
- All contact information is found on the employee’s Personal Data Sheet
- **The name entered should match the name on the Social Security Card as the IRS requires that employees be paid in the name as it appears on the Social Security Card.**
- To continue to the next page, click “Next”



Step 2 of 8: Contact Information

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

Personal Info

Empl ID: NEW

Prefix:

*First Name: Middle:

*Last Name: Suffix:

Email Address:

Home Address and Phone

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

*Country: United States

*Address 1:

Address 2:

*City: State: *Postal:

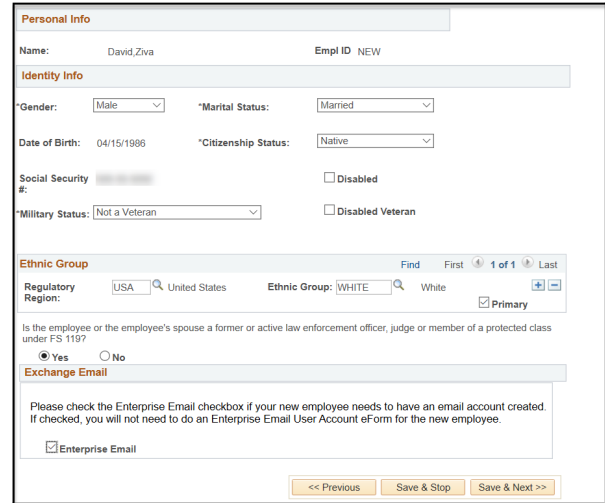
County:

Home Phone:

Cell Phone:

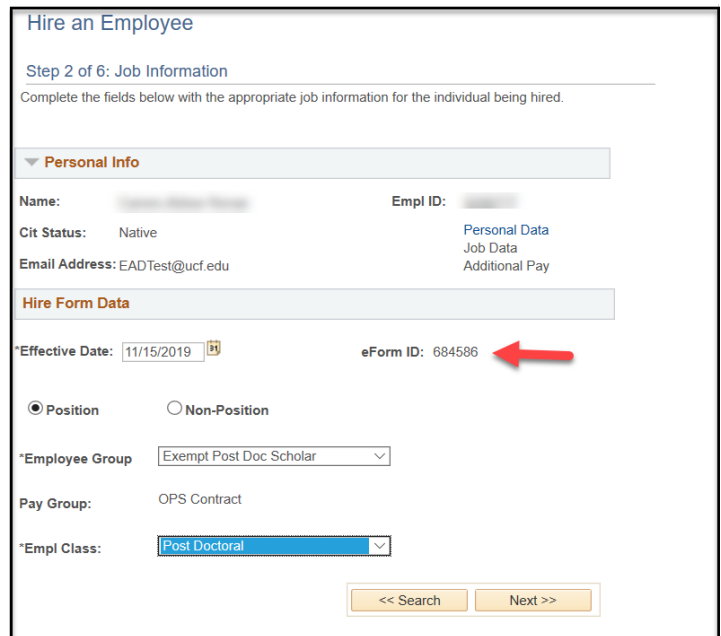
5. Identity Information

- Enter the employee’s identify information: Gender, Marital Status, Citizenship Status, Disabled or Disabled Veteran, Military Status, Ethnic Group, and Florida Statute 119.
- Check the “Enterprise Box” if you would like to request an UCF email.
- All identity information is found on the employee’s Personal Data Sheet.
- The employee’s Social Security Number will need to be entered, even if the employee is currently working at UCF.
- To continue to the next page, click “Save & Next,” and “Yes” to confirm and save.



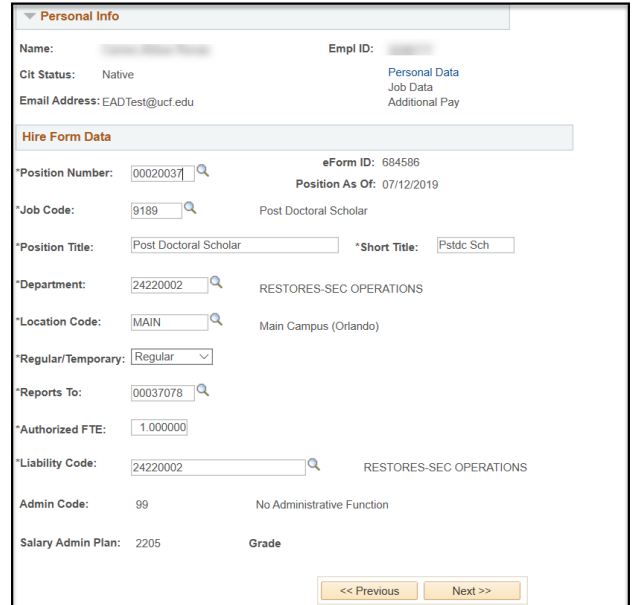
6. Job Information

- Enter the hire date in the “Effective Date” field.
- Since we are hiring a Post- Doctoral Scholar for this example, select the “Position” radial button. (Positioned employees at UCF are A&P, USPS, Post-Docs, and Faculty. Non-Positioned employees at UCF are OPS)
- For this example, “Exempt Post Doc Scholar” was selected for Employee Group. Note that the Pay Group field is automatically selected. Verify that these fields are set correctly.
- For Employee Class, select Post-Doctoral.
- Note that an eform ID has now been assigned to the ePAF.
- To continue to the next page, click “Next.”



7. Position Information

- Enter the employee’s position number or click the magnifying glass next to the “Position Number” field to choose the appropriate position numbers. Position numbers are preceded by **three zeroes’ (0)**. Only open position numbers with your department will be listed.
- Note that the Job Code, Position Title, Short Title, Department, Location Code, Regular/Temporary, Reports To, Authorized FTE, Liability Code, and Admin Code fields are automatically selected. **Review the information to verify it’s correct and corresponds with the agreement. Make updates as needed.**
- To continue to the next page, click “Next.”



Personal Info

Name: [Redacted] Empl ID: [Redacted]
 Cit Status: Native Personal Data
 Email Address: EADTest@ucf.edu Job Data
 Additional Pay

Hire Form Data

*Position Number: 00020037 eForm ID: 684586
 Position As Of: 07/12/2019

*Job Code: 9189 Post Doctoral Scholar

*Position Title: Post Doctoral Scholar *Short Title: Pstdc Sch

*Department: 24220002 RESTORES-SEC OPERATIONS

*Location Code: MAIN Main Campus (Orlando)

*Regular/Temporary: Regular

*Reports To: 00037078

*Authorized FTE: 1.000000

*Liability Code: 24220002 RESTORES-SEC OPERATIONS

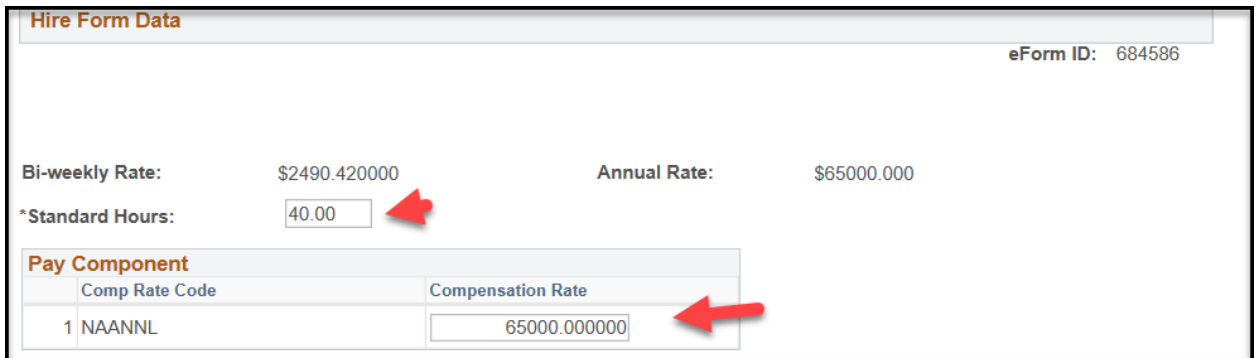
Admin Code: 99 No Administrative Function

Salary Admin Plan: 2205 Grade

<< Previous Next >>

8. Compensation

- Enter the Standard Hours in the “Standard Hours” field. Typically, Post- Doctoral Employees’ Standard Hours are 40. Update as needed. The authorized FTE must match the standard hours.
- Post-Doctoral salaries are based on an annual salary. The annual salary on the ePAF and Contract must be calculated over 26.1 pay periods even if the employee will be working for less than one (1) year. Enter the annual salary under Compensation Rate.



Hire Form Data eForm ID: 684586

Bi-weekly Rate: \$2490.420000 Annual Rate: \$65000.000

*Standard Hours: 40.00

Pay Component	
Comp Rate Code	Compensation Rate
1 NAANL	65000.000000

9. Funding Information-this is the account or combination code that the employee will be paid from. Funding can be at the department, position, or appointment level.

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

Current Funding Distribution						Personalize	Find	Print	First	1 of 1	Last
	Funding Level	Combination Code	Primary Indicator	Distrib %	End Date						
1 *	Department	16402001	P	100.000							

- If that is not funding that needs to be used, you will want to check the box for Create Appointment Level Funding and input the applicable fields.

Create Appointment Level Funding?

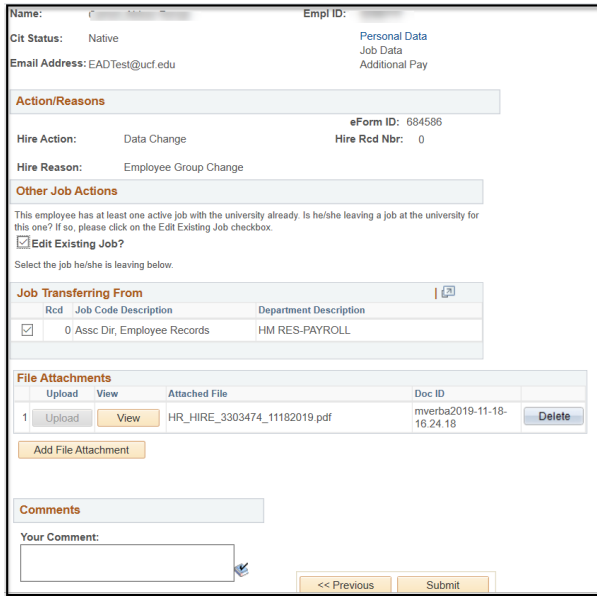
Current Funding Distribution							Personalize	Find	Print	First	1 of 1	Last
	Funding Level	Combination Code	Primary Indicator	Distrib. %	Project/Grant	End Date						
1	Appointmnt	16408309	<input checked="" type="checkbox"/>	100.000	16408309	12/31/2019						

- Enter the funding department in the “Combination Code” field or click the magnifying glass next to the “Combination Code” field to choose the funding department(s) from which the employee will be paid.
- If the employee is to be paid from only one department, click the “Primary” box and enter “100” in the “Distribution” field.
- If the employee will be paid from more than one account, click on the + button to add additional Funding Department fields. The total of all distributions must equal 100%, and one department must be chosen as the primary department. Please note that if you enter a Contract and Grant (C&G) funding department number, an “End Date” box will appear for you which will default to the end date of the project of the contract or grant.
- To continue to the next page, click “Next.”

9. Finalize-Current Employees

- You will be asked if the employee is leaving their current position for the position in your department. If so, check the box next to “Edit Existing Job?” to indicate that you want to terminate the UCF job(s) listed. If the person has multiple UCF jobs, you must select which UCF job to terminate from the list provided. For employees new to UCF, the Edit Existing job option will not appear.

- Please note that it is best to be in contact with the employee's current department ensuring that the department is aware of the termination.
- Enter any relevant information in the comments field that you feel will help with approval. Due to HIPPA laws, please do not include any medical information.
- Attach the appropriate documents with the correct naming convention as appropriate. Click, "Submit," then click "Yes" to submit the form.



Name: [Redacted] Empl ID: [Redacted]

Cit Status: Native [Personal Data](#)
[Job Data](#)
[Additional Pay](#)

Email Address: EADTest@ucf.edu

Action/Reasons

Hire Action: Data Change eForm ID: 684586
 Hire Rcd Nbr: 0

Hire Reason: Employee Group Change

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 Assc Dir, Employee Records	HM RES-PAYROLL

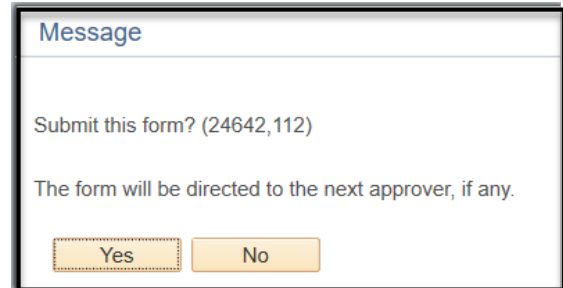
File Attachments

Upload	View	Attached File	Doc ID	Delete
<input type="button" value="Upload"/>	<input type="button" value="View"/>	HR_HIRE_3303474_11182019.pdf	mverba2019-11-18-16.24.18	<input type="button" value="Delete"/>

Comments

Your Comment:

<< Previous Submit

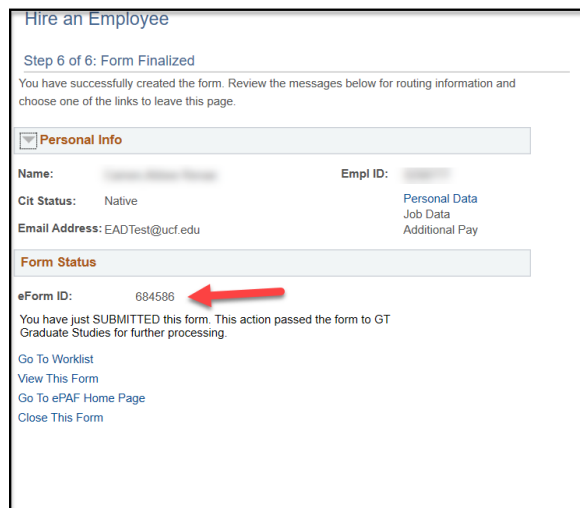


Message

Submit this form? (24642,112)

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

- "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.

Personal Info

Name: [Redacted] Empl ID: [Redacted]

Cit Status: Native [Personal Data](#)
[Job Data](#)
[Additional Pay](#)

Email Address: EADTest@ucf.edu

Form Status

eForm ID: 684586

You have just SUBMITTED this form. This action passed the form to GT Graduate Studies for further processing.

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