

UNIVERSITY OF HARTFORD

**INFORMATION
NEEDED BEFORE
STARTING an ePAF**

SEPTEMBER 2023

INFORMATION TO GATHER PRIOR TO INITIATING AN EPAF

Before starting an ePAF please be sure you **have done** the following:

1. Verify verbally with the employee that he/she has a Social Security Number. If an international student needs to obtain one, the supervisor must complete the "[On Campus Employment Form](#)" for the student and you must wait to submit the ePAF until their social security card has been issued and entered in the system or the ePAF will error out. If you know they don't have a SSN or get an error that says "First Name, SSN/SIN or Birth Date are incomplete or Sex Code is invalid", please email hrd@hartford.edu with the employee's name and email address with "Missing First Name, SSN, DOB" in the subject line. We will then add them to our "waiting for I9" list and send the New Hire email. When they come in to complete the I9, we will add the missing info to Banner and let you know that an ePaf can be created/submitted.
2. Verbally communicate with the employee that if they haven't worked on campus previously, they **MUST** go to HRD to **complete an I-9 within three days of employment** (This is a Federal Form needed to verify identity and eligibility of employment). Required Identification documents the employee will need to bring with them to complete the I-9 at the HR department can be found at this website <https://www.uscis.gov/i-9>. A blank I9 including instructions will also be sent to the employee in the email from HRD.
3. Verbally communicate with the employee federal and state tax withholding forms are found in the Self Service Center once their job record has been created on the Employee tab. They default to Single, 0 withholding and can be changed as needed by the employee.
4. Verbally communicate that they will need to enter direct deposit information once they have an employee tab in self-service. Instructions will be sent with a blank I9 from HRD if HRD doesn't have an I9 on file.

Before starting an ePAF be sure you **have the following information** available:

1. Employee name and University ID#
2. Supervisor name and University ID# (See pg. 2)
3. Position number & suffix (see pg. 3)
4. Employee class code (See pg. 8)
5. Rate of pay (for hourly employees)
6. Date employee will start –**Give a minimum of 5-7 business days for returning or additional positions and 15 business days for new employees**

7. Title of Position
For Federal Work Study position, please use “FWS – ‘Position Title’ “ designation
For All others, please use “DEPT – ‘Position Title’” designation (i.e. CETA – Lab Monitor)
8. Administrative Org numbers – Home Org, Distribution Org, & Timesheet Org
9. Determine which ePAF you will need to complete, (see pg.7).

SEARCHING FOR A SUPERVISOR'S ID

When hiring any employee, you must have the University ID # of the employee's direct supervisor before proceeding with the ePAF. The direct supervisor is the person who is responsible for verifying the accuracy of and approving the employee's timesheet. If you do not know the University ID # of the employee's supervisor, you can find it using the following steps:

1. Under the ePAF list of menu items, select 'New EPAF'.
2. Click on the magnifying glass to go to the Person Search screen.
3. Check the 'Employee' box to limit the search to employees and enter the Last Name or First Name (or both) in the appropriate fields then click 'Go'. You can also use '%' to do a partial name search if you are unsure of the spelling; e.g. 'Smi%'.
4. When you have found the correct name and ID of the supervisor, **write it down** and click 'Return to EPAF Menu'. **Do not click on the ID** of the supervisor as this will start an ePAF for the supervisor.

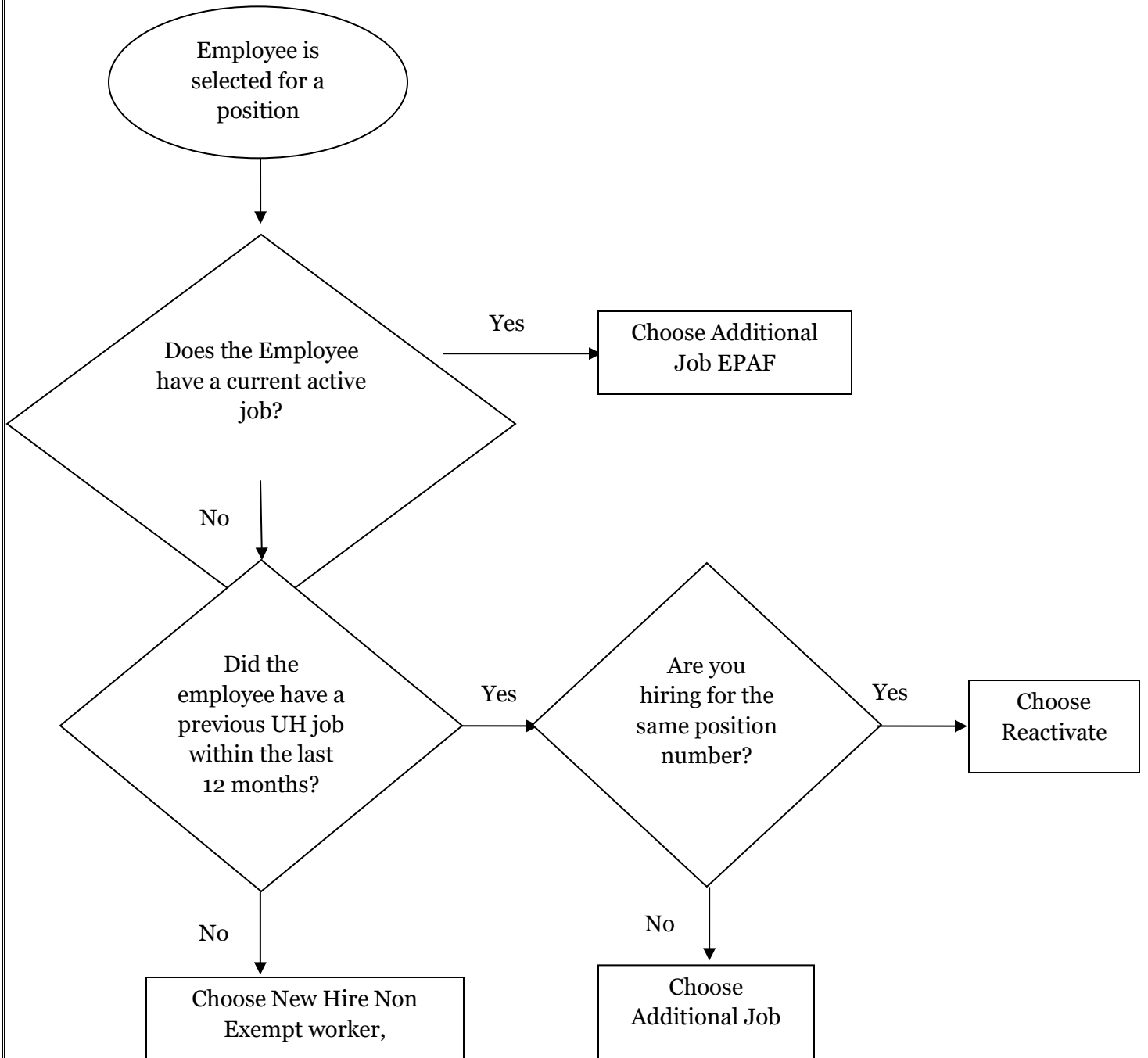
SEARCHING FOR A POSITION NUMBER

1. First select New Epaf
2. Enter employee ID#, query date, and select which approval category ePAF to use, click Go.
3. Click on the magnifying glass next to New Job. A popup window will appear.
4. Enter an Employee Class, COA is always A, select your Budget Org, then click Go. – A list of existing position numbers for that employee class and budget organization will be displayed.

Note: Suffix is 00 UNLESS this same student, for the same department, & same position number, is hired for a second job within that department with a different pay rate in the same academic year; then use suffix 01.

e.g. Student J.Doe works for Student Success Center (SSC) as both a Red Cap for \$X/hr AND an Overnight Host for \$Y/hr. Those would be the same position number but one would have a 00 suffix, the other a 01 suffix.

WHICH EPAF SHOULD I USE WHEN HIRING AN EMPLOYEE?



EMPLOYEE CLASS CODES

Old Code	New Code	Description	Pay ID	Salary/Hourly
C1	C1	Non Employee Contractor	SM	S
A1	E1	Exempt Staff - 12 Month	SM	S
A2	E2	Exempt Staff - 10 Month	SM	S
A6	E2	Exempt Staff - 10 Month	SM	S
A1	E3	Executive Staff	SM	S
A7, A8, A9	E4	Hartt Skills Specialist	SM	S
T1	E6	Stipend Paid Employee	SM	S
T4	E6	Stipend Paid Students	SM	S
F2	F1	Faculty - 12 Month	SM	S
F1	F2	Faculty - 10 Month	SM	S
F6	F2	Faculty - 10 Month	SM	S
G3	F3	Faculty Part Time	SM	S
F4	F4	Adjunct Faculty	SM	S
F3	F5	Adjunct Faculty - 10 Month	SM	S
S1	G1	Graduate Assistant	SM	S
N3	N1	Non-Exempt - 12 Month - 40hr/wk	BW	H
N4	N2	Non-Exempt - 10 Month - 40hr/wk	BW	H
R1	N3	Non-Exempt Part Time Staff	BW	H
F0	N4	Hartt Non-Exempt Instructors	BW	H
F5	N4	Hartt Non-Exempt Instructors	BW	H
T2	N6	Non-Exempt Temporary Employee	BW	H
N1	N7	Non-Exempt - 12 Month - 35hr/wk	BW	H
N2	N8	Non-Exempt - 10 Month - 35hr/wk	BW	H
N3	P1	Public Safety Employee	BW	H
W1	S1	Federal Work Study Student Employee	BW	H
T3	S2	Student Employee (Non-FWS)	BW	H
N3	U1	Facilities UAW Employee	BW	H