Hiring Process at the University of Florida

This instruction guide is meant to provide a general overview of what you may need in order to hire a new employee at UF. For the step-by-step instruction, please review the "Hire an Employee EPAF" instruction guide.

In this guide, we will cover the following:
- Security Roles for ePAF
- Hiring Process Overview
- Eligible Employees Complete Onboarding with GatorStart Online
- Non-GatorStart Employees Onboard with Paper Hiring Packet
- ePAF Level 2 Approval Process
- Commitment Accounting for Payroll
- Additional Information for Post Doctoral Associates
- Additional Help With Hiring Issues

Security Roles

In order to obtain the necessary security role to complete a hire, the courses PST093 Creating a UF Appointment and PST920 Managing ePAF 9.1 are required. The security roles you will need to request from your Department Security Administrator to perform the actions described in this guide are:

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

Hiring Process Overview

a) The job offer is accepted and a hire date established. A letter of offer is sent (when appropriate).
b) The department may use the **New Hire Demographic Form** (available at https://learn-and-grow.hr.ufl.edu/wp-content/uploads/sites/5/2018/06/demographic_form.pdf) to gather essential information required to complete the **Hire an Employee ePAF**.
    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 **"Hire an Employee EPAF" instruction guide for step-by-step instruction**. Once the ePAF is generated, an e-mail is sent to the employee (using the personal email address). The email has login details to **GatorStart**.
d) The new employee will access **GatorStart**.

    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 To initiate a new GatorStart packet, the hire ePAF will need to be withdrawn and a new Hire an Employee ePAF will need to be created by the hiring department.

e) Note that there may be **additional forms** required by the department (e.g., HIPAA). The employee should complete these additional forms on arrival and the department should include

them as part of the supporting documents included in the hire ePAF. **Important: Direct Deposit and any other forms completed in GatorStart do not have to be submitted in paper form.**

f) The **Hire an Employee ePAF** will be approved by **Level 2** only after the hiring packet is complete.

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

h) 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://training.hr.ufl.edu/resources/i9/FormI-9/FormI-9.htm. **Note**: The hiring department cannot request specific back-up documents, it is the employee who makes that decision.

i) 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.

j) Once the Hire ePAF is approved by Level 2, the department should check employee details in **Job Data**: log in to myUFL, navigate to **NavBar** > **Main Menu** > **Human Resources** > **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.

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

SALARY PLAN	REASON FOR EXCLUSION	ACTION TO HIRE
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

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.

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

DOCUMENT	TEAMS NON-EXEMPT	TEAMS EXEMPT	FACULTY	STAFF OPS	STUDENT	FWSP	FACULTY OPS	GRAD ASST
Personal Information Confirmation	R	R	R	R	R	R	R	R
E-Signature	R	R	R	R	R	R	R	R
I-9	R	R	R	R	R	R	R	R
W-4	R	R	R	R	R	R	R	R
Direct Deposit Form	R	R	R	R	R	O	R	R
Loyalty Oath and Intellectual Property	R	R	R	R	R	R	R	R
EEO Survey	R	R	R	R	R	R	R	R
Veteran's Survey	R	R	R	R	R	R	R	R
Retirement Information Form	R	R	R	R	X	X	R	X
Disclosure of Outside Activities	R	R	R	X	X	X	X	X
New Hire Employment Acknowledgement	R	R	R	R	R	R	R	R
Benefits Information Form	R	R	R	R	X	X	R	R
Voluntary Invitation to Self-Identify	R	R	R	R	R	R	R	R

R – Required   O – Optional

a) 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.

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.**

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 https://learn-and-grow.hr.ufl.edu/toolkits-resource-center/human-resources-toolkits/commitment-accounting/.

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

Non-GatorStart Employee Onboarding

Please refer to the Hiring Foreign Nationals With or Without SSN guide for additional information and step-by-step instructions.

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 their 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

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) GatorCare Options: http://gatorcare.org/options/.
   b) Download the hiring checklist from: https://hr.ufl.edu/wp-content/uploads/2018/04/NewHireTEAMS_OPSChecklist.pdf.
c) Prepare and gather all necessary paperwork listed on the hiring checklist.

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/

https://learn-and-grow.hr.ufl.edu/toolkits-resource-center/human-resources-toolkits/hiring-and-additional-pay/