



## ePAF Originator Resource Guide

### Background Check Resources

- All employees except for undergraduate student employees must have an approved background check or waiver issued from HR-Talent.
- Please contact [HRBackgrounds@ucf.edu](mailto:HRBackgrounds@ucf.edu) for more information or refer to <https://hr.ucf.edu/liaisons-and-managers/interviewing-and-hiring/background-checks/>.

### Employment of Relatives

- Employment of Relatives Form, <https://hr.ucf.edu/files/EmploymentofRelativesForm.pdf>, must be submitted and approved **prior** to hiring any relative of a UCF employee within the same unit, department or college.

### International Employees

- International Employees must make an appointment with UCF Global Employment & Taxation to complete their onboarding documents. Their contact information is 407-823-2337. Departments should NOT complete I-9s for international hires.

### Onboarding Resources

- Hiring Checklist, <https://hr.ucf.edu/files/HiringDocumentChecklist.pdf>, onboarding new employees not recruited through PageUp
- Verifying Onboarding Tasks are completed for PageUp Hires, <https://hr.ucf.edu/files/Monitoring-Onboarding-Tasks-PageUp.pdf>

### I-9 Resources

- I-9 is a federal form with specific deadlines. Non-Compliance results in fines to your department.
- **Section 1** of the I-9 must be completed by **first day** of hire; **Section 2** must be completed within **3 days of the hire date**. Hire ePAF CANNOT be approved until the I-9 is completed along with the other onboarding documents.
- Original documents must be viewed in person.
- For more information, refer to <https://hr.ucf.edu/liaisons-and-managers/i-9-tutorials/>.

### OPS Classifications and Job Codes

It is important that you select the appropriate employee classification and job code as it impacts background check requirements, taxes, and required paperwork.

Refer to OPS Classifications and Job Codes, <https://hr.ucf.edu/files/OPS-Classifications-and-Job-Codes.pdf> for more information.

## Hourly Student Job Codes and Requirements

UCF Degree-Seeking Academic Program	Job Code	Background Check Required	Onboarding Checklist
UCF Undergraduate Program	OPSSTU	No, unless department requires it.	Undergraduate Hourly
UCF Graduate Program	OPSGRD	Yes	Graduate Hourly
UCF Medical Program	OPSMED	Yes	Graduate Hourly
No UCF Degree-Seeking Program	Appropriate non-student job code	Yes	Hourly Non-Student

### Graduate Assistantships

- Refer to <https://graduate.ucf.edu/graduate-guide/student-funding> for information related to graduate assistantships.
- Background Check is required.
- Individual cannot be on a graduate assistantship and hourly at the same time.

### Federal Work Study

- If approved for Federal Work Study funds, use the hiring checklist documents based on their academic (graduate or undergraduate) program.
- On the ePAF, select the employee class for Undergraduate/Graduate Work Study.
- An individual can be hired as federal work study and non-federal work study simultaneously, however, if the combined standard hours are 30 or greater, your department will be charged FICA Taxes.
- Refer to Office of Student Financial Assistance, <https://www.ucf.edu/financial-aid/policies/fws-employer-procedures/>, for further information related to Federal Work Study funds.

### Student to Non-Student

- Once a student graduates and is not progressing to another academic level at UCF, the individual can no longer remain in a student classification.
- An ePAF must be submitted to change the student employee to a non-student job classification.
- Approved background check email and [SSA-1945 form](#) must be attached to the ePAF.

### Employee Classifications-Cannot Occur Simultaneously

An employee cannot be in the following classification at the same time due to FLSA restrictions taxation, and retirement restrictions and implications.

- An individual cannot be on an adjunct contract and hourly at the same time.
- An individual cannot be on an assistantship and hourly at the same time.
- An individual cannot be on an adjunct contract and assistantship at the same time.
- An individual cannot be in a student and non-student classification at the same time.
- An individual cannot be in a Line and OPS position at the same time.

## **ePAF Resources**

- ePAF Procedures for PageUp Hires, <https://hr.ucf.edu/files/Submit-Hire-ePAF-PageUp.pdf>
- ePAF Procedures for Non-PageUp Hires, <https://hr.ucf.edu/files/HireEmployeeePAFContractedEmployees.pdf>
- ePAF Hourly Rate Calculator, [https://hr.ucf.edu/files/EPAF\\_HOURLY\\_RATE\\_CALCULATOR\\_2020new.xlsx](https://hr.ucf.edu/files/EPAF_HOURLY_RATE_CALCULATOR_2020new.xlsx)
- More resources related to ePAFs are located at <https://hr.ucf.edu/contentblock/electronic-personnel-action-form-epaf/epaf-mini-guides/>.

## **Recycled ePAFs:**

If there is a discrepancy on the ePAF, the ePAF will be recycled back to you. An automated email will be sent to you. Review and take the necessary action noted in the form comments.

## **ePAFs on Hold:**

HR-Records will send an email to you for any ePAFs placed on hold due to a discrepancy or missing documents. Please review the action needed and respond as quickly as possible to resolve the hold.

## **ePAF Deadlines**

- ePAF Deadlines are listed on the Payroll Calendar sent out from the Payroll Department.
- **ePAF Submission Deadline Date:** normally the day before the pay period begins. This is the date you need to submit the ePAF by to ensure employees are paid on time.
- **ePAF Channel Paused Date:** Normally noon on the 2<sup>nd</sup> Wednesday of the pay period. When the ePAF channel pauses, ePAFs will not load to the HR system until the following Tuesday morning after payroll confirms.
- During holidays, the ePAF deadlines change, please review the monthly calendars.

## ***ePAF Navigation: Main Menu-Department Self-Service-ePAF Home Page***

### **Hire ePAFs**

- This type of ePAF is used for Hires, Rehires, Promotions, Transfers, etc.
- Attach Hire documents in the format of HR\_HIRE\_Emplid\_Date. Verify that all the hire documents are completed and accurate. Review the hiring checklist.
- Approved background check email must be attached to the ePAF or it will be recycled.
- **Edit Existing Job Box** will appear on the Hire ePAF if individual has an active record at UCF. If you check the box, it will terminate the current record. If you do not check the box, it will create a separate record.
- Verify the I-9 Employment Date matches the Hire ePAF effective date.

### **Job Edit ePAF**

- This type of ePAF is used make a change to the current record, such as a pay rate change, home department, supervisor change, etc.
- Effective Date will default to today's date, update accordingly.

### **Termination ePAFs**

- It is important that our employee records are accurate and up to date. Please submit timely termination ePAFs.
- Employment Status Change ePAF is used to terminate employees or return employees from leave.
- Review the Last PPE employee received a paycheck by running the Departmental Rate Report or by reviewing the last timesheet submitted. Please see reports section below.

- Termination effective date must be **one day after** last date worked or last PPE received a paycheck. *Termination effective date will default to today's date, make sure you update it accordingly.*
- If the individual resigned, a resignation letter/form/or email must be attached to the ePAF. Termination reason of Resignation (RES) is used. Resignation should be attached to the ePAF in the format of HR\_RESIGN\_Emplid\_Date

### **Supplemental ePAFs**

- This type of ePAF should only be used if the other ePAF types cannot be submitted. All applicable fields must be completed including the function description box. The function description box is where you indicate the specific action that you need HR-Records to take.
- A supplemental eform is typically submitted for a retroactive termination when the system will not allow you to submit a termination ePAF and you receive an error message.
- Function Description Box: Input the specific action that you need HR-Records to take. Example, termination effective 03/06/2020, last date worked 03/05/2020, Reason ECN (End of Employment).

### **Position Change ePAF**

- This type of ePAF is used to update vacant positions. These ePAFs do not route to HR-Records.

### **Funding Distribution Change eform**

- This type of ePAF is used to update the funding account number that an employee is paid from. This type of ePAF does not route to HR-Records. For questions about this ePAF, contact [HRIS@ucf.edu](mailto:HRIS@ucf.edu).

### **Reports**

The information in the following reports will assist you in your job functions.

<b>Report Name</b>	<b>Navigation to Access Report</b>	<b>Description of Report</b>
Departmental Group Rate Report	Main Menu-HR Custom-HR Report-Payroll-Dept Group Rate Report	Report includes emplid, record #, rate of pay, and last pay period received a paycheck for your employees.
Line and OPS Employee File	Main Menu-HR Custom-HR Report-Records-Line and OPS Employee File	Comprehensive biographical and job information of your employees.
ePAF Originator Report	Self-Service Reports: Employment Services	ePAFs submitted for your department, current pending status, and where the ePAF is in the approval process.
ePAF Approver Report	Self-Service Reports: Employment Services	ePAFs submitted for your department, pending status, and where ePAF is in approval process.
Work Authorization Report	Self-Service Reports: Employment Services	Upcoming work authorization for current international employees.

For additional reports, please refer to <https://hr.ucf.edu/peoplesoft-ssr/>.

Please contact your Records' Point of Contact or [records@ucf.edu](mailto:records@ucf.edu) with any questions.