# ePAF Form Use Instructions

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

## Classic ePAF: Hire an Employee

Hire an Employee is used to hire/rehire employees or transfer existing employees into your department. If the hire needs to be a transfer you can do so by clicking the “Edit Existing Job?” button on step 5 before submitting. You will have the option to choose the record number and reason when the button is selected.

## Classic ePAF: Job Change

This form is used to modify any component of an employee’s existing job in your department (use hire ePAF to transfer employees to your department). These components include supervisor, job code, FTE, compensation rate. If you are making change to the record and the employee is on leave there will be a “return from leave?” on step 5.

If the only change being requested is to return an employee from leave proceed to the status change.

If the only change being requested is to the funding/mocode proceed to the JED ePAF.

## Classic ePAF: Appointment Notification Form

This form is created internally by Shared Services through report and are not for department use.

## Classic ePAF: 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 email access, library access, access to certain buildings on campus and other services.

## New ePAF: Add an Additional Pay

The Additional Pay is used to submit extra compensation information to be loaded to the additional pay panels. Most additional pay codes are relevant only to monthly benefit eligible employees and require appropriate approval.

Awards may be utilized for any group (monthly and biweekly staff, academics and students) with division approval.

Moving and Relocation payments are only for benefit eligible employees.

Temporary employees are not eligible for the extra compensation process since they require no Provost/HR approval. They can be paid through the hire or job change ePAF.

## New ePAF: Add a JED

Used if the only change to an employee’s record is to change the funding source.

## New ePAF: Status Change

This form is used to change the status of an employee. This includes leaves of absences (paid and unpaid), returns from leave* and terminations. Retirements and FMLA are processed by System teams, not departments.

*If any job data information needs to be updated on a RLOA, then proceed to the job change ePAF.

## New ePAF: Add a Work Address

Used to update the work address and/or work phone number for an employee’s record, this information loads to PeopleSoft and pulls to Outlook. Any changes to an employee’s home address/phone number is their responsibility to update in their myHR.