

Best Practices and Common Errors for ePAFs

Best Practices:

1. Originator and Approver should enter comment(s) in comment section of the ePAF for subsequent approvers.
2. Originator should review toolkits if uncertain of how something should be done. Toolkit resources can be found here: <https://learn-and-grow.hr.ufl.edu/toolkits-resource-center>.
Contact IFAS HR if you do not understand the toolkit instructions.
3. Always review forms before attaching and submitting the ePAF.
4. When hiring or terminating TEAMS or faculty employees, the ePAF should not be entered more than four weeks prior to the effective date.
5. The effective date on the documents must be the same as the effective date of the ePAF:
 - Letter of Offer
 - Letter of Appointment (GAs)
6. When changing from comp time to over time or vice versa, the effective date should start at the beginning of a pay period.
7. Parental Leave may NEVER be taken as sporadic leave. Parental leave must ALWAYS be taken as continuous or a reduced work schedule.
 - Sporadic leave is always its own LOA.
 - Sporadic and continuous are separate.
8. Have the HR600 approved prior to submitting the ePAF for Additional Pay.

Common errors:

Hire ePAFs:

Effective date of the ePAF is not the same as the letter of offer (Faculty, staff, GA's).

Employee's signature date and notary's signature date are not the same on the 4 in 1 (Loyalty Oath) form, sections 1 and 2.

Missing UFID on the 4 in 1 (Loyalty Oath) form.

Applicants not answering the criminal history question on the OPS application.

Position number in ePAF is not the same in the letter of offer (Faculty, staff).

Not putting a statement of job duties in the comment section when hiring an OPS employee.

Job Edits:

Not attaching the signed and approved letter for the FTE change.

Statements of job duties when moving from STAS to OPS are not being entered in the comment section of the ePAF.

Not attaching the signed and approved letter by the supervisor and employee when increasing the comp rate (Faculty).

Change Employment Status:

Not attaching termination or resignation letter to the ePAF (Faculty, Post Doc, Teams). Note: the effective date of the ePAF has to be the day after the employee's last day of work.

Leave Cash-Out:

The ePAF's effective date is not the same as the effective date in job data. These two dates must be the same when cashing out leave.

Additional pay:

For Pre and Post Doc Fellows, the MOU needs to be signed and the second page initialed by student.

Update Position:

Not attaching the FTE change letter signed by the supervisor and employee acknowledging the change.