

## Completing the "Hire an Employee" ePAF

This guide will walk you through the process for completing the Hire an Employee ePAF in myUFL.

### Before You Begin

As a best practice, if you are hiring someone from another UF department, find out if they are leaving that job to take the job in your department or are they planning on keeping both appointments.

If hiring a foreign national employee, please review the [Hiring a Foreign National webpage](#).

### Navigation

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





### Adding the Person You Are Hiring

On the first page of the Hire an Employee form search the UF Directory for the individual you are hiring. If the individual is new to UF, you will have the opportunity to add them to the UF Directory and create a unique UFID.


Do you know the UFID for the person you are hiring?

- a. **YES:** Enter the person's UFID into the **UFID** field. Click **Search**.
- b. **NO:**
  1. Enter Name, Last Name, SSN number, Date of Birth, and Email Address
  2. Click **Search**. This will generate a list of possible individuals who may be the person you are trying to hire. Review the list to see if any of the listed individuals matches the new hire's name, last name, and date of birth.

#### Legend for Hire an Employee search results:

- |   |   |
|---|---|
|  | 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 |
|  | 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          |
|  | 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?

- a. **YES:** Click icon  to select the person you are hiring.
- b. **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**

**ALERT!** This email address will be used to provide critical details for the onboarding process including GatorStart and Gatorlink creation emails.

## 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.
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). 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**.

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.). The system will enroll eligible employees whose **FICA Status** is set to **Subject**.

**Note: If you are hiring a retirement-eligible employee (TEAMS, Faculty):**

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 the appropriate workgroup for the salary plan you are hiring for).
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. Any required documents should be attached using **ePAF document**.

Additional information and instruction guides can be found at [Hiring and Additional Pay toolkit](#).

**Additional Help with Hiring Issues**

Employment Operations & Records	392-2477 (All salary plans except FWS)
Federal Work Study Employment	392-0296
UF Payroll Services	392-1231
UF Help Desk	392-HELP

Further resources are available at:

- <https://hr.ufl.edu/manager-resources/employment-operations-and-records/>
- <https://learn-and-grow.hr.ufl.edu/toolkits-resource-center/human-resources-toolkits/hiring-and-additional-pay/>