Adding A Volunteer When The Volunteer Does Not Have a UFID

In cases where you either do not know whether a volunteer has a UFID or not, or they do not have one, you can add the individual as a Volunteer via a Person of Interest ePAF in myUFL. To do so, follow the steps outlined below:

**my.ufl.edu navigation:**

Main Menu → Human Resources → UF Departmental Administration → ePAF Homepage

1. Click **Start a New ePAF**
2. Click **Add a Person of Interest**
3. Enter the **First Name**
4. Enter the **Last Name**
5. Enter the **Date of birth**
6. Enter the **Email Address**
7. Click **Search**
   a. If the individual does not have a UFID you will see the following message, “Your search returned no results.”
8. Click **Add** button
9. On the first pop-up, click the **OK** button
10. On the second pop-up, click the **Yes** button
11. Enter the **effective date** (the date the volunteer service will begin)
12. Enter the **home address** and **phone** only if there is not one listed
13. Enter the **business address** and **phone** only if there is not one listed
14. Enter the **Mailing Address** and **Phone** only if there is not one listed
15. Click the **Next** button
16. Review and/or enter Identity Info
   a. NOTE: Leave the Passport Number field blank

17. Click the Save & Next>> button

18. On the pop up click the Yes button

In the Person of Interest Information section:
1. On the POI Type field, click the look up icon (magnifying glass)
2. Select Volunteer (00014)
3. In the Eff Date field, enter the date the volunteer’s service will begin
4. In the Dept ID field enter your department ID number (you may also click the magnifying glass to look up the dept ID)

In the Volunteer Data section:
5. Select Yes or No from the Works with Minors drop down menu
6. Enter the date of the last UF Background Check, if applicable
7. Enter the UFID of the person responsible for the volunteer in the Supervisor ID field
8. Enter the end date for the volunteer service in the POI Expiration Date field, not to exceed one year. If no date is entered, the volunteer service will expire one year from the effective date
9. Enter a short description of the volunteer service in the Your Comment box
10. Click the Submit button
11. On the pop-up click the Yes button

NOTE: If the volunteer is a minor, you must upload the Parental Approval and Authorization to Treat Minors form. Click the Documents button to upload this form (See the Upload Documents Instruction Guide).

For Assistance with the volunteer tracking system contact volunteer@hr.ufl.edu.

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