



UNIVERSITY OF NORTH FLORIDA
Office for Research and Sponsored Programs (ORSP)

ELECTRONIC PERSONNEL ACTION (EPAF) FORMS
FOR NEW HIRES

- I. Overview
- II. Definitions
- III. Who is Affected by This Procedure
- IV. Procedures

I. Overview

The office of Human Resources implemented the Electronic Personnel Action Form (EPAF) for all **new hires** (faculty, administrative, support staff, OPS, Federal Work Study Program and student assistants). The EPAF will eliminate the paper PAF, and provide the ability to track the EPAF during the approval process. New hires include individuals who have never worked for UNF, and individuals who have terminated or resigned from UNF. Transferring departments within UNF, changing organizations within the same department or college, or changing index numbers for new grant awards do not constitute a new hire. Paper PAFs will still be required for corrections, terminations, promotions, and reassignments.

II. Definitions

EPAF: Electronic Personnel Action form is a University required document needed to hire new employees.

New hires: Employees who have never submitted payroll documents (i.e. I-9 and W-4 forms) through UNF's payroll documents.

III. Who is Affected by This Procedure

This procedure applies to all new sponsored projects and programs as of November 1, 2010. It should be understood by Principal Investigators (PIs), Department Managers and Staff, Department Chairs, Deans, and the Office of Research and Sponsored Programs (ORSP) who will be hiring employees on Contracts and Grants.

IV. Procedures

1. All new hire transactions must be completed through OASys. As a hiring official, you must create a user account in OASys. The new [OASys Training Resources](#) page will direct you through the OASys Tutorial to learn how to create a user account.
 - A. The 9-part OASys Tutorials give you step by step instructions, with screenshots, of the various OASys functions, including the EPAF process. The OASys Training Manuals provide you with step-by-step instructions in a printable format.
2. As a PI, you may complete the recruitment request in OASys for the new hire or request assistance from your assigned GAFM Coordinator. Should you desire your assigned GAFM Coordinator to complete the request, please complete the [New Hire Access Form](#) and submit it to your assigned GAFM Coordinator.
3. A single recruitment request for a new hire may have multiple hiring officials or Co-PIs assigned to it in OASys. Assigning multiple hiring officials has several benefits:
 - A. Assigning multiple hiring officials will allow the department to setup an internal approval process at this level prior to the recruitment request being posted online.
 - B. Every named hiring official and point of contact on a recruitment request receives an automatic email when an EPAF is submitted for approval. By adding additional hiring officials, you enable more people to receive the notification.
 - C. Every named hiring official has the ability to annotate comments in the “notes/history” section of the recruitment request. Keep in mind: All notes on the recruitment are historically maintained.
4. A PI or Co-PI must approve the recruitment request in OASys after an email notification is received. Only one hiring official/PI is needed to approve the recruitment request. For C&G new hires, OASys is the only place where a PI’s approval is needed in the entire EPAF process.
 - A. A PI or Co-PI may assign a proxy to approve the recruitment request. Details on assigning a proxy are available on the [OASys Training Resources](#) page located on the HR website.
 - B. The recruitment request in OASys will identify the grant index number, amount of pay, and period of payment for the new hire.
5. After the OASys recruitment has been completed and all appropriate departments have electronically approved the new hire request, an EPAF will be generated.
6. The EPAF will be electronically routed to ORSP, Vice President of Academic Affairs (if applicable), Budget Office, and Human Resources for electronic approvals. The PI or Co-PI will not approve the EPAF because the PI or Co-PI has already approved the new hire recruitment request in OASys with all of the same information identified on the EPAF.

7. Recruitment requests for new hires must be submitted timely in OASys. Failure to submit a request timely may result in a delay in payment for the employee. Please note that with the new electronic EPAF system, a delay in timely submission can easily be tracked and identified to a specific individual or department. Use this link for a schedule for submitting new hire requests:
http://www.unf.edu/hr/info/2012_biweekly_payroll_calendar.aspx.