

# [Hiring at UF]

The University of Florida uses electronic Personnel Action Forms (ePAF) to initiate hires for all positions including Faculty, TEAMS, OPS and Students.

## Use this instruction guide for

- ✓ Hiring new faculty, TEAMS & USPS staff, OPS employees and students
- ✓ Hiring an employee from another UF department
- ✓ Assigning an additional job to an employee in your department

## Do not use this instruction guide for

- X Hiring an individual to provide additional pay (see **Additional Pay**)
- X Promoting & Demoting (see **Promoting, Demoting & Changing Jobs within a Department**)

## Security Roles

You need one of the following security roles to perform the actions described in this guide:

- ✓ The Originator Role  
**UF\_EPAF\_Department Admin**
- ✓ The Level 1 Approver Role  
**UF\_EPAF\_Level 1 Approver**

You must attend the Hiring & Additional Pay class before you can receive security to become an Originator, and Level 1 Approvers are strongly encouraged to attend as well. Your training record will be updated within three business days, after which you must ask your Department Security Administrator (DSA) to request the role for you in myUFL.

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## Before You Begin:

- ▶ Download the appropriate hiring checklist from <http://www.hr.ufl.edu/training/myUFL/toolkits/HiringAddPay.asp>
- ▶ Prepare and gather all necessary paperwork listed on the hiring checklist
- ▶ You will also need the following information:
  - ▶ Personal information (name, contact information, DOB, SSN)
  - ▶ Salary plan, job code, and workgroup for the job. To find the Salary Plan, look up the position in myUFL under Organizational Development.
  - ▶ If you are hiring someone from another UF department find out if they are leaving that job to take the job in your department.

## Navigation:

- ▶ Log in to myUFL (<http://my.ufl.edu>) using your GatorLink username and password
- ▶ Navigate to **UF Departmental Administration > ePAF Home Page** by clicking the links in your myUFL menu on the left
- ▶ Click **Start a New ePAF**
- ▶ Click **Hire an Employee**



Created in conjunction with  
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## Search

Use the first page of the Hire an Employee form to search the UF Directory for the individual you are hiring. If the individual is new to UF you will need to assign an ID before hiring. The steps below will help you through the search (and assign) process.

- ▶ Do you know the UFID for the person you are hiring?
- ▶ **YES**
- ▶ Enter the person's UFID into the **UFID** field
- ▶ Click **Search**
- ▶ **NO**
- ▶ Type the person's last name into the **Last Name** field. This must be entered exactly as it is spelled.
- ▶ Click **Search**

### Legend for Hire an Employee search results:



The red icon indicates there is: (UF) no entry in the UF Directory for this individual, (HR) no HR personal data in myUFL, (Job) no HR job data in myUFL, or (Act) the job is not active



The green icon indicates there is: (UF) an entry in the UF Directory for this individual, (HR) HR personal data in myUFL, (Job) HR job data in myUFL, or (Act) the job is active



Click the information icon to find out more about the associated employee's job data



Click the select icon to select the individual you wish to hire


- ▶ Do your search results include the person you are hiring?
- ▶ **YES**
- ▶ Click icon ▶ to select the person you are hiring
- ▶ **NO**
- ▶ Enter the person's **First Name**, **Last Name**, **Date of Birth**, and **Social Security #** into the fields provided
- ▶ Click **Search**
- ▶ Do your search results include the person you are hiring?
- ▶ **YES**
- ▶ Click icon ▶ to select the person you are hiring
- ▶ **NO**
- ▶ Click **Add**
- ▶ The next page will ask you if you want to proceed to add the person
- ▶ Click **Yes**

## Enter Personal Information

- ▶ You have reached the Contact Information page
- ▶ In the Personal Info section you will see the ID has been assigned. The First and Last Name has been populated from your original search.
- ▶ Add **Middle Name**, any **Suffix** and **Email Address**
  
- ▶ In the **Home Address & Phone** section
- ▶ Enter **Address 1**, **Address 2**, **City**, **State**, **Postal Code**
- ▶ Enter **County** (you can use the magnifying glass to look up)
- ▶ Enter **Phone Number**
  
- ▶ In the **Business Address & Phone** section enter the UF business address (typically a PO Box)
- ▶ Enter **Address 1**, **Address 2**, **City**, **State**, **Postal Code**
- ▶ Verify the **County** (you can use the magnifying glass to look up)
- ▶ Enter the business **Phone Number**

- ▶ In the **Mailing Address & Phone** section enter the mailing address (must be a US address)
- ▶ Enter **Address 1, Address 2, City, State, Postal Code**
- ▶ Enter **County** (you can use the magnifying glass to look up)
- ▶ Enter **Cell Phone Number** if known
- ▶ Click **Next**
  
- ▶ In the Identity Info section
- ▶ Select the **Gender** from the drop-down list
- ▶ Verify the individual's **Date of Birth** and **Social Security #**. If the social security number is wrong, stop! You may be hiring the wrong person. Either go back to select the appropriate person, or call your core office for assistance.
- ▶ Select the **Marital Status** from the drop-down list
- ▶ Select the **Citizenship Status** from the drop-down list
- ▶ Select the **Highest Education Level** from the drop-down list
- ▶ Click **Save & Next**
- ▶ Click **Yes**

### Enter the Hire

- ▶ On the Job Information page
- ▶ Enter the day the person will start working at UF in the **Effective Date** field by clicking on the calendar icon  or by typing in the date in the following format: MM/DD/YYYY
- ▶ Select the **Salary Plan** (you can use the magnifying glass to look up)
- ▶ Select the **Empl Class** from the drop-down list (myUFL restricts your options to those that are relevant to the salary plan you entered)
- ▶ Verify the **Work County** and change if necessary (must be all capital letters)
- ▶ Verify the **FICA Status** and change if necessary

**Note:** The **FICA Status** for all new employees should be **Subject** unless there is something about the job that makes them Exempt (foreign national, student assistant, graduate assistant, etc.). Also, when choosing the **FICA Status**, departments should not consider the FICA Alternative Plan. The program will enroll eligible employees whose **FICA Status** is set to **Subject**.

- ▶ Click **Next**
- ▶ What type of employee are you hiring?
- ▶ **Faculty or TEAMS:**
- ▶ Click the magnifying glass to search and select the **Position** number
- ▶ **Job Code, Department, FTE, and Std Hrs/Wk** will display automatically. Verify these are correct.
- ▶ Click **Next**

**Note:** The **Position** number must coordinate with the **Salary Plan** you selected on the previous screen. If it does not, myUFL will give you an error message and force you to change one of the selections.

- ▶ **OPS (including graduate assistants and students):**
- ▶ Enter the **Job Code** (you can use the magnifying glass to look up)
- ▶ Enter the **Department** (you can use the magnifying glass to look up)
- ▶ Enter the **FTE** between 0.0 and 1.0 (the **Std Hrs/Wk** will be calculated for you)
- ▶ Click **Next**

**Note:** If you enter **Std Hrs/Wk** instead of **FTE**, myUFL will calculate the **FTE**.

- ▶ On the Hire Form Data page

- ▶ Enter the compensation rate in the **Comp Rate** field. If the job is salaried, enter the annual salary into the field. If the job is hourly, enter the hourly rate
- ▶ Enter the **Workgroup** (you can use the magnifying glass to look up)
- ▶ Click **Next**

**Note:** For help with determining the correct Workgroup see the Hiring Matrix at <http://www.hr.ufl.edu/training/myUFL/toolkits/HiringAddPay.asp>

- ▶ Is the person you are hiring leaving their other job at UF to take the job in your department?
- ▶ **YES**
- ▶ Check the box next to the words **Leaving Another Job**
- ▶ The person's job(s) will display below the checkbox.
- ▶ Check the box next to the job the person is leaving
- ▶ **NO** (then no action required)
- ▶ Enter comments into the **Your Comments** box. Enter information required by your level 1 and level 2 approvers, if any, along with pertinent information about the hire
- ▶ Click **Submit**
- ▶ In response to the 'Submit this form?' question, click **Yes**

**Note:** When you **Submit** the form and click **Yes** to confirm, myUFL automatically routes the ePAF to your next level approver.

**Note:** HR Core Offices who provide Level 2 approval are Recruitment & Staffing, Student Employment and Academic Personnel. If you are hiring a foreign national, the ePAF will include Tax Services as an approver, and special paperwork is required. You will receive an email when Level 1 approves your ePAF, and then again when Level 2 approves it. The hire will not appear in Job Data until Level 2 approves the form. To check the status, you can view the form by going to **UF Departmental Administration > ePAF Home Page > View an ePAF > View a Hire ePAF**.

- ▶ When your Hire an Employee ePAF is approved by Level 2, set up the payroll distribution using the appropriate Earnings Account Code(s) - see **Payroll Distributions** instruction guide at <http://www.hr.ufl.edu/training/myUFL/toolkits/PayrollDistributions.asp>

**Note:** UF will not pay employees until you set up a payroll distribution!

## ePAF Document Fax Imaging

### At completion of ePAF

- ▶ The final screen shows the ePAF has been submitted for approval. In the Personal Info section the text **No ePAF Images** can be seen. Click on **Fax Cover**
- ▶ Note that only the **Originator of an ePAF** will be able to view the Fax Cover button. Should a Level 1 Approver **originate the action**, then they will also be able to view the Fax Cover button.
- ▶ If you are unable to see the fax cover it may be that your pop-up blocker is on. Hold down the Control (Ctrl) key and click on Fax Cover
- ▶ The Fax Cover page shows the eForm ID, EmplID, date and time, originator name, and a unique barcode. To print the fax cover, Click the **File** menu
- ▶ Click **Print** and select appropriate printer to print out the fax cover
- ▶ Fax all documents **with the fax cover as the first page**, to **846-1020** (352-846-1020 for departments off campus)
- ▶ Keep fax cover and all documents until the ePAF has been approved by Level 2 (HR core office)

- ▶ The ePAF will be recycled or denied or you will be contacted by an HR core office if there are any errors or documents missing.
- ▶ The original fax cover must be used to submit additional or revised documents related to the ePAF (see section below: To submit additional or revised documents).

### To view documents submitted

In order to avoid errors, omissions, or illegible documents, you should view your ePAF after faxing. This allows you to see the documents as scanned images and withdraw the ePAF (if necessary) before it goes through the approval process.

- ▶ Navigate to **UF Departmental Administration > ePAF Home Page > View an ePAF**
- ▶ Select the **ePAF type** (e.g., View a Job Edit ePAF, etc.)
- ▶ Click in the **eForm ID** field and enter the eForm ID number
- ▶ Click **Search**
- ▶ To view the documents attached, click the **ePAF Image** button
- ▶ The fax cover page is shown first. Note that the date, time, and number of pages received can be seen at the top of the cover sheet. To view the document(s) click either the **forward** button, or use the **page number** list.

### To submit additional or revised documents

- ▶ Fax your additional or revised documents, **with the fax cover as the first page**, to **846-1020** (352-846-1020 for departments off campus)
- ▶ To resubmit the ePAF navigate to **UF Departmental Administration > ePAF Home Page > Resubmit, Change or Withdraw an ePAF**
- ▶ Select the **ePAF type** (e.g., Update a Job Edit ePAF, etc.)
- ▶ Click in the **eForm ID** field and enter the eForm ID number
- ▶ Click **Search**
- ▶ The ePAF is displayed. Click **Next**
- ▶ Click **Resubmit**
- ▶ Click **Yes**
- ▶ On the next screen click **ePAF Image**
- ▶ The screen will show the results for the ePAF. To view the documents select the appropriate line and **Page** button
- ▶ The fax cover page is shown first. Note that the date, time, and number of pages received can be seen at the top of the cover sheet. To view the document(s) click either the **forward** button, or use the **page number** list
- ▶ To exit from the documents, click **Close**

<p><b>Note:</b> When an ePAF has been approved by Level 2, no further documents can be submitted.</p>
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<p><b>Note:</b> Keep all documents with the fax cover until the ePAF is approved by Level 2. All paperwork should then be destroyed using appropriate methods for confidential material.</p>
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<p><b>Level 1 Approvers:</b> To approve the ePAF, go to Worklist. Select the relevant ePAF to view. Click the ePAF Image button. The fax cover sheet will be displayed. To view the documents click the forward button or the 'page' button. Do not approve any ePAF until you have viewed all the faxed documents required for the hire. ePAFs can be approved, denied, or recycled, in the usual way.</p>
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## **Additional Help**

Recruitment & Staffing:	392-2477 (TEAMS, USPS, Non-student OPS)
Academic Personnel:	392-2477 (Faculty, Fellowships, Grad Students)
Student Employment:	392-0296 (Students)
Tax Services:	392-1324 (Foreign Nationals)
UF Help Desk:	392-HELP

Further resources are available at <http://www.hr.ufl.edu/training/myUFL/toolkits/default.asp>