Adding A New Volunteer When The Volunteer’s UFID Is Known

In cases where you know a volunteer has a UFID (they may be a current employee, student, volunteer, etc.) 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 UFID
4. Click Search
5. Click the Select Row Arrow
   a. If multiple rows appear, choose any row.

6. Enter today’s date in the effective date field
7. The Home Address and Mailing Address will populate automatically. If they do not, enter the home address and mailing address in the appropriate fields.
8. Click the Next button
9. Review **Identity Info** populated automatically
   a. NOTE: Leave the Passport Number field blank
10. Click the **Save & Next>>** button
11. On the pop up click the **Yes** button

### In the Person of Interest Information section:
12. On the **POI Type** field, click the **look up** icon (magnifying glass)
13. Select **Volunteer (00014)**
14. In the **Eff Date** field, enter the date the volunteer’s service will begin
15. 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:
16. Select **Yes** or **No** from the **Works with Minors** drop down menu
17. Enter the date of the last **UF Background Check**, if applicable
18. Enter the **UFID** of the person responsible for the volunteer in the **Supervisor ID** field
19. 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
20. Enter a short description of the volunteer service in the **Your Comment** box
21. Click the **Submit** button
22. On the pop-up click the **Yes** button

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