

Q. When should I initiate the hire ePAF for my new hire in order to start the process for COVID-19 Screening?

A. *The hire ePAF may be originated as soon as possible to give the new employee sufficient time to create their Gatorlink.*

Q. What triggers the start of the COVID-19 Screening process for the new hire?

A. *The COVID-19 screening process is triggered by initiation of the hire ePAF. This will generate the invitation email to the employee so they can create a GatorLink account. Once the GatorLink account is complete, the new hire will show up on the Pending Hire ePAF Report.*

Q. When can my new hire expect to receive an email notification with instructions for completing the required COVID-19 Screening?

A. *Notification will be determined based on when the GatorLink account is completed and the new hire's effective start date. A report of new hires with an effective start date within 7 days will be generated on Monday of each week and will be used when notifying new hires. Priority will be given based on start dates.*

Q. In the ePAF comments, is it required that we request the hire be recycled and that we note the reason for the early entry as COVID-19 Screening?

A. *Yes, please include the comment: "ePAF generated to trigger COVID-19 screening, please recycle." This will assist Employment Operations & Records focus on ePAFs that are complete and ready for review instead of those that are incomplete.*

Q. Is it required that we enter the pending hire ePAF with a beginning pay period start date?

A. *It is strongly encouraged that, when we can do so, we align start dates with the beginning of a pay period. This practice not only helps with efficiencies due to COVID-19 screening and testing; it supports our goal to create a more positive onboarding experience for new hires when managing timely payroll, employee IDs, parking decals, I-9 compliance, benefits enrollment and more.*

Q. Will OPS be required to complete the COVID-19 Screening process?

A. *Yes. OPS employees that require a hire ePAF will be required to complete COVID-19 screening within 48 hours of receipt and will follow the same new hire screening process.*

Q. Will the COVID-19 Screening process for new hires delay start dates?

A. *Start dates could potentially be delayed if enough time for COVID-19 screening and testing is not factored into the start date. Please allow at least 5 business days after notification is received for clearance to work.*

Q. Will the new hires personal email account be used when sending COVID-19 notifications?

A. *The new employee's UF email account will be used when sending COVID-19 related notifications.*

Q. Who will update the ePAF with the new start date if adjustments are needed due to COVID-19 scheduling?

A. *If the new hire is unable to start work on the original start date due to COVID-19 Screening and testing, the department will update the ePAF with the new start date once the new hire receives clearance.*

Q. May I hire my employee to work remotely while they are pending COVID-19 Screening clearance?

A. *Yes. You may hire your new employee to work remotely pending COVID-19 screening clearance. The new employee still needs to complete the COVID-19 Screening questionnaire. This action may require an alternate work location agreement (AWL) at the time the ePAF is originated. If an AWL is required, please add "AWL Agreement Attached" on the ePAF.*

Q. My new hire is traveling from outside of the state of Florida. Is it required that they quarantine?

A. *All Colleges and Units are expected to follow the [CDC travel guidelines](#) for all individuals entering the state of Florida.*

Q. Will my ePAF be approved while waiting for the COVID-19 screening clearance?

A. *Yes. The employee would only be able to work remotely until the COVID-19 clearance is available.*