

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
- 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



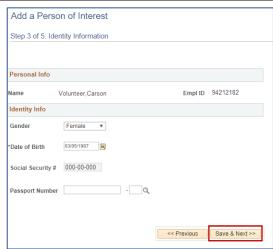




Instruction Guide

- 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



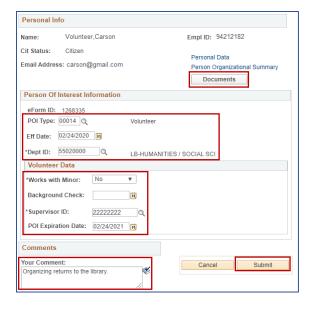


In the Person of Interest Information section:

- 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
- Enter the date of the last **UF BackgroundCheck**, if applicable
- 7. Enter the UFID of the person responsible for the volunteer in the Supervisor ID field
- 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 <u>Parental</u> <u>Approval and Authorization to</u> <u>Treat Minors form</u>. Click the <u>Documents</u> button to upload this form (See the <u>Upload Documents</u> Instruction Guide).

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