

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

Add a Person of Interest

Step 1 of 5: Candidate Search

Search below for the person you wish to hire. If you know the UFID, enter it, and choose Search. Otherwise, enter the First Name, Last Name and SSN and click Search.

Use the arrow icon to select a row. If your search returns no results, fill out the rest of the fields, and search again. If nothing is found, the Add button will turn on. Click Add will create a new UF directory ID using your entries.

Search Fields

UFID

First Name: Carson Middle Name

Last Name: Volunteer Date of Birth: 02/23/2004

Social Security # Passport Number

Email Address: carson@gmail.com

Search Add Clear

Your search returned no results.

*Effective Date: 02/24/2020

Personal Info

Empl ID: 94212182

*First Name: Carson Middle: L

*Last Name: Volunteer Suffix:

*Email Address: carson@gmail.com

Home Address and Phone

Home address is the employee's permanent physical address.

*Country: USA United States

*Address 1: 111 NW 11TH TER

Address 2:

*City: GAINESVILLE *State: FL *Postal: 32606

*County: ALACHUA

Phone: (352)123-4567

Business Address and Phone

Business address is a UF address. This is typically a PO Box.

*Country: USA United States

*Address 1: PO BOX 115003

Address 2:

*City: GAINESVILLE *State: FL *Postal: 326115003

*County: ALACHUA

*Phone: (352)392-2477

Mailing Address and Phone

Mailing address is the employee's local address, and must be a US address.

Use Home Address: Yes

Country: USA United States

*Address 1: 111 NW 11TH TER

Address 2:

*City: GAINESVILLE *State: FL *Postal: 32606

*County: ALACHUA

Cell Phone:

<< Previous Next >>

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

Message

Save this information? (24642,113)

If you choose "Yes," this information will be immediately saved to the PeopleSoft system. If this information is not yet ready to be saved, choose "No."

Add a Person of Interest

Step 3 of 5: Identity Information

Personal Info

Name: Volunteer, Carson Empl ID: 94212182

Identity Info

Gender: Female

*Date of Birth: 03/05/1987

Social Security #: 000-00-000

Passport Number: -

<< Previous Save & Next >>

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

Personal Info

Name: Volunteer, Carson Empl ID: 94212182

Cit Status: Citizen

Email Address: carson@gmail.com

Personal Data
Person Organizational Summary
Documents

Person Of Interest Information

eForm ID: 1268335

POI Type: 00014 Volunteer

Eff Date: 02/24/2020

*Dept ID: 55020000 LB-HUMANITIES / SOCIAL SCI

Volunteer Data

*Works with Minor: No

Background Check:

*Supervisor ID: 22222222

POI Expiration Date: 02/24/2021

Comments

Your Comment:
Organizing returns to the library.

Cancel Submit

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.