[Post Doc Associates: New Hires]

From January 1\textsuperscript{st}, 2010, new Post Doc Associate hires to the University of Florida will be hired with the following benefits to appointment:

- PostDocCare Health Insurance Plan
- Accrue 5 hours personal leave every 2 weeks (can be used for vacation, sickness, or injury)
- Awarded December Leave Days (4 days) and Holidays

The guidelines and ePAF process for entering new Post Doc Associate hires are included in this guide (pages 2-7).

Use this instruction guide for

- Hiring new Post Doc Associates

Do not use this instruction guide for

- Hiring at UF other than Post Doc Associates (see Hiring at UF)
- Hiring an individual to provide additional pay (see Additional Pay)
- Promoting & Demoting (see Promoting, Demoting & Changing Jobs within a Department)

Security Roles

You need one of the following security roles to perform the actions described in this guide:

- The Originator Role
  
  UF_EPAF_Department Admin

- The Level 1 Approver Role
  
  UF_EPAF_Level 1 Approver

You must take both PST210 Hiring & Additional Pay and PST096 Introducing E-Verify classes before you can receive the security role. Your training record will be updated within three business days, after which you must ask your Department Security Administrator (DSA) to request the role for you in myUFL.

Before You Begin:

1. Contact Julie Neubig (GA and Post Doc Associate Benefits Office) at 352-392-0003 to advise new hire details. Julie will contact the new hire with PostDocCare information as eligible Post Doc Associates must enroll within 30 days of hire. The PostDocCare enrollment form must be submitted within 30 days from the Post Doc’s date of hire regardless of the appointment status in job data. See the website \url{http://www.hr.ufl.edu/benefits/post_doc_care/default.asp} for details.

1. Download the appropriate hiring checklist from \url{http://www.hr.ufl.edu/training/myUFL/toolkits/HiringAddPay.asp}

2. Prepare and gather all necessary paperwork listed on the hiring checklist
3. Complete the form I-9 (see page 6 of this guide for instructions on completion)

4. You will need the job code. Note that, as OPS employees, Post Doc Associates do not have position numbers.

5. If you are hiring someone from another UF department find out if they are leaving that job to take the job in your department

Completing the Hire an Employee ePAF

The University of Florida uses electronic Personnel Action Forms (ePAF) to initiate hires including Post Doc Associates. This guide gives instruction on how to use ePAF for the hiring process. The guide also has information on the completion of form I-9 and E-Verify, which check for employment eligibility. It is essential that the correct procedures are followed in order to comply with federal regulations.

Navigation:
- Log in to myUFL using your GatorLink username and password
- Navigate to UF Departmental Administration > ePAF Home Page
- Click Start a New ePAF
- Click Hire an Employee

Search

Use the first page of the Hire an Employee form to search the UF Directory for the individual you are hiring. If the individual is new to UF you will need to assign an ID before hiring. The steps below will help you through the search (and assign) process.

- Do you know the UFID for the person you are hiring?
  - YES
  - Enter the person’s UFID into the UFID field
  - Click Search
  - NO
  - Type the person’s last name into the Last Name field. This must be entered exactly as it is spelled.
  - Click Search

Legend for Hire an Employee search results:

<table>
<thead>
<tr>
<th>Icon</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>✗</td>
<td>The red 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</td>
</tr>
<tr>
<td>✔</td>
<td>The green 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</td>
</tr>
<tr>
<td>🔍</td>
<td>Click the information icon to find out more about the associated employee’s job data</td>
</tr>
<tr>
<td>🔽</td>
<td>Click the select icon to select the individual you wish to hire</td>
</tr>
</tbody>
</table>

- Do your search results include the person you are hiring?
  - YES
  - Click icon 🔽 to select the person you are hiring
No

- Enter the person’s **First Name, Last Name, Date of Birth, and Social Security #** into the fields provided
- Click **Search**
- Do your search results include the person you are hiring?
- **YES**
  - Click icon to select the person you are hiring
- **NO**
  - Click **Add**
  - The next page will ask you if you want to proceed to add the person
  - Click **Yes**

**Enter Personal Information**

- Contact Information page
- In the Personal Info section you will see the ID has been assigned. The First and Last Name has been populated from your original search.
- Enter the **Hire Effective Date** (the date the employee started work)
- Add **Middle Name, any Suffix and Email Address**

- In the **Home Address & Phone** section
  - Enter **Address 1, Address 2, City, State, Postal Code**
  - Enter **County** (you can use the magnifying glass to look up)
  - Enter **Phone Number**

- In the **Business Address & Phone** section enter the UF business address (typically a PO Box)
  - Enter **Address 1, Address 2, City, State, Postal Code**
  - Verify the **County** (you can use the magnifying glass to look up)
  - Enter the business **Phone Number**

- In the **Mailing Address & Phone** section enter the mailing address (must be a US address)
- **Special Note**: The Mailing Address is extremely important for the PostDocCare insurance program. Please make sure this is correct.
  - Enter **Address 1, Address 2, City, State, Postal Code**
  - Enter **County** (you can use the magnifying glass to look up)
  - Enter **Cell Phone Number** if known
  - Click **Next**

**Identity Information**

- Select the **Gender** from the drop-down list
- 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. Either go back to select the appropriate person, or call your core office for assistance.
- Select the **Marital Status** from the drop-down list
- Select the **Citizenship Status** from the drop-down list
- Select the **Highest Education Level** from the drop-down list
- Click **Save & Next**
- Click **Yes**

**Enter the Hire**

- **Job Information**
  - 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 in the following format: MM/DD/YYYY
  - Enter the **Salary Plan of FAPD**
  - Enter the **Empl Class of PDR**
  - Verify the **Work County** and change if necessary (must be all capital letters)
  - Verify the **FICA Status** and change if necessary
Click Next

Note: As OPS employees, there is no position number for Post Doc Associates. Therefore the ePAF will default directly to the Job Code field on the Hire Form Data screen.

- Enter the Job Code (you can use the magnifying glass to look up)
- Enter the Department (you can use the magnifying glass to look up)
- Enter the FTE between 0.0 and 1.0 (the Std Hrs/Wk will be calculated for you)
- Click Next

Note: If you enter Std Hrs/Wk instead of FTE, myUFL will calculate the FTE.

- Compensation
  - 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
  - Enter the Workgroup. This will be either PDR, PDR8, or PDR9
  - Click Next

- Is the person you are hiring leaving their other job at UF to take the job in your department?
  - YES
    - Check the box next to the words Leaving Another Job
    - The person’s job(s) will display below the checkbox.
    - Check the box next to the job the person is leaving
  - NO (then no action required)
  - Enter comments into the Your Comments box. Enter information required by your level 1 and level 2 approvers, if any, along with pertinent information about the hire
  - Click Submit

If E-Verify Check Required
- A prompt will appear when an E-Verify check is required. Click Yes to continue
- At E-Verify Request Data screen employee details previously entered show in ‘greyed out’ fields

Note: E-Verify does not currently accept hyphenated names. If this applies, re-enter the last name in the Last Name field shown on the E-Verify page, replacing the hyphen with a space. This does not affect the employee’s entry in the UF Directory and is only for E-Verify purposes.

- Enter I-9 Date. This is always the date the I-9 was signed by the employee and may differ from the hire effective date of the ePAF
- Click the magnifying glass to look up Document ID
- Select the Document ID from the documents supplied by employee
- Fields may populate according to Document ID. Enter details of documents if required (Alien#, Passport#, Visa# etc.)
- Click E-Verify button
- At E-Verify Complete screen click OK to return to ePAF
- Click Yes to submit ePAF for approval. (The ePAF is now automatically routed to your next level approver).

Note: Further information on the E-Verify check process and E-Verify decisions can be found at the website http://www.hr.ufl.edu/recruitment/everify/default.asp
When your Hire an Employee ePAF is approved by Level 2, set up the payroll distribution using the appropriate Earnings Account Code(s) - see Payroll Distributions instruction guide at http://www.hr.ufl.edu/training/myUFL/toolkits/PayrollDistributions.asp

**Note:** HR Core Offices who provide Level 2 approval are Recruitment & Staffing, Student Employment and Academic Personnel. If you are hiring a foreign national, the ePAF will include Tax Services as an approver, and special paperwork is required. You will receive an email when Level 1 approves your ePAF, and then again when Level 2 approves it. The hire will not appear in Job Data until Level 2 approves the form. To check the status, you can view the form by going to UF Departmental Administration > ePAF Home Page > View an ePAF > View a Hire ePAF.

> When your Hire an Employee ePAF is approved by Level 2, set up the payroll distribution using the appropriate Earnings Account Code(s) - see Payroll Distributions instruction guide at http://www.hr.ufl.edu/training/myUFL/toolkits/PayrollDistributions.asp

**Note:** UF will not pay employees until you set up a payroll distribution!

ePAFDocument Fax Imaging

At completion of ePAF

- The final screen shows the ePAF has been submitted for approval. In the Personal Info section the text *No ePAF Images* can be seen. Click on Fax Cover
- Note that only the Originator of an ePAF will be able to view the Fax Cover button. Should a Level 1 Approver originate the action, then they will also be able to view the Fax Cover button.
- If you are unable to see the fax cover it may be that your pop-up blocker is on. Hold down the Control (Ctrl) key and click on Fax Cover
- The Fax Cover page shows the eForm ID, EmplID, date and time, originator name, and a unique barcode. To print the fax cover, Click the File menu
- Click Print and select appropriate printer to print out the fax cover
- Fax all documents *with the fax cover as the first page*, to 846-1020 (352-846-1020 for departments off campus)
- Keep fax cover and all documents until the ePAF has been approved by Level 2 (HR core office)
- The ePAF will be recycled or denied or you will be contacted by an HR core office if there are any errors or documents missing.
- The original fax cover must be used to submit additional or revised documents related to the ePAF (see section below: To submit additional or revised documents).

To view documents submitted

In order to avoid errors, omissions, or illegible documents, you should view your ePAF after faxing. This allows you to see the documents as scanned images and withdraw the ePAF (if necessary) before it goes through the approval process.

- Navigate to UF Departmental Administration > ePAF Home Page > View an ePAF
- Select the ePAF type (e.g., View a Job Edit ePAF, etc.)
- Click in the eForm ID field and enter the eForm ID number
- Click Search
- To view the documents attached, click the ePAF Image button
- The fax cover page is shown first. Note that the date, time, and number of pages received can be seen at the top of the cover sheet. To view the document(s) click either the forward button, or use the page number list.

To submit additional or revised documents

- Fax your additional or revised documents, *with the fax cover as the first page*, to 846-1020 (352-846-1020 for departments off campus)
- To resubmit the ePAF navigate to UF Departmental Administration > ePAF Home Page > Resubmit, Change or Withdraw an ePAF
Select the **ePAF type** (e.g., Update a Job Edit ePAF, etc.)
- Click in the **eForm ID** field and enter the eForm ID number
- **Click Search**
- The ePAF is displayed. **Click Next**
- **Click Resubmit**
- **Click Yes**
- On the next screen click **ePAF Image**
- The screen will show the results for the ePAF. To view the documents select the appropriate line and **Page** button
- The fax cover page is shown first. Note that the date, time, and number of pages received can be seen at the top of the cover sheet. To view the document(s) click either the **forward** button, or use the **page number** list
- To exit from the documents, click **Close**

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**Note:** When an ePAF has been approved by Level 2, no further documents can be submitted.

**Note:** Keep all documents with the fax cover until the ePAF is approved by Level 2. All paperwork should then be destroyed using appropriate methods for confidential material.

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**Level 1 Approvers:** To approve the ePAF, go to Worklist. Select the relevant ePAF to view. Click the **ePAF Image** button. The fax cover sheet will be displayed. To view the documents click the forward button or the ‘page’ button. Do not approve any ePAF until you have viewed all the faxed documents required for the hire. ePAFs can be approved, denied, or recycled, in the usual way.

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**Completion of Form I-9**
The I-9 is the first step in verifying eligibility to work in the US and must be completed within a strict timeline. It is required for all hires regardless of nationality, visa, and citizenship status.

Always use the latest version of the form which you can download from the website at [www.hr.ufl.edu/forms/default.asp](http://www.hr.ufl.edu/forms/default.asp).

A video tutorial ‘Completing the I-9’ together with further information on the I-9 and related issues can be found at the HR Services Recruitment & Staffing website at [http://www.hr.ufl.edu/recruitment/everify/default.asp](http://www.hr.ufl.edu/recruitment/everify/default.asp).

The form I-9 is in three sections. Please help to avoid delays with the E-Verify process by ensuring all details in the Form I-9 have been entered correctly. If any mistakes are made, do not use white-out. Cross out the error, enter the correct details and initial the correction. **Employee corrects Section 1 and the employer corrects Section 2.**

**Section 1**
It is unlawful to complete the I-9 prior to the employee accepting a job offer. When the acceptance has been received Section 1 of the I-9 must be completed **by the employee**, on or before the first day of hire.

**Employee enters:**
- Full name and address
- Date of birth
- Social Security Number. Sometimes the employee may not have a social security number and in this instance the employee can leave this field blank and continue to completing Section 1. Further details...
on how to handle SSN issues can be found on the website http://www.hr.ufl.edu/recruitment/everify/default.asp

- Citizenship box should be clearly checked and the alien or admission # and expiration date entered if applicable
- Employee signs and dates the form
- If assistance was required for completion of Section 1 the preparer or translator must also sign the certification
- As a special note, some countries write the day and month in a different format to the US and therefore please check that all dates in this section have been completed correctly, that is in the format month/day/year

**Section 2**

Section 2 must be completed **by the employer** within 3 business days of hire and is the employer review and verification certificate.

The certification statement reads **“I attest, under penalty of perjury, that I have examined the document(s) presented by the above-named employee, that the above-listed documents appear to be genuine and to relate to the employee named, that the employee began employment on (date) and that to the best of my knowledge the employee is authorized to work in the United States.”**

- Documents should be produced to establish identity and employment eligibility and must be original and unexpired. A list of all accepted documents can be found on the form I-9 instructions
- Receipts can be accepted for lost or damaged documents however original versions of replacement documents must be produced within 90 days
- Note that in order to comply with fair employment practice the department cannot specify which documents the employee should produce
- Photocopies of the I-9 and relevant documents can be made but the department must destroy them when the Hire Employee EPAF has been approved
- Note that you should always include the document title, issuing authority, document number and any expiration date. Please take care to enter these details on the appropriate line
- Examples of passport stamps, I-94, visa documents and USCIS forms can be found at the http://www.hr.ufl.edu/recruitment/everify/default.asp. If you need assistance with determining if a document shows employment eligibility, contact Recruitment & Staffing on 352-392-2477
- Enter the **date the employee started work**
- Complete the business address details
- Sign and date Section 2

**Section 3**

Section 3 is used to update details e.g, where a previous work authorization is expiring or has expired and is now renewed. Use the existing I-9 and enter the new details as soon as possible to ensure continued employment eligibility.

Note that if the existing I-9 was not completed on the current version of the form, download the new version from http://www.hr.ufl.edu/forms/default.asp. Enter the employee name only in Section 1, enter the new details in Section 3, and attach this to the original I-9. Fax or send the updated I-9 to the appropriate Core Office.

**Additional Help with Post Doc Associate Hiring**

<table>
<thead>
<tr>
<th>Academic Personnel:</th>
<th>392-2477</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tax Services:</td>
<td>392-1324 (Foreign Nationals)</td>
</tr>
<tr>
<td>UF Help Desk:</td>
<td>392-HELP</td>
</tr>
</tbody>
</table>

Further resources website are available on the Academic Personnel at http://www.hr.ufl.edu/academic/default.asp