Online Application System (OASys) Tutorial

PART 6: NEW HIRE EPAF
New Hire EPAF

• A new hire EPAF must be created through OASys for the following two situations:
  – If an employee has never worked at the university before
  – If a position is advertised online through OASys
New Hire EPAF

- There are several ways a department can use the new hire EPAF process:
  - **Regular recruitment**: the department advertises one position online through a single recruitment request, and hires one person to fill it.
  - **Pooled recruitment**: the department advertises multiple positions online through a single recruitment request, and hires multiple people to fill them.
  - **Split-position recruitment**: the department advertises multiple positions online through a single recruitment request, and hires one person to fill them.
  - **Non-advertised recruitment** (Student and OPS only): the department advertises and hires a student or OPS employee outside of OASys, but must use the new hire EPAF process.
New Hire EPAF

• There are several position types or situations which are exempted from using the new hire EPAF process:
  – Part-Time (adjunct) faculty
  – Graduate Assistants (including teaching and research assistants)
  – Positions paid using a service contract
  – Instructors through Continuing Education
  – Departmental promotions
  – Adding an additional job to an existing employee within your department
New Hire EPAF

• Only one EPAF can be generated per recruitment request, therefore the department must coordinate with Human Resources when doing a split-position, pooled or non-advertised student or OPS recruitment.
New Hire EPAF

• There are four steps the department must take to submit an EPAF for approval:
  – The final candidate’s application status must be set to “Hired.”
  – All other applicant statuses must be changed to “Not Hired” or “Not Hired-Send Email.”
  – The New Hire Information tab must be completed.
    • The New Hire Information tab is only available when the recruitment request is “On Hold.”
  – The recruitment request must be set to “Fill.”
Step 1: Click the “View” link

Note: The recruitment request must be On Hold before attempting to generate an EPAF. If the recruitment request is not On Hold, please contact Human Resources at (904) 620-2903.
Step 2: Click the “Change Status” link for your final candidate.

Note: The job offer should have already been made to your final candidate at this point. Support Staff (USPS) job offers are made by Human Resources. All other job offers are made by the department.
Step 3: Select “Hired” from the Status drop-down menu.

Step 4: Click the Continue to Confirm Page button.
Step 5: Click the Save Status Changes button.
Step 6: Click the New Hire Information tab.

Note: There should be no active applicants remaining on the Applicants tab. All applicants should have had their statuses changed.
Note:
At the time the job offer is verbally accepted, you must collect the following information from the new employee:
- Birth Date
- Citizenship Status
- Social Security Number
- Start Date
This information is required in order to generate an EPAF. Human Resources will collect this information for Support Staff (USPS) positions.
Step 7: Complete the New Hire Information tab.

Note: Human Resources will complete the New Hire Information tab for Support Staff (USPS) positions.
Step 8: Click the View Posting Summary button
Step 9:
Review the information, including the labor distribution.

<table>
<thead>
<tr>
<th>New Hire Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>Smith, Chad</td>
</tr>
<tr>
<td>08/12/1981</td>
</tr>
<tr>
<td>Citizen</td>
</tr>
</tbody>
</table>
Step 10: Click the Fill radio button, then click the Continue button.
Step 11: Click the Confirm button.
Note:
At this point, the point of contact, as well as all the listed hiring officials will receive an email confirmation that the EPAF has been submitted for approval.