NEW HIRE
Non-Exempt (Hourly) Staff & Students
AND HARTT (Hourly) Instructional & Dance Faculty
(Employee Class Codes N3, N4, N6, & S2 only)
ePAF

OCTOBER 2018
HOURLY PAID STAFF, STUDENTS (NON-WORKSTUDY), & HARTT HOURLY FACULTY

The New Hire Non-Exempt (Hourly), HIRENE ePAF should be used when hiring an individual who has never worked at the University of Hartford or if they have had more than one year break in service from the University. These employees are Employee Class Code of N3, N4, N6, or S2 only.

Note: If you haven’t already done so, please see “Things to Know & Do Before Starting an ePAF”

To access ePAFs, you must be able to log onto the Self Service Center (SSC) using your University ID number and secure PIN. SSC can be found by navigating to http://www.hartford.edu/selfserve/default.aspx. The ePAF menu is found on the Employee tab.

1. Enter your User ID and PIN/password for SSC

2. Select the Employee tab

3. Select the ePAFs link from the menu. Note: Validate ALL students prior to initiating an ePAF. See “Things to Know & Do Before Starting an ePAF”

4. From the ePAF menu, select New EPAF, enter the ID of the employee & Query Date (the date the employee will begin working – allow for a minimum of 5-7 business days for processing. Click Go.
5. Select the appropriate Approval Category from the drop-down menu. There are several types of ‘New Hire ePAFs’. Please read the descriptions carefully to make sure you select the correct ePAF. Click ‘Go’.

![Image of Approval Category drop-down menu]

6. Enter the Position Number (retrieved from the Position number look-up using instructions found in “Things to Know & Do Before Starting an ePAF” document) and suffix (typically 00). Click ‘Go’.

![Image of Position Number entry]

7. Enter the employment data ensuring all fields denoted with * are completed. Please note that some fields may be pre-populated with default information that cannot be changed.

![Image of employment data entry]
Use the following definitions for help completing each field:

**Employee Class** –
- **N6** = Part-time UHart Students, All Non-UHart Students, and Temporary Staff
- **S2** = Full-time UHart students who have NOT been awarded Federal Work Study
- **N3** = Regular Part-time Non-exempt Staff
- **N4** = Hartt Hourly paid Instructional and Dance Faculty

**Home & Distribution COAs** – will default to “A” and cannot be changed.

**Home Organization** – This is the organization number associated with your overarching department or college (i.e. A&S). If you know your home organization, enter it. If you do not know or are unsure of the home organization, refer to XXXXXXX.

**Distribution Orgn** – This is the organization number of your specific department within the overarching Home Org (i.e. Psychology or Computer Science). If you do not know your distribution organization number please refer to xxxxxxxx.

**Current Hire Date: MM/DD/YYYY** – This date must be the day of the first shift that the employee will work. It is best practice this date be a date in the future as employees are not supposed to work before all paperwork is complete – **minimum 5-7 business days in the future.**
**Job Begin Date:** MM/DD/YYYY – use the same date as the Current Hire Date. Please ensure you’ve provided enough time for your employee to complete his/her I-9 form with HRD – minimum 5-7 business day lead time.

**Personnel Date:** MM/DD/YYYY – use the same date as the Current Hire Date. Please ensure you’ve provided enough time for your employee to complete his/her I-9 form with HRD – minimum 5-7 business day lead time.

**Contract Type** – will default to Primary. Every employee must have a Primary position. If this is not a primary, select Secondary.

**Contract Begin and End Date** – Not for use for Employee Class Codes N3, N4, N6, S2

**Job Effective Date:** MM/DD/YYYY – use the same date as the Current Hire Date. Please ensure you’ve provided enough time for your employee to complete his/her I-9 form with HRD – minimum 5-7 business day lead time.

**Step, Factor & Pays** – Step cannot be changed. Factor and Pays must remain at 26.

**Regular Rate** – The hourly rate that your employee will earn in this position.

**Title** – enter an acronym for your department followed by an appropriate job title e.g., “Hartt – Office Assistant” or “Art – Lab Tech” or “SSC – Tutor”. This title will allow the employee to differentiate positions when entering UHart’s timekeeping system in Self Service Center.

**Job Change Reason** – This will default to NEW, New Hire. Do not change this.

**Timesheet Org** – This should be the same as the Distribution Org.

**Supervisor ID** – Enter the University ID# of the person responsible for verifying the accuracy of and approving hours worked by the employee. In the Comment Box at the bottom of the form, enter the supervisor’s name. (To find ID# see “Things to Know & Do Before Starting an ePAF”)
Routing Queue – This should have been pre-populated so the names simply appear for each and every new hire. Doing default routing queues saves time when you have multiple ePAFs to process. See “Routing Queue ePAF” for instructions on setting up your approval queues.

Comment Box – Enter the Supervisor’s Name for the ID# provided. Please keep in mind this box becomes part of the employee’s permanent record.

Click **SAVE** to ensure no loss of data. This will also provide a Transaction number to track your ePAF through the process.

Click **SUBMIT**. If you do not SUBMIT your ePAF will not be processed.
NOTE: If an employee has not yet returned his/her I-9 to HRD, or if the information has not been input, the following errors will occur. Please call your HR Service Partner for help resolving. Warnings are not going to stop the process and are not of concern.

```
<table>
<thead>
<tr>
<th>Type</th>
<th>Message Type</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Create New Employee Record</td>
<td>ERROR</td>
<td>First Name, SSN/SIN, Birth Date or Gender Incomplete.</td>
</tr>
<tr>
<td>Create New Employee Record</td>
<td>ERROR</td>
<td>Missing mandatory Citizen Code.</td>
</tr>
<tr>
<td>Create New Job Assignment Non Exempt</td>
<td>WARNING</td>
<td><em>WARNING</em> Encumbrance has been set to 0, because method is Hours Input.</td>
</tr>
</tbody>
</table>
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* Indicates a required field.