Welcome to the IFAS Human Resources Manual. Please use this manual for guidance on day-to-day transactions such as hires, job changes, and terminations. If you have any questions please contact Anthony Bowman (adbowman@ufl.edu, 352-273-3438) or Janet Malphurs (jmmalph@ufl.edu, 352-273-4980).
Entering Hire ePAFs (All Salary Plans excluding Fellowships and Lump Sum Payments)

- When entering hires, check to make sure required documents have been uploaded according to the new hire checklist found here: [https://hr.ufl.edu/wp-content/uploads/2019/09/newhirechecklist.xlsx](https://hr.ufl.edu/wp-content/uploads/2019/09/newhirechecklist.xlsx)
- For each U.S. citizen hire, you will need to check that GatorStart has been completed by navigating to: *Navbar > Main menu > Human Resources > UF Departmental Administration > Gator Start*

  The Gatorstart packet is initiated automatically when the hire ePAF is entered. Please ensure the employees email is correct and that they have received it.

- After opening the Gatorstart link in MyUFL, click on “GatorStart Onboarding Web Manager and I-9 Management”. Once in Gatorstart, click on the Search Employees link. You can search by last four of the SSN or by First and Last name. Locate the employees name in the list and check the Start Date/Status column. There are four possible statuses:
  - “Welcome” The employee has not started the packet.
  - “Filling out Employment Forms” The employee is currently filling out the packet but has not yet completed. This will indicate that they have received the invitation.
  - “New Hire Documents Complete” The employee has completed their portion and is considered completed by Level One.
  - “Hired” The employee has completed the packet and has been E-Verified by the department administrator.

- Foreign National employees do not use the GatorStart system. Foreign national hires will require the tax documents (Windstar or PTWIF document, which is processed and returned by the Tax Services office), Visa documents, I-9, Marketplace document and Florida Retirement System document, along with copy of the documents used for I-9 verification such as the Driver License, Social Security Card, and copy of Passport. Please see [https://hr.ufl.edu/wp-content/uploads/2019/09/newhirechecklist.xlsx](https://hr.ufl.edu/wp-content/uploads/2019/09/newhirechecklist.xlsx) for a complete list for each Salary Plan.

- For all Salary Plans, excluding Student Assistants and Graduate Assistants, a background check will need to be ordered using First Advantage (Please see section on using First Advantage for more information). Once ordered, it should be indicated in the ePAF comment system.

- For all Hire ePAFs, it is important to make sure that the documents match what has been entered on the ePAF. It is a common error to have effective dates and compensation rates not match between the Offer Letter and what has been entered on the ePAF.

The following sections will go into more detail about the different Salary Plans and the requirements for each hire to be approved.

**Graduate Assistant Hires**

- Letter of Employment – Must have all signatures. Units should use the most recent GA template letter found at: [https://hr.ufl.edu/manager-resources/recruitment-staffing/hiring-center/preparing-an-offer/appointment-letter-library/](https://hr.ufl.edu/manager-resources/recruitment-staffing/hiring-center/preparing-an-offer/appointment-letter-library/)
- Ensure the Salary Plan matches the Letter of Offer (e.g. GA12, GA09, or GASU for Summer Hires)
The effective date must match the letter of offer and must use the Academic Year Dates found here: http://www.fa.ufl.edu/directives/payroll-schedules/. If the dates fall outside of the Academic Year, it is considered a late hire and a Graduate Assistant Petition is required that must be approved by the Graduate School. More information on the petition process is covered in a separate section.

The compensation rate must match the letter of offer. The GA minimums can be found here: https://hr.ufl.edu/manager-resources/recruitment-staffing/hiring-center/preparing-an-offer/requirements-for-an-appointment/#salaries

The department ID must match on the ePAF and the Letter of Offer.

The FTE must match on the ePAF and the Letter of Offer.

I-9 supporting documents must be attached to the ePAF. Information on this can be found at: https://www.uscis.gov/i-9-central/acceptable-documents

The Loyalty Oath (4-in-1 form) must be signed and notarized. Please ensure that the notary signature date and the employee signature date match. This form is no longer needed for level 1 approval, but if it is attached, it must be filled out correctly.

OPS & Student Assistant Hires

On the OPS Employment Application, if the question “Do you have a relative or a person living in the same household employed at the University of Florida?” is answered with “Yes”, then the nepotism document listed below must be filled out.


I-9 supporting documents must be attached to the ePAF. Information on this can be found at: https://www.uscis.gov/i-9-central/acceptable-documents

The Loyalty Oath (4-in-1 form) must be signed and notarized. Please ensure that the notary signature date and the employee signature date match. This form is no longer needed for level 1 approval, but if it is attached, must be filled out correctly.

Statement of job duties must be indicated in comments section of the ePAF for OPS hires only (Not needed for Student Assistants)

OPS appointments will need a background check submitted through First Advantage. This must be indicated in the ePAF comments section.

Pay Rate Justification Form: Required when paying a student assistant more than twice the minimum wage amount. Form can be found at: https://www.sfa.ufl.edu/pdf/PayRateJustification2019.pdf

Hours Extension Form: Required when a student is working over 20 hours a week. Form can be found at: https://www.sfa.ufl.edu/pdf/HoursExtension.pdf

Faculty Hires (Salaried)

The Offer Letter must have all signatures. Please use the template letters found here: https://hr.ufl.edu/manager-resources/recruitment-staffing/hiring-center/preparing-an-offer/appointment-letter-library/

Make sure the salary plan is FA09, FA12, or FASU (for Summer Hires).

Make sure the effective date in the letter and ePAF match.
Make sure the compensation rate in the letter and ePAF match.

The I-9 supporting documents must be attached (e.g. Social Security Card, Driver License).

The Loyalty Oath (4-in-1 form) must be signed and notarized. Please ensure that the notary signature date and the employee signature date match. This form is no longer needed for level 1 approval, but if it is attached, must be filled out correctly.

Degree confirmation and official transcripts must be attached.

For foreign national degrees, they must be evaluated through NACES. See https://www.naces.org/ for more information on the process.

Three letters of recommendation or transmittal letter (if the position was not advertised).

**Faculty OPS Hires**

- The letter must have all signatures. Please contact IFAS HR for assistance with drafting OPS offer letters.
- Make sure the salary plan is OF09, OF12, or OFSU (for Summer Hires).
- Make sure the effective date in the letter and ePAF match.
- Make sure the compensation rate in the letter and ePAF match.
- The I-9 supporting documents must be attached (e.g. Social Security Card, Driver License).
- The Loyalty Oath (4-in-1 form) must be signed and notarized. Please ensure that the notary signature date and the employee signature date match. This form is no longer needed for level 1 approval, but if it is attached, must be filled out correctly.
- Degree confirmation and official transcripts must be attached.
- For foreign national degrees, they must be evaluated through NACES. See https://www.naces.org/ for more information on the process.
- Letter of Transmittal must be attached.

**Post-Doc Associate Hires**

- The letter must have all signatures. Please use the template letters found here: https://hr.ufl.edu/manager-resources/recruitment-staffing/hiring-center/preparing-an-offer/appointment-letter-library/
- Make sure the salary plan is FAPD.
- Make sure the effective date in the letter and ePAF match.
- Make sure the compensation rate in the letter and ePAF match. **Min. Salary is $47,476.**
- The I-9 supporting documents must be attached (e.g. Social Security Card, Driver License).
- The Loyalty Oath (4-in-1 form) must be signed and notarized. Please ensure that the notary signature date and the employee signature date match. This form is no longer needed for level 1 approval, but if it is attached, must be filled out correctly.
- Degree confirmation and official transcripts
- For foreign nationals, degree confirmation must be evaluated by NACES. See https://www.naces.org/ for more information on the process.
- Letter of Transmittal (if not advertised)
TEAMS Hires

- Please use the template letters found here: https://hr.ufl.edu/manager-resources/recruitment-staffing/hiring-center/preparing-an-offer/appointment-letter-library/
- Compare salary plan: Must match offer letter.
- Make sure the effective date in the letter and ePAF match.
- Make sure the compensation rate in the letter and ePAF match.
- The I-9 supporting documents must be attached (e.g. Social Security Card, Driver License).
- The Loyalty Oath (4-in-1 form) must be signed and notarized. Please ensure that the notary signature date and the employee signature date match. This form is no longer needed for level 1 approval, but if it is attached, must be filled out correctly.
- Education Verification. This is completed through First Advantage. Please ensure to select the correct background check package.
- Criminal Background check. This is completed through First Advantage.

Pre-Doctoral & Post-Doctoral Fellowships

- Compare salary plan on MOU with the ePAF. This must match.
- Direct deposit form with copy of voided bank check or bank letter must be attached.
- The Loyalty Oath (4-in-1 form) must be signed and notarized. Please ensure that the notary signature date and the employee signature date match. This form is no longer needed for level 1 approval, but if it is attached, must be filled out correctly.

Fellowship payments can be made bi-weekly, quarterly, or as one payment (lump sum)

- Bi-weekly Payment Example
  - Total pay for the appointment = $2000 Annual
  - Bi-weekly payment is therefore $2000 ÷ 26.1 = $76.63 [Round Up]
  - Enter for each payment:
    - Earnings amount = $76.63
    - Goal amount = $2000
  - Bi-weekly payment is therefore $2000 ÷ 26.1 = $76.63 [Round Up]

- One-Time Payment Example
  - Total pay for the appointment = $2000
  - Bi-weekly payment is therefore $2000
  - Enter for each payment:
    - Earnings amount = $2000
    - Goal amount = $2000

- Quarterly Payment Example
  - Total pay for the appointment = $2000
Quarterly payment is therefore $2000 ÷ 4 payments = $500 (Round Up)

Enter for each payment:
- Earnings amount = $2000
- Goal amount = $2000
- The total pay amount is not used for quarterly payments – make calendar note to prepare an Additional Pay ePAF at the beginning of each pay period in which payment is due.

Late Payment Entries

Facts:
- Fellowships are paid through Additional Pay and not Payroll Processing, therefore;
- Fellowships do NOT retro-pay to a previous pay period.
  - If you need to enter a biweekly payment with a previous pay period effective date, you will need to:
    - Do a One-time Catch-Up Payment; OR
    - Recalculate payments starting with current pay period (this increases the biweekly amount)

Catch-Up Payment Example:
Today is 09/23/2016 but the fellowship began 08/16/2016.

Total stipend is $5000 for the Fall semester.

2 ePafs must be entered:

1) Your One-time Catch-up will be for 8/16/2016 – 10/6/2016.
   a. Earnings Amt: $1,919.19 (for 3.8 pay periods)
   b. Goal Amt: $1,919.19
2) Your next (Add'l Pay) ePaf is effective 10/7/2016.
   a. Earnings Amt: $505.05 ($5000 / 9.9 pay periods)
   b. Goal Amt: $3,080.81 ($5000 – One-time payment)
   c. Recalculate Biweekly Example:

Re-calculate Biweekly Example:
Today is 09/23/2016 but the fellowship began 08/16/2016. Total stipend is $5,000 for the Fall semester.

1. Take the total number of pay periods for the semester, in this case, 9.9. Subtract the number of pay periods that have already passed, 3.8. You get 6.1 pay periods left in the semester.
2. Calculate new earnings amount by dividing the stipend, $5,000, by 6.1 pay periods, and you get $819.67. This is your new biweekly payment.

Only ONE ePAF is required. Use this example only if it is not a catch-up payment.

Edit Existing Job Records
Edit Existing Job ePAF: Use this form to edit the job of an employee currently working in your department.

Below are types of job edits and definitions:

<table>
<thead>
<tr>
<th>Action</th>
<th>Reason</th>
<th>Definition</th>
</tr>
</thead>
<tbody>
<tr>
<td>PAY</td>
<td>CPA</td>
<td>Correct Previous Pay Rate Entry</td>
</tr>
<tr>
<td>PAY</td>
<td>OTH</td>
<td>Other</td>
</tr>
<tr>
<td>DTA</td>
<td>FTE</td>
<td>FTE Change</td>
</tr>
<tr>
<td>DTA</td>
<td>CID</td>
<td>Change in Dept ID</td>
</tr>
<tr>
<td>DTA</td>
<td>CJO</td>
<td>Change in Job Code</td>
</tr>
<tr>
<td>DTA</td>
<td>COR</td>
<td>Correction</td>
</tr>
<tr>
<td>DTA</td>
<td>912</td>
<td>Conversion from 9 to 12 Month</td>
</tr>
<tr>
<td>DTA</td>
<td>129</td>
<td>Conversion from 12 to 9 Month</td>
</tr>
<tr>
<td>XFR</td>
<td>HPO</td>
<td>Transfer</td>
</tr>
<tr>
<td>PAY</td>
<td>AAS</td>
<td>Add Adm Title/Supplement</td>
</tr>
<tr>
<td>PAY</td>
<td>DAS</td>
<td>Delete Admin Title/Supplement</td>
</tr>
<tr>
<td>PAY</td>
<td>ITB</td>
<td>Increase to Base Salary</td>
</tr>
</tbody>
</table>

**ACTION/REASON Definitions:**

- **CPA:** Correct Previous Pay Rate entry- will need updated letter for Faculty (salaried and OPS), Post Doc Associates, Teams Exempt and Non-Exempt and Graduate Assistants. No documentation is needed for OPS/Students. If past the 60 day mark, please use the Retro Form found here: [https://hr.ufl.edu/wp-content/uploads/2018/04/60dayretrorequestform.pdf](https://hr.ufl.edu/wp-content/uploads/2018/04/60dayretrorequestform.pdf)
- **OTH:** Will need to justify the pay rate change with a letter approved by the appropriate administrators. No letter needed for OPS/Student.
- **FTE:** No documentation is needed for OPS/Students. For graduate assistants, we will need an updated GA letter with FTE change indicated. For faculty (salaried and OPS), Post Doc Associates, Teams Exempt and Non-Exempt we will need a signed letter from the supervisor and employee. For faculty who wish to voluntarily change their FTE will require the Voluntary FTE change request form as appropriate found at: [https://hr.ufl.edu/wp-content/uploads/2019/04/Voluntary_FTE-Change.pdf](https://hr.ufl.edu/wp-content/uploads/2019/04/Voluntary_FTE-Change.pdf)
- **CID:** Change in department ID - No documentation is needed.
- **CJO:** Change in job code or salary pay plan - (Normally used for OPS/Students): No documentation is needed; however, when changing from Student to OPS, indicate in comments section of ePAF, the statement of job duties relating to job code being used.
- **COR (Correction):** Used mainly when editing an existing job which could be to correct salary, effective date, and job code. Used rarely. Documentation is needed to explain the correction such as updated letter of offer for faculty, teams, graduate assistants and post doc associates. No documentation needed for OPS/Student Assistants.
- **9/12:** Used to convert an employee from nine months to twelve months. Only used for faculty and graduate assistants. Documentation includes updated letter with approved signatures at all levels. For faculty conversions, use the update position ePAF process.
- **12/9:** Used to convert an employee from twelve to nine months. Only used for faculty and graduate assistants. Documentation includes updated letter with approved signatures at all levels. For faculty conversions, use the update position ePAF process. Ensure that the vacation leave cash out is done – this will be a manual leave cash out. Leave cash out can’t exceed 200 hours.
HPO (Transfer): Used to transfer an employee when such employee is moving to a new job. The job action is treated like a new hire. Appropriate documentation would be needed. For example: Employee accepting a new position in a new department would require the letter of offer. All other paperwork would be on file because there would be no break in service.

AAS (Add Admin Title/Supplement): Used for faculty only. Will require letter to employee indicating administrative title and supplement amount with appropriate signatures.

DAS (Delete Admin Title/Supplement): Used for faculty only. Will require letter to employee taking the administrative title and supplement amount away from employee with appropriate signatures.

ITB (Increase to base): Will require letter stating the increase and reason for increase with approved signatures. OPS/Students no documentation needed but will need justification as to why an increase in base in the comment section of ePAF.

For Faculty & Post Doc Associate increase to base, will require the faculty SPI form found at link: https://hr.ufl.edu/wp-content/uploads/2018/04/spi.pdf

USI (Update Supervisor ID): No documentation needed.

Changes in Employment Status

Use this ePAF form to submit a termination, retirement, leave of absence or return from leave.

**Terminations, Resignations and Retirements:**

- OPS/Student: No documentation required
- Grad Assistants: Requires last letter of appointment showing end date.
- Faculty OPS: Letter indicating end date of termination or resignation. This could be the letter of offer that states effective dates with the no notice of cessation of employment.
- Faculty Post Doc Associates: Letter indicating end date of termination or resignation.
- Faculty and Teams: Letter indicating end date of termination, resignation or retirement. If ending DROP, will need to attach the DROP form.
- Fellowships: Use the action/reason TAP (Terminate Addn’l Pay/Lump Sum). Termination ePAF should be entered after last fellowship stipend payment has paid out.

**Leave of Absence:**

This action is only used for Faculty; Teams and Post Doc Associates. Documentation indicated below will need to be attached based on the type of leave if applicable:

- Paid Parental Leave Letter of Request
- Certification of Health Care Provider for Employee’s Serious Health Condition
- Certification of Health Care Provider for Family Member’s Serious Health Condition
- Certification of Qualifying Exigency for Military Family Leave
- Certification for Serious Injury of Illness of Current Servicemember
- Certification for Serious Injury or Illness of a Veteran
- FMLA Designation Notice
- Request for Extended Leave of Absence
- Intermittent Leave Application (2018-2019)
**Return from leave of absence:**
This action is only used for Faculty; Teams and Post Doc Associates. Documentation indicated below will need to be attached based on the type of leave if applicable:

- FMLA Designation Notice
- Request for Extended Leave of Absence

**Leave Cash Out:**
Use this form to submit leave cash-out information on an employee. This action is only used for Faculty and Teams to cash out vacation leave if applicable. No documentation is needed. Need to compare the ePAF’s effective date to job data’s effective date to make sure the dates are the same.

**Additional Payments**
Use this form to add an additional pay for an employee currently working in your department. The unit should attach a copy of the program approval to the ePAF. If this award has not been approved, then the unit will need to submit a document regarding the award program to IFAS HR for review and approval. For questions on this please contact IFAS HR

- Pre-Doc and Post Doc Fellows: Must have the MOU (Fellowship Memo of Understanding) indicating the additional pay.
- Grad Assistants: No documents needed. Enter in the comment section of the ePAF the justification for this additional pay.
- Faculty and Teams employed at 1.00 FTE: Will require the approved HR600 signed by all appropriate signatures including approval from the Class & Comp office within Core HR.

For other additional pay ePAF’s such as moving expenses and perquisite for housing, authorized forms for the payments must be attached to the ePAF. Do not attach the HR600.

**Creating & Updating Position Numbers**

**Add New Position:**
Use this form to add a new position when a position is not available to use.

**Update Position:**
Use this form to update an existing position which would include: Vacant positions, current employees, Faculty and Teams.

- FTE change: Signed letter by supervisor and employee. FTE in letter and ePAF must be the same.
- Title change: Signed letter by supervisor and employee. Title in letter and ePAF must be the same.
- Title change with Admin Supplement: Letter signed by supervisor, employee and Sr. VP. Compare title, and admin supplement with the letter and ePAF.
- When updating a position for UPD (Position Data Update): Always check the Essential Functions and Marginal Functions. These combined should equal to 100%. If the percentage does not equal 100%, recycle back to originator with comments.
Faculty conversions from 12 to 9 or 9 to 12 – to change salary pay plan and salary (if applicable. Will need letter to faculty member telling him/her of the conversion.
  o After ePAF approval by Level 2 – NORMALLY, one pay period after the conversion, process the manual leave cash out of vacation leave for 12 month faculty who have converted. (this is to ensure that all leave taken has been accounted for before review of the actual leave hours that are due to the faculty member) Work with UF HR Benefits office on this process.