Hiring at the University of Florida

This guide provides assistance with the following:

1. Security Roles for ePAF  
2. Hiring Process Overview  
3. Eligible Employees Complete Onboarding with GatorStart Online  
4. Non-GatorStart Employees Onboard with Paper Hiring Packet  
5. ePAF Level 2 Approval Process  
6. Commitment Accounting for Payroll  
7. Non-GatorStart Employee Completion of Paper I-9  
8. Documents for Employee Personnel File  
9. Additional Information for Post Doctoral Associates  
10. Additional Help With Hiring Issues

Appendix A: Preparing the "Hire an Employee" ePAF Form

1. Security Roles

The course, PST093 Introducing Gator Start, is required before requesting the following security roles from your Department Security Administrator to perform the actions described in this guide:

a) The Originator Role: UF_EPAF_Department Admin  
   b) The Level 1 Approver Role: UF_EPAF_Level 1 Approver

2. Hiring Process Overview

a) The job offer is accepted and a hire date established. A letter of offer is sent (as appropriate).
   b) The department completes the New Hire Demographic Form (available at http://www.hr.ufl.edu/forms/default.asp). The form should be completed as accurately as possible as employee details are required for the Hire an Employee ePAF form.
      i) A personal e-mail address is required, as it will be used to send log-in details for the online onboarding system, GatorStart.
      ii) If the employee does not have a personal e-mail address, the department should advise the employee on how to obtain one. Call Recruitment & Staffing on using a UF address.
   c) The department completes a Hire an Employee ePAF. Please refer to Appendix A at the end of this guide for steps to completing a Hire an Employee ePAF.
   d) Following Level 1 approval of the ePAF, an e-mail is sent to the employee (using the personal email address). The email has login details to GatorStart.
   e) The employee will access GatorStart. Refer to the GatorStart: Employee Hire Packet simulation on the Hiring and Additional Pay toolkit.

The packet must be completed within 45 days of the initial emailed invitation.

If the new employee does not complete the packet within 45 days, the packet will expire automatically. To initiate a new GatorStart packet, the hire ePAF will need to be withdrawn and a new Hire an Employee ePAF will need to be created by the hiring department.

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f) Note that there may be additional forms required by the department (e.g., HIPAA). The employee should complete these additional forms on arrival through paper versions, and the department will send to HRS Scanning (contact details at the end of this guide). Important: Direct Deposit and any other forms completed in GatorStart do not have to be submitted in paper form.

g) The Hire an Employee ePAF can be approved by Level 2 at any time after the hiring packet is complete.

h) Note that the Originator will receive an e-mail at all stages of the ePAF approval process.

i) On the first day of work, the employee will bring documents required to prove identity and authorization to work in the US. The list of documents that are accepted is shown on the I-9 instructions located at http://www.hr.ufl.edu/forms/default.asp. Note that the department cannot request specific documents and it is the employee who makes that decision.

j) The department will access the electronic version of Section 2 of the I-9. Refer to the instruction guide, GatorStart: Section 2 of I-9 for Departments on the Hiring and Additional Pay Toolkit for instructions for completing this step.

k) Check employee details in Job Data: log in to myUFL, navigate to Main Menu > Workforce Administration > Job Information > Job Data.

i) Search for the employee using any of the search fields.

ii) All information from the ePAF will now be in Job Data.

3. Eligible Employees Complete Onboarding with GatorStart Online

a) GatorStart is available to all Salary Plans with the following exceptions: CTSY, FELL, and ISCR. The table below shows the action needed for these salary plans.

<table>
<thead>
<tr>
<th>SALARY PLAN</th>
<th>REASON FOR EXCLUSION</th>
<th>ACTION TO HIRE</th>
</tr>
</thead>
</table>
| CTSY (Courtesy) | No paperwork required to hire (with exception of foreign nationals) | Complete Hire an Employee ePAF  
Contact Academic Personnel at 352-392-2477 for paperwork required for Foreign Nationals |
| FELL (Fellows)   | Specific hiring process                                     | See instruction guide on the Hiring and Additional Pay toolkit.  
Attend training: PRO318 Hiring GAs and Fellows |
| ISCR            | Hire process through Core Office only                      | No action required by hiring department |

The salary plans that cannot use GatorStart need to complete Direct Deposit in paper form.

b) Currently, Foreign Nationals are not included in GatorStart. This is due to potential tax liability and tax treaty issues, and additional paperwork required by UF Payroll & Tax Services in order to comply with federal and state regulations.

Refer to the training guide Hiring Foreign Nationals With or Without an SSN, available on the Hiring and Additional Pay toolkit.
Refer to this guide for any employee without a social security number. **For employees who are unable to complete the GatorStart online process**, the department will need to use the paper hiring packet. Please refer to Section 4 in this guide.

c) The hiring forms will depend on the Salary Plan and packet type documents, shown below:

<table>
<thead>
<tr>
<th>DOCUMENT</th>
<th>TEAMS NON-EXEMPT</th>
<th>TEAMS EXEMPT</th>
<th>FACULTY</th>
<th>STAFF OPS</th>
<th>STUDENT</th>
<th>FWSP</th>
<th>FACULTY OPS</th>
<th>GRAD ASST</th>
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<tbody>
<tr>
<td>Personal Information Confirmation</td>
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<td>E-Signature</td>
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<tr>
<td>Direct Deposit Form</td>
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<tr>
<td>Loyalty Oath and Intellectual Property</td>
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<tr>
<td>EEO Survey</td>
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<td>R</td>
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<td>Veteran’s Survey</td>
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<td>R</td>
<td>X</td>
<td>X</td>
<td>R</td>
<td>R</td>
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<td>Retirement Information Form</td>
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<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
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<td>Disclosure of Outside Activities</td>
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<tr>
<td>Benefits Information Form</td>
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<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>Voluntary Invitation to Self-Identify</td>
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<td>R</td>
<td>R</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
</tbody>
</table>

R – Required
O – Optional

5. Non-GatorStart Employee Onboarding

a) Use the hiring checklist located at [http://www.hr.ufl.edu/forms/default.asp](http://www.hr.ufl.edu/forms/default.asp) for the hiring forms required by the core office, per salary plan.

b) The department should ask the employee to complete the hiring forms on arrival. This includes those required by the core office and those required by the department. Note: Section 1 of the I-9 must be completed by the employee on or before the first day of work.


d) For employees without a Social Security number, see the instruction guide, Hiring Foreign Nationals With or Without an SSN, located on the Hiring and Additional Pay toolkit.

e) The department completes Section 2 of the I-9 within 3 business days of the employee start date.

f) Complete the Hire an Employee ePAF as per the instructions in this guide using Appendix A.

g) The ePAF will be approved by Level 1, and then Level 2 (note that there is an additional approval step for foreign nationals – refer to the instruction guide, Hiring Foreign Nationals With or Without SSN, available at the Hiring and Additional Pay toolkit).

h) Following Level 2 approval, Recruitment & Staffing will submit the employee details to E-Verify.

i) Job details can be viewed in Job Data in myUFL: log in to myUFL, navigate to Main Menu > Workforce Administration > Job Information > Job Data.

j) The department should immediately complete a commitment accounting transaction in order that the employee is paid in a timely fashion. Please refer to Section 6.
6. ePAF Level 2 Approval Process
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 also require approval from Tax Services. The ePAF will route automatically to Tax Services, who will check documents including the I-94 and I-20. See the instruction guide: Hiring Foreign Nationals With or Without SSN, for further information on required documents and the hiring procedure.

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.

7. Commitment Accounting for Payroll
When your Hire an Employee ePAF is approved by Level 2, complete the needed commitment accounting transactions for payroll using the appropriate Combination Code(s). Refer to instruction guides on the Commitment Accounting toolkit at http://www.hr.ufl.edu/training/myUFL/toolkits/commacctg.asp

Note: Your new employee will not be paid until you complete commitment accounting!

8. Non-GatorStart Employee Completion of Paper I-9
The I-9 is the first step in verifying eligibility to work in the US, and must be completed within a strict timeline. It is required for all hires regardless of nationality, visa, and citizenship status. The I-9 can be accessed through the online onboarding process, GatorStart, for most Salary Plans.

When a paper version is used for Salary Plan exceptions, always use the latest version of the form which you can download from the website at http://www.hr.ufl.edu/forms/default.asp.

A video tutorial "Completing the I-9" together with further information on the I-9 and related issues can be found at the HR Services Recruitment & Staffing website at http://www.hr.ufl.edu/recruitment/everify/default.asp.

9. Documents for Employee Personnel File
Send to HRS Scanning:
Fax: 352-846-0668
Mail: PO Box 115002
Drop-off: HR Services, 903 W. University Avenue (secure night drop-off box available)

10. Additional Information for Hiring Post Doctoral Associates
New Post Doctoral Associate hires to the University of Florida will be hired with the following benefits to appointment:
   a) GatorCare Options Health Insurance Plan
   b) UFSelect Voluntary Benefits
   c) Full-time Post Doc leave accrual per pay period is 5 hours (can be used for vacation, sickness or injury)
   d) Awarded December Leave Days (4 days) and Holidays
STEPS

Advise the new Postdoctoral Associate that the GatorCare Options Health Insurance Plan enrollment must be completed within 60 days of the employee’s date of hire regardless of the Post Doc’s status in the myUFL system. Refer to the following websites for information:

   a)  [http://gatorcare.org/options/](http://gatorcare.org/options/) (GatorCare Options)

   b) Download the hiring checklist from [http://hr.ufl.edu/forms/default.asp](http://hr.ufl.edu/forms/default.asp)

   c) Prepare and gather all necessary paperwork listed on the hiring checklist.

11. **Additional Help with Hiring Issues**

Recruitment & Staffing: 392-2477 (TEAMS, USPS, Non-student OPS)
Academic Personnel: 392-2477 (Faculty, Fellowships, Grad Students)
Student Employment: 392-0296 (Students)
Payroll and Tax Services: 392-1231 (Foreign Nationals)
UF Help Desk: 392-HELP

Further resources are available at
[http://hr.ufl.edu/manager-resources/recruitment-staffing/academic-personnel/](http://hr.ufl.edu/manager-resources/recruitment-staffing/academic-personnel/)

[http://hr.ufl.edu/manager-resources/recruitment-staffing/](http://hr.ufl.edu/manager-resources/recruitment-staffing/)

Appendix A: Preparing the "Hire an Employee" ePAF Form

Before You Begin:
1. Complete the New Hire Demographic Form located at [http://www.hr.ufl.edu/forms/default.asp](http://www.hr.ufl.edu/forms/default.asp)
2. If you are hiring someone from another UF department find out if they are leaving that job to take the job in your department (the matrix: “Hiring from Within UF” is located at the Hiring and Additional Pay toolkit).

Navigation:
1. Log in to myUFL ([http://my.ufl.edu](http://my.ufl.edu)) using your GatorLink username and password
2. Navigation is Main Menu > UF Departmental Administration > ePAF Home Page
3. Select Start a New ePAF
4. Select Hire an Employee

Adding the Person You Are Hiring

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.

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

<table>
<thead>
<tr>
<th>Legend for Hire an Employee search results:</th>
</tr>
</thead>
<tbody>
<tr>
<td>The plus (+) 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</td>
</tr>
<tr>
<td>The minus (-) 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</td>
</tr>
<tr>
<td>Click the information icon to find out more about the associated employee’s job data</td>
</tr>
<tr>
<td>Click the select icon to select the individual you wish to hire</td>
</tr>
</tbody>
</table>

4. Do your search results include the person you are hiring?
   a. **YES**: Click icon ▶ to select the person you are hiring
   b. **NO**: Click the Clear button, then enter the person’s First Name, Last Name, Date of Birth, and Social Security # and/or Passport Number into the fields provided. Click Search
      i. Do your search results include the person you are hiring?
         1. **YES**: Click icon ▶ to select the person you are hiring
         2. **NO**: Click Add
   c. The next page will ask you if you want to proceed to add the person. Click Yes.
Enter Contact Information
1. Enter the Effective Date (date the employee started work.)

In the Personal Info Section:
1. The UFID has been assigned.
2. The First and Last Name have been populated from your original search.
3. Add Middle Name, any Suffix and E-mail Address (this is important as log-in details to GatorStart will be sent to the employee using this address)

In the Home Address & Phone Section:
1. The Country defaults to USA, but you may change.
2. Enter Address 1, Address 2, City, State, Postal Code
3. Enter the County of your place of residence in capital letters.
4. Enter Phone Number. Use the format (999)999-9999.

In the Business Address & Phone section:
1. The Country defaults to USA, but you may use the lookup button to change.
2. Enter Address 1 and/or Address 2.
3. The City, State, and Postal Code will default to Gainesville, FL 32611. Change if needed.
4. The County will default to ALACHUA. Change if needed by looking it up with the lookup icon.
5. Enter the business Phone Number. Use the format (999)999-9999.

In the Mailing Address & Phone section:
1. Click the dropdown, and select Yes to use the Home Address if it is the same.
2. If you selected Yes, the Country, Address, City, State and County will autopopulate.
3. Enter Cell Phone Number if known. Use the format (999)999-9999.
4. Click Next

In the Identity Information Section:
1. Select the Gender from the drop-down list to select.
2. 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.
3. Select the Marital Status from the drop-down list
4. Select the Citizenship Status from the drop-down list
5. Select the Highest Education Level from the drop-down list
6. Click Save & Next
7. Click Yes

In the Hire Form Data Section:
1. 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 using the following format: MM/DD/YYYY
2. Select the Salary Plan (you can use the magnifying glass to look up). For Post Doctoral Associates, the Salary Plan will be FAPD. Scroll down to see the full list.
3. Select the Empl Class from the drop-down list (myUFL restricts your options to those that are relevant to the salary plan you entered). For Post Doctoral Associates, the Empl Class will be PDR.
4. Select the Work County (must be all capital letters).
5. Click Next
Note: If you are hiring a Faculty or TEAMS employee:
1. Click the magnifying glass to search and select the Position number.
2. Click Next

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. Post Doctoral Associates are OPS employees, therefore, no position number is required.

Complete the Hire Form Data
1. Enter the Position number.
2. Click Next.
3. 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
4. Enter the Workgroup (you can use the magnifying glass to look up). For Post Doctoral Associates, this will be either PDR, PDR8 or PDR9.
5. Click Next

In the Comments Section:
1. Enter comments into the Your Comments box. Enter information that may assist the approval process
2. Click Submit. The ePAF will submit to your Level 1 Approver.
3. Any required documents should be attached using ePAF document Imaging. For employees not using GatorStart, refer to the New Hire Checklists at the following link for paperwork needed: http://hr.ufl.edu/manager-resources/forms/.
4. See the instruction guide at Hiring and Additional Pay toolkit for details on the procedure. Note that for employees who will complete the hiring process online through GatorStart, there are no core office required forms to be attached. Any additional forms required by the department may be sent through fax imaging (e.g., HIPAA).