

# ePAF Form Use Instructions

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## Hire an Employee

The hire eForm is used to create a new hire or transfer from an outside department to your department. If an employee does not hold an active appointment with your department, this form is the only you can use to access them.

## Job Change

This form should be used to make updates to job information for an existing, active employee including supervisor, job code, FTE, compensation rate, and mocode. Employees that are being returned from leave with changes should be done on this form. There is an option to return from leave on step 5.

## Status Change

This form should only be used to change the HR status. This includes leaves of absence (paid and unpaid), terminations, retirements and returns from leave (if any job information is changing with a return from leave the job change form should be utilized).

## Appointment Notification

Once a hire is executed HR will create an appointment notification on the employee's start date. The form will pull the information directly from the hire ePAF and will be available to the employee for electronic signature in myHR upon creation.

## Additional Pay

This form should be utilized by an employee's home department to submit additional pay information. Most additional pay codes are relevant only to exempt benefit eligible employees. Awards may be utilized for any pay group with division fiscal officer approval.

## Courtesy Hire

This form is used to create non-paid appointments to establish an affiliation with a department for various reasons such as a University email address, library access and more.