EPAF for New Hires

Human Resources

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University of North Florida
Human Resources, 904.620.2903 in collaboration with
The Center for Professional Development & Training
1 UNF Drive, Jacksonville, FL 32224
904.620.2903 • Fax 904.620.2742

This guide is designed to be used in conjunction with attendance
in training classes provided by Human Resources
and in collaboration with CPDT
Objectives:

The objective of this manual is to instruct authorized users of the online application system (OASys) how to properly generate and submit an electronic personnel action form (EPAF) for new hires.

Intended Audience:

This guide is intended for use by authorized users of OASys – known as hiring officials and/or points of contact. As this manual introduces new elements into the pre-existing new hire process within OASys, users of this manual should already be familiar with the new hire process.

Pre-Requisites:

In order to follow the directions in this manual, one must have the following pre-requisites:

- Computer with internet access.
- Approved hiring official or point of contact account with OASys.

Icon Key:

- **Important Info** – can not work without knowing.
- **Nifty Note** – nice to know information.

**Example of Important Info**

Important info goes here

**Example of Nifty Note**

Important info goes here
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Chapter One

Generate an EPAF

In this chapter you will learn how to generate an EPAF from within OASys.

To generate an EPAF:

1. Request to place the recruitment request on hold.

   Important Info
   Equal Opportunity Programs (EOP) will place any faculty or administrative recruitment requests on hold.
   Human Resources will place any support staff, adjunct, other personnel services (OPS), graduate assistant, federal work study program (FWSP) or student assistant positions on hold.

2. Make the job offer.

   Important Info
   The hiring department will make all job offers for faculty, administrative, adjunct, OPS, graduate assistant, FWSP and student assistant recruitment requests.
   Human Resources will make all job offers for support staff recruitment requests.

3. Collect the following information from the new employee once the job offer has been verbally accepted:
   a. Social security number
   b. Date of birth (month, day and year)
   c. Citizenship status (U.S. citizen, permanent resident or non-resident alien)
   d. Start date
4. Change the statuses of all the applicants within the recruitment request:
   a. The applicant that accepted the job offer should have a status of “hired.”
   b. All other applicants should be set to “Not hired” and the reason why.

   **Important Info**
   There are specific guidelines on how to change applicant statuses in order to comply with OFCCP regulations. Please contact EOP at (904) 620-2507 for assistance with changing applicant statuses.

5. Complete the new hire information tab.

   **Important Info**
   The next chapter specifically covers how to complete the new hire information tab within OASys.

6. Fill the position.
Complete the new hire information tab

In this chapter you will learn how to complete the new hire information tab within OASys once a job offer has been accepted.

To complete the new hire information tab:

1. Log into the OASys hiring official site at www.unfjobs.org/hr
2. Verify the recruitment request you are completing the new hire information tab on has a status of “on hold.”

   Important Info
   The new hire information tab will not appear until the recruitment request has been placed on hold.

3. Click the “view” link under the position title.
4. Verify that there are no applicants listed under “active applicants.”
5. Click the “new hire information” tab.
6. Verify that the new employee’s name appears in the “new hire to send to Banner” drop-down menu.

   Important Info
   If the new employee’s name does not appear in the drop-down menu, then their status was not set to “hired.” You will need to go back to the applicant tab and change their status before you will be able to continue completing the new hire information tab.

7. Enter the new employee’s birth date, citizenship status, social security number and start date into the appropriate fields.

   Important Info
   This information must be collected by the hiring department at the time the verbal job offer is accepted.
8. Enter either the new employee’s annual salary or hourly rate into the appropriate field.

**Important Info**

An annual salary must be used for all faculty, administrative and support staff recruitment requests. An hourly rate must be used for all other position types.

9. Enter the position number and position suffix into the appropriate fields.

**Important Info**

The position suffix should always be “00.”

10. If needed, enter any necessary notes into the notes field.

11. Click the “view posting summary” button.

12. Verify the information on the new hire information section is present and accurate.

13. Click the “fill” radio button.

14. Click the “continue” button.

15. Click the “confirm” button.

16. Verify the status of the recruitment request has been changed to filled.
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**EPAF:** Abbreviation for electronic personnel action form. Used to process new hire transactions.

**Hiring Official:** An OASys user authorized to create recruitment requests, review applications and make the final hiring decision.

**OASys:** Abbreviation for online application system – the third-party, web-based, applicant tracking system used by the University of North Florida.

**OASys Hiring Official Site:** A web page specifically for hiring officials and points of contact to create recruitment requests and view applications. Accessible at www.unfjobs.org/hr.

**Point of Contact:** An OASys user authorized to create recruitment requests and review applications.

**Recruitment Request:** The entire job posting including the recruitment details (salary, job duties, required qualifications, etc.), labor distributions, hiring steps and screening questions, which is approved and then posted online for applicants to as a job posting.