

## **ePAF Attachment Guidelines**

The ePAF attachment feature was designed to provide departments with the ability to attach selected supporting documents to ePAFs. This feature will reduce the processing time encountered when certain supporting documents are required to approve ePAFs. All documents **must be attached in PDF format**. Only the person attaching the document to the ePAF can remove the document.

The following is a list of forms that are required to be attached based on the ePAF form type:

❖ **Hire ePAFs**

- Agreements
- Graduate Assistantship Paperwork (*Teaching Qualifications, Agreements, and Supplemental Assignment Forms*) must be attached to ePAF separately per College of Graduate Studies.
- Request for Dual Compensation Forms
- Hire/Rehire Sign-In Paperwork
  - \* Copies of Social Security Cards, Driver’s Licenses I-9s, immigration documents, Direct Deposit, and W-4 forms **SHOULD NOT** be attached to the ePAF.
  - \* File Name must be in format of HR\_HIRE\_Emplid\_Name
  - \* Example: HR\_HIRE\_3590300\_Jovi as shown below

File Attachments				
	Upload	View	Attached File	Doc ID
1	<input type="button" value="Upload"/>	<input type="button" value="View"/>	HR_HIRE_3590300_Jovi.pdf	acamen2013-06-21-14 04 08
				<input type="button" value="Delete"/>

❖ **Job Change ePAFs**

- Agreements
- Graduate Assistantship Paperwork (*Teaching Qualifications, Agreements, and Supplemental Assignment Forms*) must be attached to ePAF separately per College of Graduate Studies.
- Organizational Chart (for reclassifications/conversions/pay rate changes)
- Position Descriptions (for reclassifications/conversions)
- Written Justifications (for reclassifications/conversions/pay rate changes)

❖ **Change Employment Status ePAFs**

- Resignation Letter/Form
  - \* File Name must be HR\_RESIGN\_Emplid\_Name
  - \* Example: HR\_RESIGN\_1234567\_Jolie as shown below.

File Attachments				
	Upload	View	Attached File	Doc ID
1	<input type="button" value="Upload"/>	<input type="button" value="View"/>	HR_RESIGN_1234567_Jolie.pdf	acamen2013-06-21-13.54.11
				<input type="button" value="Delete"/>

❖ **Supplemental ePAFs**

- Supporting documents as listed above

❖ **Position Change ePAFs**

- Position descriptions (for reclassifications/conversions)