



# ePAF Form Use Instructions

Submitting changes on the correct form leads to more accurate and timely processing

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### eForm Use: Hire an Employee

Hire an Employee should be used for new positions, which in most cases means creating a new job record or transferring records. If an employee does not hold an active appointment with your department, Hire an Employee is the only form you will be able to use to access them.

### eForm Use: Job Change

The Job Change Form should be used to make updates to any job information that is changing for an active employee in your department. This includes any employee that is being returned from leave\* with changes to their job information (supervisor, job code, FTE, compensation rate, and mocode). Once you have selected your employee you can make the job data changes that you need in steps 1-4 of the ePAF. On step 5 you will select your Action/Reason, based on your job data changes,. \*If the employee is returning from leave, you will need to click the Return from Leave box on step 5.

### eForm Use: Status Change

The Status Change Form should only be used to change the employee's HR Status. This includes leaves of absences (paid and unpaid), terminations, retirements and \*returns from leave. \*If any job data information needs to be updated on a RLOA, then the Job Change Form should be utilized.

### eForm Use: Additional Pay

The Additional Pay is to be utilized by an employee's home department to submit additional pay information. Most additional pay codes are relevant only to monthly benefit eligible employees. Awards may be utilized for any group (monthly and biweekly staff, academics and students) with division approval.

### eForm Use: Courtesy Hire

The Courtesy Hire eForm is to be used for non-paid appointments to establish an affiliation with a department for various reasons such as a University email address, library access, access to certain buildings on campus and other services.