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## Creating a Person of Interest

A Person of Interest is someone who is not employed by UF. This individual is not on the University payroll but required to have access to the myUFL system to enroll in training or perform another myUFL function. The individual therefore needs a UFID and this instruction guide gives the procedure for obtaining the UFID through the Add a Person of Interest ePAF.

You will need the following Security Role for ePAF actions:

**UF\_EPAF\_DepartmentAdmin** or

**UF\_EPAF\_Level 1 Approver**

### Procedure

To create a Person of Interest, you would use the following navigation: **NavBar > Main Menu > Human Resources > UF Departmental Administration > ePAF Home Page**

1. Click the **Start a new ePAF** link.
2. Click the **Add a Person of Interest** link.
3. Enter the first name in the **First Name** field.
4. Enter the last name in the **Last Name** field.
5. Enter the **Date of Birth** (MM/DD/YYYY).
6. Enter the **Social Security #** field or **Passport**.
7. Click the **Search** button.
8. Click the **Add** button.
9. Click the **Yes** button.
10. Click the **Choose a date** button.
11. In this example, select **June 18**.
12. Enter the **Effective Date** (you can use today's date).
13. Enter the individual's personal email address in the **Email Address** field.

### Address Sections

In the home address section, enter the first line of address into the **Address 1** field.

14. Enter the City into the **City** field.
15. Enter the State into the **State** field.
16. Enter the Zip Code into the **Postal** field.
17. Enter the County name into the **County** field or use the lookup icon.

18. In the business address section, enter the first line of address into the **Address 1** field.

19. Enter the City into the **City** field.
20. Enter the State into the **State** field.
21. Enter the Zip Code into the **Postal** field.
22. Enter the County name into the **County** field or use the lookup icon.

23. In the mailing address section, enter the first line of address into the **Address 1** field.

24. Enter the City into the **City** field.
25. Enter the State into the **State** field.
26. Enter the Zip Code into the **Postal** field.
27. Enter the County name into the **County** field or use the lookup icon.

28. Click the **Next >>** button.
29. Notice that the system has generated a UF ID number for this individual.
30. Select the Gender from the **Gender** list.
31. Select the Marital Status from the **Marital Status** list.
32. Select the Citizenship Status from the **Citizenship Status** list.
33. Select the Highest Education Level from the **Highest Education Level** list.
34. Click the **Save & Next >>** button.
35. Click the **Yes** button.
36. Notice that the POI Type is External Trainee. Note that this is the only POI Type available.
37. Enter the Department ID or use the **Look up Dept ID** button.
38. Enter any relevant comments in the **Your Comment** field.
39. Click the **Submit** button.
40. Click the **Yes** button.
41. Notice the **Form and Approval Status** is shown on this page. **When creating a Person of Interest, no approval is necessary.**

**Note:** When you have created the account in the UF Directory, you should direct the individual to create a GatorLink account. Further information on this can be found at <http://www.gatorlink.ufl.edu>.

### Additional Help

For help with technical issues, contact the UF Help Desk at 352-392-HELP or [helpdesk@ufl.edu](mailto:helpdesk@ufl.edu).

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