ePAF Processing Tips

- **Effective Date** - Effective date should be future dated. Please allow sufficient time for processing, typically 10 business days from time ePAF submitted to VP office for approval to effective date.
  - **Vacant positions** – date action receives final approval by H.R. Compensation
  - **Filled positions** --
    - Shift Differential – date change in shift occurred
    - All others – first day of pay period, following the date action receives final approval by Compensation
- **Position Reason:** typical – Position Data Update, Reclass, Conversion, etc.
- **Job Reason:** typical - Temporary Increase, Special Pay Increase, Shift Differential Add/Remove, etc.
- **Location Code:** please verify the location of work is correct! This information is used in reports for the government.
- **Reg/Temp:**
  - Positions are typically Regular (Reg)
  - Some positions may be designated Temporary (Temp) if the positions meets the criteria below:
    - for the duration of a specific project.
    - used for 8xxxx position numbers (for overlap of a position with another for purposes for training or transitional reassignment situations)
- **Reports To:** Reports to in PeopleSoft should match the supervisor on the position description. Change in "reports to" require updated PD attached to ePAF.
- **Admin Code:**
  - USPS – use 99 no administrative function for all USPS positions
  - A&P -- use appropriate code for e.g. N1 – Coordinator, T1 Director, etc.
- **Annual Rate**: please use position minimum for vacant position
- **Attachment:** PDF format **only**
- **Comments:** include a detailed justification for position/job reason. Please reference "Written Justification" guidelines on the HR Compensation website.

Please remember:
  - Originators & Approvers – it is a best practice not to submit or approve actions for your own personnel actions. It's recommended that departments should have at least one back-up Originator and Approver.
  - Positions cannot be established and filled on the same day.
  - Post Doc, positions must be established prior to submitting hire ePAF
  - ePAF Originators and Approvers have access to view their ePAFs at any time via the "View an ePAF" link located on the ePAF Home Page. Please reference the ePAF Mini-Guides on the HR website at: http://hr.ucf.edu/contentblock/electronic-personnel-action-form-epaf/epaf-mini-guides/
  - PeopleSoft will generate an email, informing the ePAF originator once the ePAF receives final approval. The final email will indicate Status: AUTHORIZED. Normally, the ePAF will load into PeopleSoft immediately unless the ePAF channel is paused for payroll processing. For those ePAFs, they will load into PeopleSoft after payroll confirms.
  - HR Compensation only accepts scanned, original, signed position descriptions via ePAF or email (comp@ucf.edu). Compensation will no longer accept hard copies of P.D.

New A&P agreements will be issued ONLY in the following situations:
  - PeopleAdmin A&P on-line hires
  - ePAFs involving:
    - change to a new pay plan (pay plan conversion) e.g. re-class from USPS to A&P
    - any change in an IN-UNIT A&P position
    - change in budget entity and position number e.g. position going from E&G to C&G
    - FTE change
    - demotion
    - break in service/employment e.g. employee returns to work after retirement