ePAF Document Fax Imaging

The University of Florida uses electronic Personnel Action Forms (ePAF) to initiate hires for all positions, including Faculty, TEAMS, OPS and Students. As you submit an ePAF for approval, you will also be required to fax relevant documents that need to be “attached” to the ePAF. This guide gives instruction on how to use the ePAF document fax imaging process.

At completion of ePAF
1. 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 Fax Cover button.
2. 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 he or she will also be able to view the Fax Cover button.
3. 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.
4. The Fax Cover shows the eForm ID, Empl ID, date and time, originator name, and a unique barcode. Here is an example:

5. To print the fax cover, click the File menu. Click Print and select appropriate printer to print out the fax cover.
6. Fax all documents with the fax cover as the first page, to 846-1020 (352-846-1020 for departments off campus).
7. Keep the fax cover and all documents until the ePAF has been approved by Level 2 (HR Core Office). *You will not have access to print the fax cover again after the ePAF has been approved.
8. The ePAF will be recycled or denied, or you will be contacted by an HR Core Office representative if there are any errors or documents missing.
9. You must use the original fax cover to submit additional or revised documents related to the ePAF. See section below: To submit additional or revised documents.
To view submitted documents
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.

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

To submit additional or revised documents
1. Fax your additional or revised documents (with the fax cover as the first page) to 846-1020. For departments off campus, fax your documents to 352-846-1020.
   To resubmit the ePAF, navigate to UF Departmental Administration > ePAF Home Page > Resubmit, Change or Withdraw an ePAF.
2. Select the ePAF type (e.g., Update a Job Edit ePAF, etc.).
3. Click in the eForm ID field and enter the eForm ID number.
4. Click Search.
5. The ePAF is displayed. Click Next.
6. Click Resubmit.
7. Click Yes.
8. On the next screen click ePAF Image.
9. The screen will show the results for the ePAF. To view the documents, select the appropriate line and page button.
10. The fax cover 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.
11. To exit from the documents, click Close.

Notes:
When an ePAF has been approved by Level 2, you will not have access to print the original fax cover to submit additional documents. If you have the original fax cover, you can submit additional documents.

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.

Level 1 Approvers:
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.

Additional Help
For help with technical issues, contact the UF Help Desk at 352-392-HELP or helpdesk@ufl.edu.

For assistance with policies and directives, contact Recruitment and Staffing at 352-392-2477.