

How to Create an Emplid for an Employee through ePAF

ePAF Originators have the option of creating emplids without having to complete the entire “Hire an Employee” ePAF form. After completing Step 3 of the Hire ePAF; ePAF originators will have the option or select “Save & Stop” or “Save and Next”

By selecting “Save & Stop,” an emplid will be generated. It will initiate the process of generating the NID, Outlook account, and other information relating to the beginning of employment.

Please note the “Save & Stop,” button prevents the ePAF Originator from completing the rest of the Hire ePAF.

Late, when ready, the ePAF Originator will re-enter the “Hire an Employee” ePAF to officially hire the employee and will be able to search for the employee by the emplid. The ePAF originator will go through steps 1-3 of the Hire eform again, in case any changes need to be made.

From Step 3, the ePAF Originator will click “Save & Next” to complete the Hire ePAF.

Please note: It is the department’s responsibility to ensure that emplid numbers are not created until an offer of employment has been made.

The screenshot displays the ePAF form for Gregory F. Knie, with Empl ID 1211491. The form is divided into several sections:
1. **Personal Info**: Name (Knie, Gregory F), Empl ID (1211491).
2. **Identity Info**: Gender (Male), Marital Status (Married), Date of Birth (12/25/1963), Citizenship Status (Alien Temporary), Social Security # (red arrow), Military Status (No Military Service), Disabled (checkbox), Disabled Veteran (checkbox).
3. **Ethnic Group**: Search results for USA (United States) and PACIF (Native Hawaiian/Other Pacific Islander).
4. **Exchange Email**: A checkbox for Enterprise Email (red arrow) and a text box explaining its purpose.
5. **Navigation**: Buttons for << Previous, Save & Stop, and Save & Next >> (red arrow).