

UNIVERSITY OF HARTFORD

**INFORMATION
NEEDED BEFORE
STARTING an ePAF**

OCTOBER 2018

INFORMATION TO GATHER PRIOR TO INITIATING AN EPAF

Before starting an ePAF please be sure you **have done** the following:

1. Verify verbally with the employee that he/she has a Social Security Number. If an international student needs to obtain one, (<http://www.hartford.edu/hrd/Forms.aspx>, click New Hire Forms, I-9... then select On Campus Employment form for International Student) you must wait to submit the ePAF until their social security card has been issued and entered in the system or the ePAF will error out.
2. Verbally communicate with the employee that he/she **MUST** go to HRD to **complete an I-9 within three days of employment** (This is a Federal Form needed to verify identity and eligibility of employment). Required Identification documents the employee will need to bring with them to complete the I-9 at the HR department can be found at this website <https://www.uscis.gov/i-9> (click I-9 form link, scroll to pg 4 of that document).
3. Verbally communicate with the employee federal and state tax withholding forms are found in the Self Service Center. Employee Tab, Tax Forms link (for Federal W-4), AND Benefits & Deductions link, then Miscellaneous link (for CT Withholding). They default to Single, 0 withholding and can be changed as needed by the employee.
4. Provide instruction to the employee to complete a Direct Deposit form – mandatory for all University employees. www.hartford.edu/hrd, click FORMS link, then scroll to Direct Deposit form. Proof of Account **MUST** accompany the form and be returned to HRD.

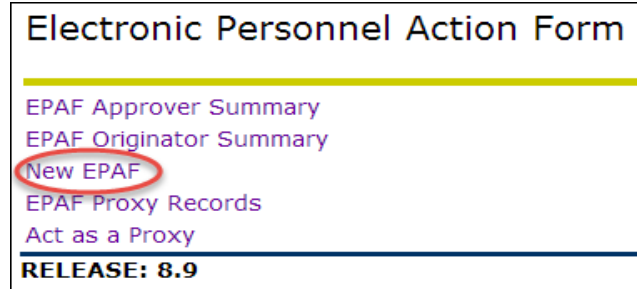
Before starting an ePAF be sure you **have the following information** available:

1. Employee name and University ID#
2. Supervisor name and University ID# (See pg. 2)
3. Position number & suffix (see pg. 3)
4. Employee class code (See pg. 8)
5. Rate of pay (for hourly employees)
6. Contract value (Faculty only)
7. Date employee will start –**Give a minimum of 5-7 business days for returning or additional positions and 15 business days for new employees**
8. Title of Position
For Federal Work Study position, please use “FWS – ‘Position Title’ “ designation
For All others, please use “DEPT – ‘Position Title’” designation (i.e. CETA – Lab Monitor)
9. Administrative Org numbers – Home Org, Distribution Org, & Timesheet Org
10. Determine which ePAF you will need to complete, (see pg.7).

SEARCHING FOR A SUPERVISOR'S ID

When hiring any employee, you must have the University ID # of the employee's direct supervisor before proceeding with the ePAF. The direct supervisor is the person who is responsible for verifying the accuracy of and approving the employee's timesheet. If you do not know the University ID # of the employee's supervisor, you can find it using the following steps:

1. Under the ePAF list of menu items, select 'New EPAF'.

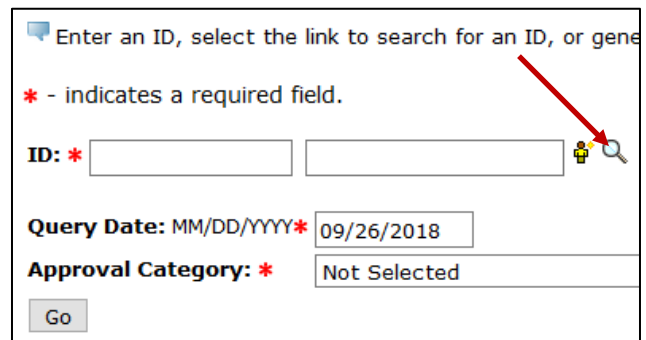


Electronic Personnel Action Form

- EPAF Approver Summary
- EPAF Originator Summary
- New EPAF**
- EPAF Proxy Records
- Act as a Proxy


RELEASE: 8.9

2. Click on the magnifying glass to go to the Person Search screen.



Enter an ID, select the link to search for an ID, or generate a list of IDs

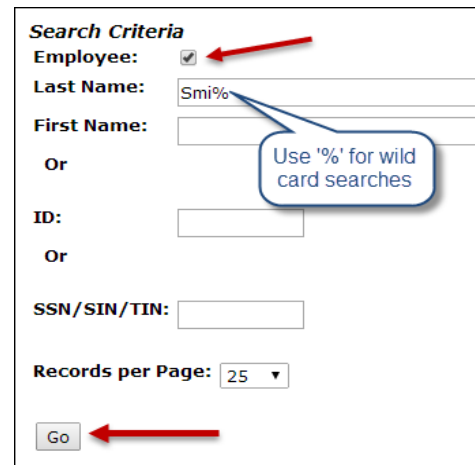
* - indicates a required field.

ID: * 

Query Date: MM/DD/YYYY*

Approval Category: *

3. Check the 'Employee' box to limit the search to employees and enter the Last Name or First Name (or both) in the appropriate fields then click 'Go'. You can also use '%' to do a partial name search if you are unsure of the spelling; e.g. 'Smi%'.



Search Criteria

Employee:

Last Name:

First Name:

Or

ID:

Or

SSN/SIN/TIN:

Records per Page:

Use '%' for wild card searches

4. When you have found the correct name and ID of the supervisor, **write it down** and click 'Return to EPAF Menu'. **Do not click on the ID** of the supervisor as this will start an ePAF for the supervisor.

SEARCHING FOR A POSITION NUMBER

There are two ways to find the Position Number. You can use the Magnifying Glass or Position Number Lookup link.

1. To use the magnifying glass, first select 'New EPAF'.

Electronic Personnel Action Form

[EPAF Approver Summary](#)
[EPAF Originator Summary](#)
[New EPAF](#)
[EPAF Proxy Records](#)
[Act as a Proxy](#)

RELEASE: 8.9

2. Enter employee ID#, query date, and select which approval category ePAF to use, click Go.

Enter an ID, select the link to search for an ID, or generate an ID. Enter

* - indicates a required field.

ID: *

Query Date: MM/DD/YYYY*

Approval Category: *

3. Click on the magnifying glass next to New Job. A popup window will appear.

~~Create New Job Assignment Non Exempt, JOBNE~~

Search Type	Position	Suffix	Title	Time Sheet	Organization	Start Date
<input type="button" value="magnifying glass"/>	New Job	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

There are no active jobs based on the Query Date.

4. Enter an Employee Class, COA is always A, select your Budget Org, then click Go.

Search Criteria

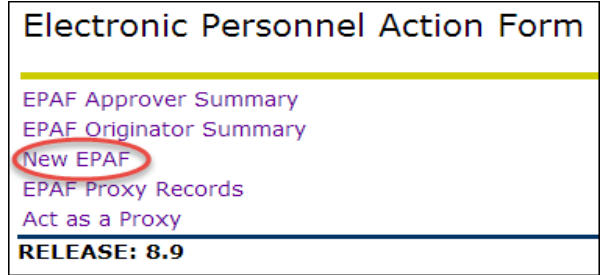
Position Number:

Employee Class:

COA:

Budget Organization:

1. To use the Position Number Link, select 'New EPAF'.



2. Enter employee ID#, query date, and select which approval category ePAF to use, click Go.

Enter an ID, select the link to search for an ID, or generate an ID. Enter

* - indicates a required field.

ID: * 88888888

Query Date: MM/DD/YYYY* 09/26/2018

Approval Category: * New Hire Non Exempt (Hourly), HIRENE

Go

3. Click the link for Position Number Lookup.

New EPAF Job Selection

Position Number Lookup

ID: J [redacted] 955

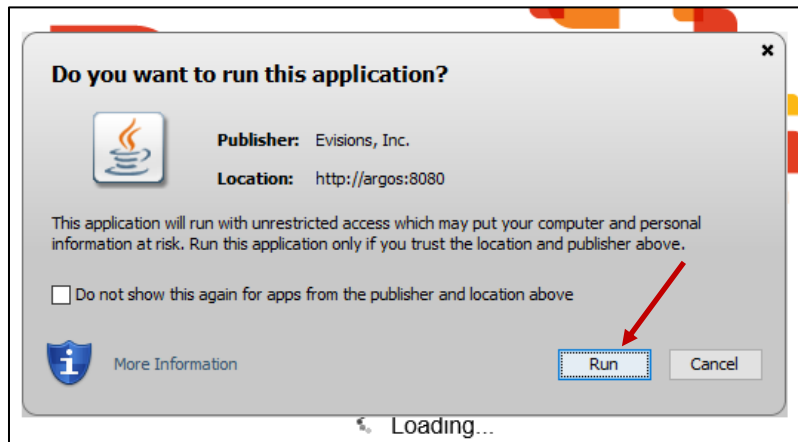
Query Date: 09/26/2018

Approval Category: New Hire Non Exempt (Hourly), HIRENE

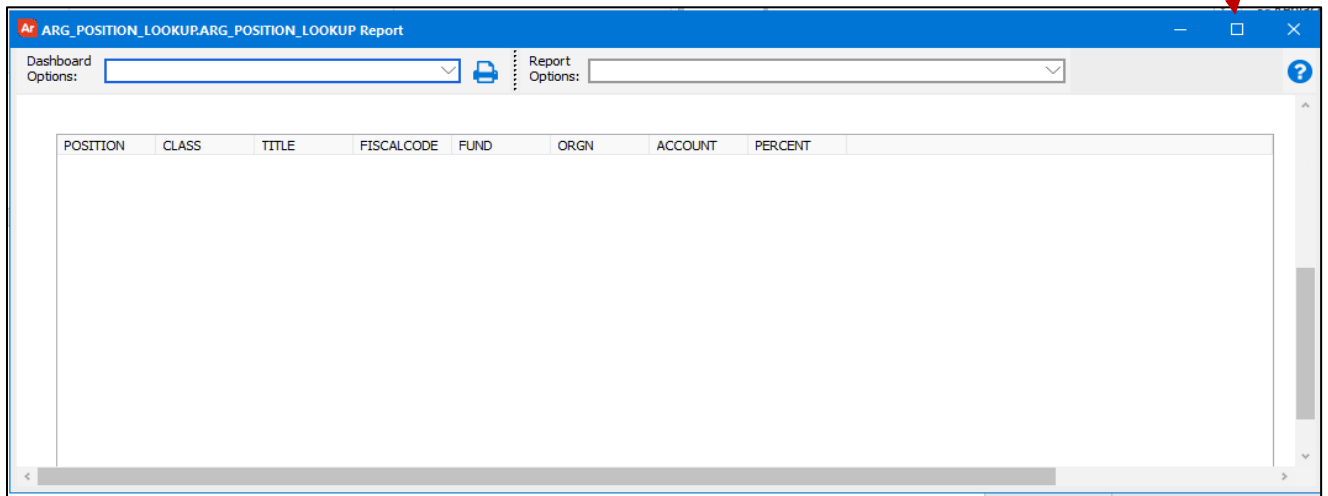
Create New Job Assignment Non Exempt, JOBNEX

Search	Type	Position	Suffix	Title	Time Sheet	Organization	Start D
Q	New Job						

4. Clicking the above link will open a new tab/window and launch the Argos program. There may be a popup window asking if you want to run this application – click Run.

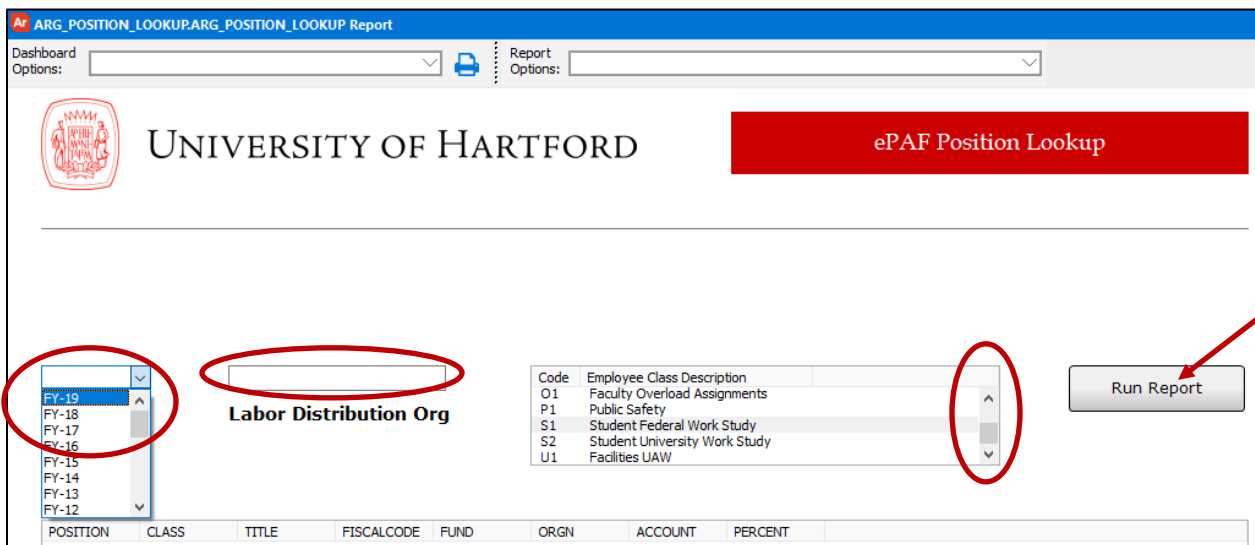


- The popup window will change to be the Argos screen and may or may not display the entirety of the window. If you can't see everything, maximize the window by clicking on the



window control button in the middle.

which will display the full text to be completed (below).



- Choose Fiscal Year from the dropdown menu, enter your Labor Distribution Org (Where the money is coming from), select the Employee Class Description from the list scrolling to find the correct one, and finally Click Run Report. (See above)

FY-19 4090

Fiscal Year **Labor Distribution Org**

Code	Employee Class Description
O1	Faculty Overload Assignments
P1	Public Safety
S1	Student Federal Work Study
S2	Student University Work Study
U1	Facilities UAW

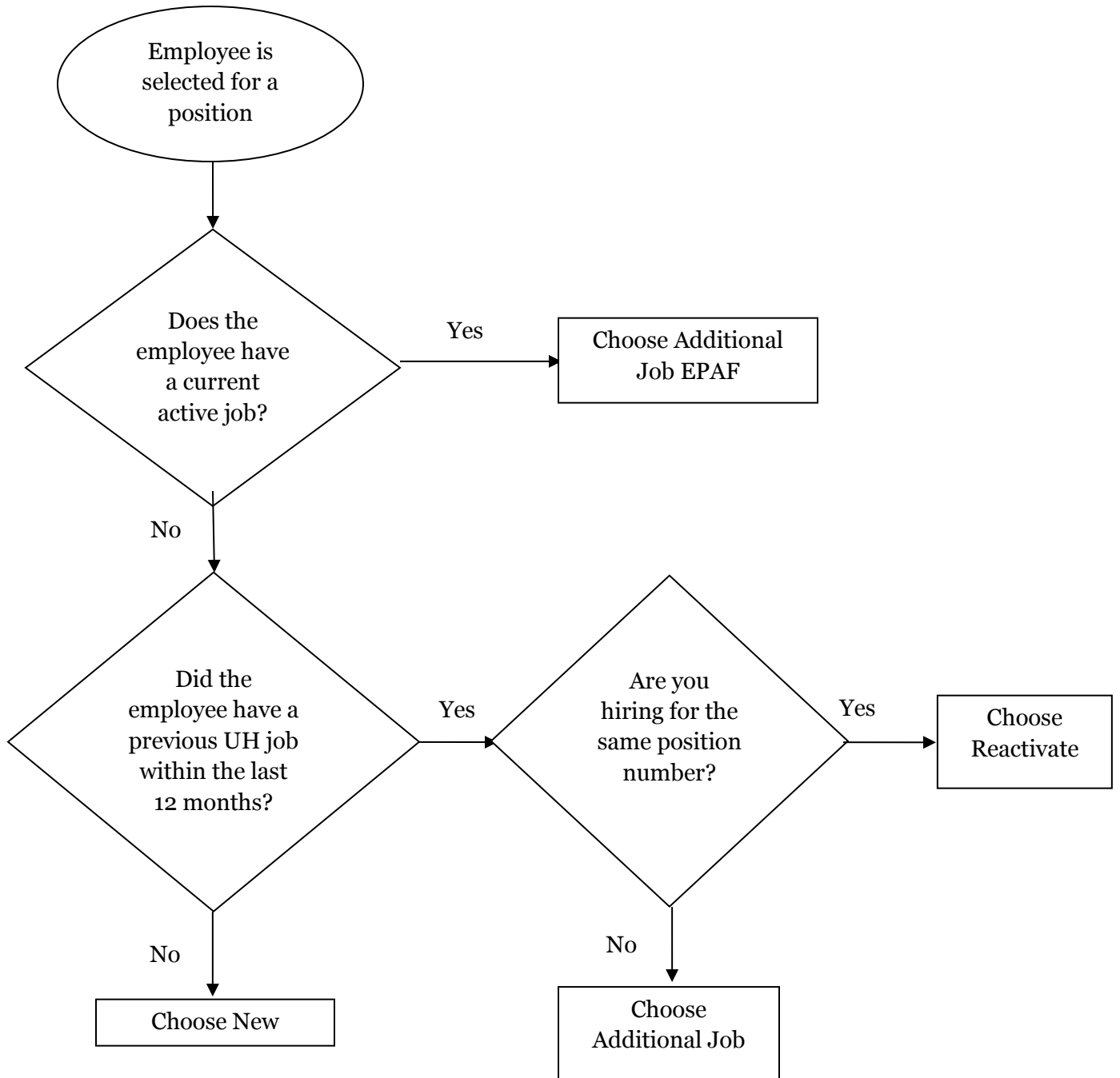
Run Report

POSITION	CLASS	TITLE	FISCALCODE	FUND	ORGN	ACCOUNT	PERCENT
ST4090	S2	Student La...	2019	101000	4090	58000	100

- Take note of the position number returned to use to complete the ePAF.
- Return to the ePAF tab of your browser window, enter the position number and suffix.

Note: Suffix is 00 UNLESS this same student, for the same department, & same position number, is hired for a second job within that department with a different pay rate; then use suffix 01.
 e.g. Student J.Doe works for Student Success Center (SSC) as both a Red Cap for \$X/hr AND an Overnight Host for \$Y/hr. Those would be the same position number but one would have a 00 suffix, the other a 01 suffix.

WHICH EPAF SHOULD I USE WHEN HIRING AN EMPLOYEE?



EMPLOYEE CLASS CODES

Old Code	New Code	Description	Pay ID	Salary/Hourly
C1	C1	Non Employee Contractor	SM	S
A1	E1	Exempt Staff - 12 Month	SM	S
A2	E2	Exempt Staff - 10 Month	SM	S
A6	E2	Exempt Staff - 10 Month	SM	S
A1	E3	Executive Staff	SM	S
A7, A8, A9	E4	Hartt Skills Specialist	SM	S
T1	E6	Stipend Paid Employee	SM	S
T4	E6	Stipend Paid Students	SM	S
F2	F1	Faculty - 12 Month	SM	S
F1	F2	Faculty - 10 Month	SM	S
F6	F2	Faculty - 10 Month	SM	S
G3	F3	Faculty Part Time	SM	S
F4	F4	Adjunct Faculty	SM	S
F3	F5	Adjunct Faculty - 10 Month	SM	S
S1	G1	Graduate Assistant	SM	S
N3	N1	Non-Exempt - 12 Month - 40hr/wk	BW	H
N4	N2	Non-Exempt - 10 Month - 40hr/wk	BW	H
R1	N3	Non-Exempt Part Time Staff	BW	H
F0	N4	Hartt Non-Exempt Instructors	BW	H
F5	N4	Hartt Non-Exempt Instructors	BW	H
T2	N6	Non-Exempt Temporary Employee	BW	H
N1	N7	Non-Exempt - 12 Month - 35hr/wk	BW	H
N2	N8	Non-Exempt - 10 Month - 35hr/wk	BW	H
N3	P1	Public Safety Employee	BW	H
W1	S1	Federal Work Study Student Employee	BW	H
T3	S2	Student Employee (Non-FWS)	BW	H
N3	U1	Facilities UAW Employee	BW	H