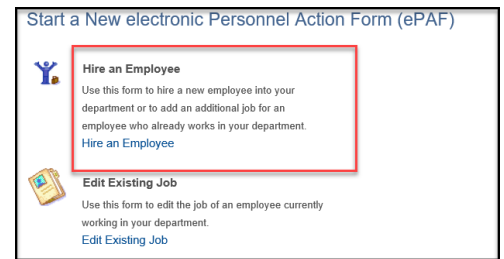
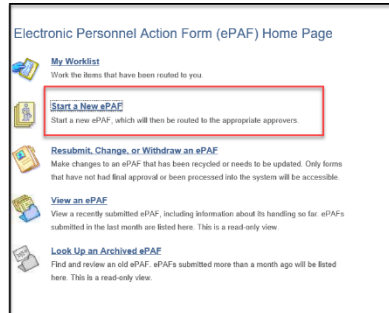


### Submitting Hire ePAF

**Step 1** - Log in to myUCF (Human Capital Management) and navigate to:

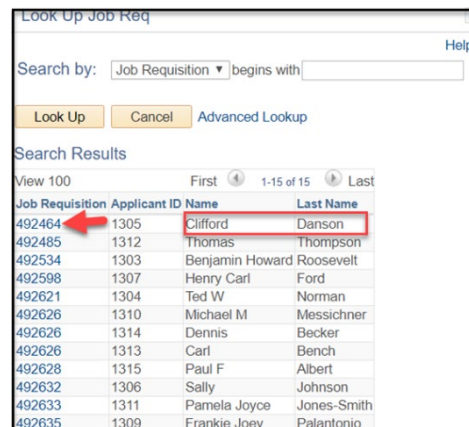
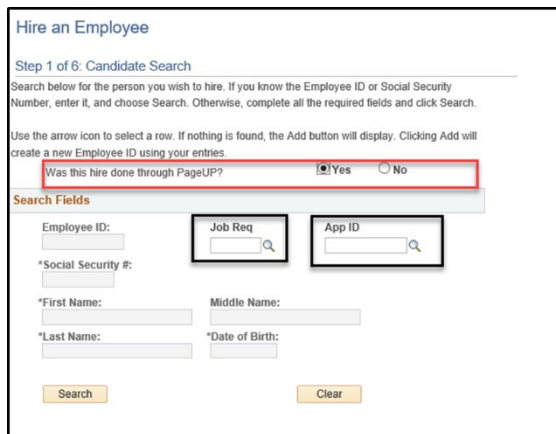
- Department Self-Service
- ePAF Homepage-Start a New ePAF
- Hire an employee



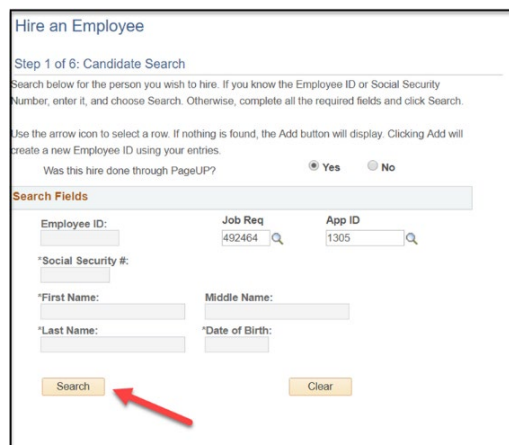
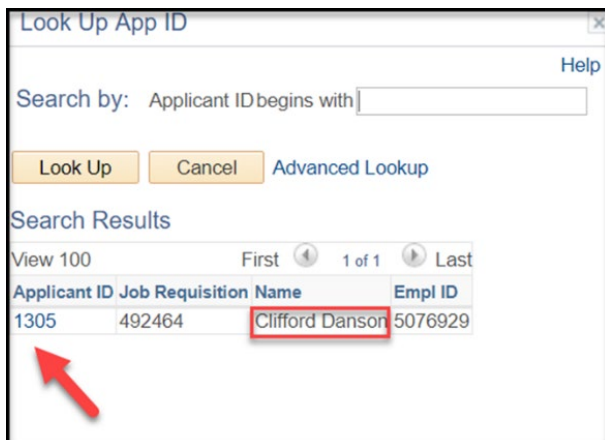
### Hire Processed Through Pageup

**Step 2** –

- Select “Yes” if the hire was done through Pageup.
- Click the magnifying glass icon and lookup the Job Req ID. You can sort by name.
- Select the requisition number in blue to the far left of the employee’s name.



- Click the magnifying glass icon and lookup the App (Applicant) ID
- Select the applicant ID number in blue to the far left of the employee’s name.
- Select Search



## Select Appropriate Record

### Step 3 –

#### Applicant and Person Results

- If there is a **match** under **person results**,  
Select the yellow arrow.
- Go to Step 4.

**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: 492216 App ID: 1001

\*Social Security #: \_\_\_\_\_

\*First Name: Mary Middle Name: \_\_\_\_\_

\*Last Name: Maples \*Date of Birth: 10/01/1971

Search Clear

**Applicants**

App ID	Job Req	Name	Date of Birth	National ID	Empl ID
1001	492216	Mary Maples	10/01/1971	(Not Displayed)	5027221

**Person Results**

HR	Job	Act	EmplID	Rcd#	Name	Date of Birth	National ID
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	0314898	0	Mary Maples	12/24/1960	(Not Displayed)
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	5027221	0	Mary Maples	10/01/1971	<b>MATCH</b>

**IMPORTANT** Look under Person Results, if there is a match select the yellow arrow for that record. Only select the white arrow under Person Results if there is no Match under Person Results. Selecting the white arrow under Applicants will create a new UCF ID number.

OR

### Step 3-

- If there is **no match** under Person Results, Select the White Arrow under Applicants.

**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: 492217 App ID: 1017

\*Social Security #: \_\_\_\_\_

\*First Name: Topanga Middle Name: \_\_\_\_\_

\*Last Name: Lawrence \*Date of Birth: 03/01/1950

Search Clear

**Applicants**

App ID	Job Req	Name	Date of Birth	National ID	Empl ID
1017	492217	Topanga Lawrence	03/01/1950	(Not Displayed)	

In this example, as there was not a "Match" under Person Results, click on the white arrow under Applicants.

Please note by selecting the white arrow, a new UCF ID number (Emplid) and NID will be created once the information is submitted. **Please be careful when making your selection as we do not want to create duplicates IDs.**

- You will receive a message to enter the Social Security Number. Select Ok.

Message

Make an entry in the following required field(s) to proceed: Social Security # (20002,205)

Fields marked with an asterisk are required. Make an entry in each of these fields before proceeding.

OK

- Enter the Social Security Number and select the **white arrow** again.

If you receive the following warning message, Entered National ID/SSN matches an existing Individual at UCF, **Stop, do not proceed with the ePAF and contact HR-Records.**

### Biographical Information

The data from Pageup will populate the fields.

#### Step 4 –

- Click on Update with PageUp Data button. (if it appears)
- Verify the name and Social Security Number on the ePAF matches the information on the I-9.
- Check the Enterprise Email box if an UCF email is needed.
- Select Save & Stop (to create emplid or NID ONLY) or Save & Next to proceed with the job information.

## Review the Job and Position Information

The data from PageUp will populate many of the ePAF fields.

### Step 5:

- Verify the information is correct.
  - Effective Date
  - Employee Group
  - Employee Class
  - Position Information

**Personal Info**

Name: Danson, Clifford      Empl ID: 5076929

Cit Status: Naturalized      Personal Data

Email Address: Pupdown3+168@gmail.com      Job Data

**Hire Form Data**

Effective Date: 03/11/2019      eForm ID: 659050

Position       Non-Position

\*Employee Group: Exempt A&P

\*Pay Group: A&P Executive Service

\*Empl Class: Fac/A&P Regular

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eForm ID: 659050

Position As Of: 02/22/2019

\*Position Number: 00032003

\*Job Code: LG0118      Associate General Counsel

\*Position Title: Associate General Counsel      \*Short Title: Associate

\*Department: 01812001      VP GEN CN-PAYROLL

\*Location Code: MAIN      UCF MAIN CAMPUS

\*Regular/Temporary: Regular

\*Reports To: 00037813

\*Authorized FTE: 1.000000

\*Liability Dept: 01812001      VP GEN CN-PAYROLL

\*Admin Code: Y2      Associate General Counsel

Salary Admin Plan: 24      Grade 24

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- Verify the salary and standard hours is correct.
- Add appointment level funding if the department and/or position level funding should not be used for this hire.

**Hire Form Data**      eForm ID: 684746

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

\*Standard Hours: 40.00

**Pay Component**

Comp Rate Code	Compensation Rate
1 NAANL	50000.000000

**Current Funding Distribution**

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

Create Appointment Level Funding?

**Current Funding Distribution**

Funding Level	Combination Code	Primary Indicator	Distrib. %	Project/Grant	End Date
1	Appointmnt 02602001	<input checked="" type="checkbox"/>	100		

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