



ePAF Procedures: Users with Dual Access

Background Information

The ePAF system has two mandatory user roles at the College/Department level: ePAF Originator role (submit ePAFs) and VP Dean approver (final approver at the College/Department level) role.

If a user has both the ePAF Originator and VP Dean approver role, when he/she submits an ePAF, the ePAF will automatically default to a VP Dean approver and leave the College/Division and proceed to the other workflow approvers.¹

Eligibility for Dual Access

Dual Access (ePAF Originator and VP Dean approver role) will only be granted to those individuals who perform dual functions within the College Dean's Office, VP offices, or for small departments not under a college or larger division.

When submitting a security eform to request both ePAF Originator and VP Dean approver access for a user, an approval email from the appropriate next level of authority must be submitted to hris@ucf.edu justifying access for both roles.

Required Documentation

For those users with VP Dean approver access who submit ePAFs for the following type of actions, additional documentation will be required as follows:²

Pay Rate Change for Line Employees

- Justification document signed by the appropriate next level of authority or an approval email from the appropriate next level of authority must be attached to the ePAF.

OPS Hourly Pay Rate Change

- Approval email from the appropriate next level of authority must be attached to the ePAF.

¹With the exception of Regional Campus Administration has an additional workflow approver prior to the ePAF leaving the division. ²Additional documentation as noted above will not be required by Regional Campus Administration since they have an additional workflow approver.

Please contact Abbee.Camen@ucf.edu with any questions.