UF VOLUNTEER

Attaching Documents to the POI-Volunteer ePAF

In cases where you have volunteers who are minors, you must upload the <u>Parental Approval and</u> <u>Authorization to Treat Minors Form</u> for each minor volunteer. You may do this via a Person of Interest ePAF in myUFL. To do so, follow the steps outlined in the <u>Adding A New Volunteer When</u> <u>The Volunteer's UFID Is Known</u> instruction guide or the <u>Adding A Volunteer When The Volunteer</u> <u>Does Not Have a UFID</u> instruction guide, then follow the steps below.

my.ufl.edu navigation:

Main Menu \rightarrow Human Resources \rightarrow UF Departmental Administration \rightarrow ePAF Homepage

In the person of interest section:

- 1. Click the **Documents** button to upload this form
- 2. A new tab for OnBase (UF's document management system) will open
 - a. You will not lose your place in myUFL
- 3. Click the **Blue Arrow** (upload icon)
- 4. Click the **Choose File** button and locate the appropriate Parental approval and Authorization to the Treat Minors form
- 5. Click the **Import** button
- 6. You will see a notification stating **Imported Successfully** at the top of the page
- 7. Click the **Exit** button to the right to return to myUFL
- 8. On the pop-up click the **Yes** button

Add a	Person of Interest	
Step 4 o	of 5: Person Of Interest Informat	tion
Personal Name:	I Info Volunteer,Carson	Empl ID: 33027001
Cit Status: Email Add		Personal Data Person Organizational Summary Documents

Select File Choose File No file chosen
Import Settings
Document Types
HRS Consent for Minor to Volunteer 🔹
File Type
Image File Format (.???)
02/07/2020
KEYWORDS
UFID
33027001
First Name CARSON
Last Name VOLUNTEER
Email
Dept ID 62010700
Dept Name
Source ID
Batch Name
ePaf ID
1268252
🕅 🗠 🦓 Import

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