

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.

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: 94212182

First Name: Middle Name: Last Name: Date of Birth: Social Security #: Passport Number: Email Address:

Search Clear

UF	HR	Job	Act	UF ID	Record Name	Date of Birth	National ID	Passport Number
0					Volunteer, Carson	03/05/1987		

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

*Effective Date: 02/24/2020

Personal Info

Empl ID: 94212182

*First Name: Carson Middle: 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

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 >>

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

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:

*Date of Birth:

Social Security #:

Passport Number: -

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)

Personal Info

Name: Volunteer, Carson Empl ID: 94212182

Cit Status: Citizen Personal Data

Email Address: carson@gmail.com Person Organizational Summary

Person Of Interest Information

eForm ID: 1268335

POI Type: Volunteer

Eff Date:

*Dept ID: LB-HUMANITIES / SOCIAL SCI

Volunteer Data

*Works with Minor:

Background Check:

*Supervisor ID:

POI Expiration Date:

Comments

Your Comment:

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

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.