

## How to Enter the PeopleSoft Human Capital Management Database for ePAF

To enter the ePAF Home Page, navigate to the following:

1. Log into the PeopleSoft system through the myUCF Portal ([www.my.ucf.edu](http://www.my.ucf.edu)). Sign in with your NID and NID Password.

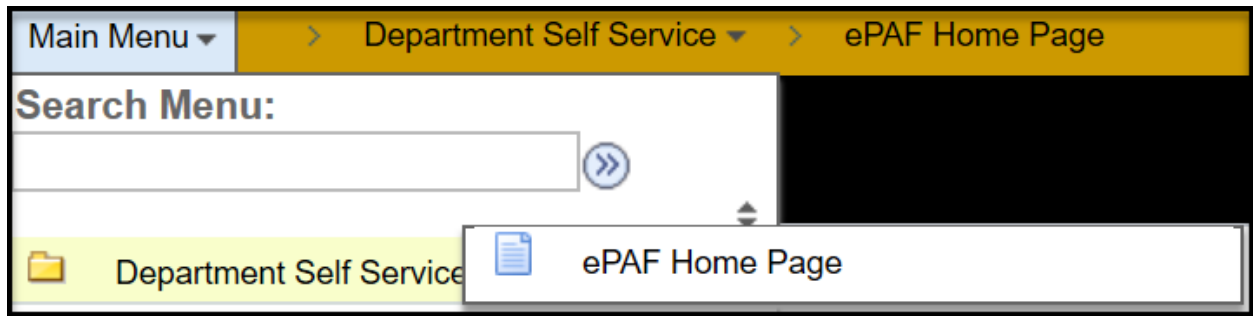


The image shows the UCF Federated Identity login page. On the left, there is a form with two input fields: 'Username: NID or DTC-Atlas ID' and 'Password'. Below these fields is a black 'Sign On' button. To the right of the form is a yellow box containing 'my.ucf.edu' and the text 'You have asked to login to my.ucf.edu'. Below this box are three links: 'Look up your UCF NID username.', 'Reset your account password.', and 'Trouble Signing On?'. At the bottom of the form area, there is a small disclaimer: 'By signing on, you agree to the terms of the UCF Policies & Procedures.'

2. From the left-hand side, select “Staff Applications”> “Human Capital Management”








3. Navigate to “Department Self Service” < “ePAF Home Page”



4. You have now reached the ePAF Home Page

## Electronic Personnel Action Form (ePAF) Home Page

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

From the ePAF Home Page, Originators can select from all of the five options:

- x **My Worklist**
  - o Shows any ePAF that has been recycled and requires action.
- x **Start a New ePAF**
  - o Initiates an ePAF. An Originator can hire an employee; edit an existing job; change an employee's status; change position data; and create a Supplemental Form.
- x **Resubmit, Change, or Withdraw an ePAF**
  - o Allows the Originator to make changes, resubmit, or withdraw an ePAF that has been recycled.
- x **View an ePAF**
  - o View any ePAF that was created or approved within the last 30 days within your workflow.
- x **Look Up an Archived ePAF**
  - o Look up any ePAF that was created or approved within your workflow that is more than 30 days old.