


Hiring a Graduate Assistant (GRA/GTA/GTG, contract GA)

1. From the ePAF Home Page, click the [Start a New ePAF](#) link.
2. Click the [Hire an Employee](#) link to start the hire action.
3. On the Candidate Search page (Step 1 of 6); enter the employee's id (EmplID) to begin your search.



In this custom search page, you cannot use a wildcard (%) in the search fields.

4. Click  .

Hire an Employee

Step 1 of 6: Candidate Search


Search below for the person you wish to hire. If you know the Empl ID, enter it, and choose Search. Otherwise, enter the First Name, Last Name, and SSN and click Search.

Use the arrow icon to select a row. If your search returns no results, fill out the rest of the fields, and search again. If nothing is found, the Add button will display. Clicking Add will create a new Empl ID using your entries.


Search Fields

Employee ID:

First Name: Middle Name:


Last Name: Date of Birth: 

Social Security #:

Person Results									
		HR	Job	Act	EmplID	Rcd#	Name	Date of Birth	National ID
1		✔	✘	✘	2311826	0	Gladys Knight	05/31/1968	(Not Displayed)




If known, always search by the EmplID (PID) first. If the EmplID is unknown, then search by the student's legal name. If the search doesn't yield the desired result, enter the student's Social Security number and date of birth.

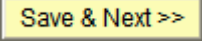
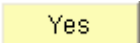
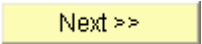


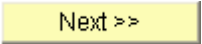
5. Click the  next to the employee name in the search results to begin updating their personal information.



Ensure the name on the Social Security Card is what is entered into PeopleSoft. The IRS requires that employees be paid in the name as it appears on the Social Security Card.

6. On the Contact Information page (Step 2 of 8), update or enter the Home Address and Phone information. The HOME address is the employee's physical address, their place of residence. Post Office (PO Box) addresses are not acceptable for HOME address.
7. Enter the Emergency Contact information.
 - If the Address is the same as the employee's, click in the 'Same Address as Employee' box.
 - An alternative phone number such as cellular phone number may be entered.
8. Click .


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9. On the Identify Information page (Step 3 of 8), verify or enter the employee's identity information.
 - Gender
 - Marital Status
 - Citizenship Status
 - Social Security (If the employee existed, you are required to re-enter the Social Security number.)
 - Disabled or Disabled Veteran
 - Military Status
 - Ethnic Group
 - Yes or No for members protected by FS-119


10. Click  to save the employee's personal information and continue adding job information to their employee record.
 11. Click  to confirm the save action.
 12. On the Job Information page (Step 4 of 8), enter the date of hire in the **Effective Date** field.
 13. Since we are hiring an OPS Employee, select the **Non-Position** radio button.
 14. Select **Graduate Contract** from the Employee Group drop-down list.
 - Note that the Pay Group and Empl Class fields are automatically selected.
 15. Click .
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16. On the Non-Position Information page (Step 5 of 8), enter the Home Department in the **Department** field or click  next to the **Department** field to lookup a valid list of department numbers.
 - Note that only the Home Department(s) for which you have security appears. *If you have additional security to other HR pages, you will see a larger list of Home Departments, so please make your selection carefully.*
 - Note that the **Location Code** field defaults to the location associated with the Home Department
 17. Enter the job code in the **Job Code** field or click  next to the **Job Code** field to lookup valid job codes. (All graduate assistantship job codes begin with 918_).
 18. The **Supervisor ID** is not required at this time by Human Resources. Graduate Studies and Human Resources encourage you to enter the Supervisor's EmplID if it is known. As you know, all graduate assistantship students are required to have a faculty supervisor; for GTAs, this faculty supervisor must complete the GTA Performance Assessment for the student each semester of the assistantship.
 19. Click .
 20. On the Compensation page (Step 6 of 8), enter the number of hours the employee will work in the **Standard Hours** field. (Note: In fall and spring semesters, Graduate Assistants may not work more than 20 hours per week without approval via

the [Supplemental Assignment](#) form. A Supplemental Assignment form is not required in summer semesters.)

21. Enter the assistantship **Begin Date** and **End Date**, the **Total Salary** (the assistantship stipend amount), and the **FTE** fields. The calculator in the ePAF automatically calculates the student's pay rate. (Note: For Edit Existing Job ePAFs, remember to use the pay rate calculator located on the HR web site at

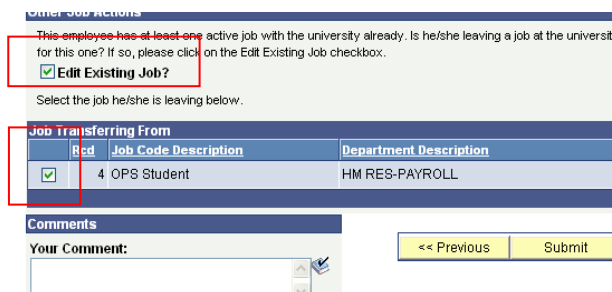
http://hr.ucf.edu/web/records/PAF_Calc.xls

22. Enter the funding department in the **Funding Department** field, or click  next to the Funding Department field to choose the funding department(s) from which the employee will be paid.

- If the employee is to be paid from only one department, click in the **Primary** box and enter **100** in the **Percentage of Distribution** field.
- If the employee will be paid from more than one account, use the  button to add additional fields and the percentage for each department. The total of all distributions must equal 100%. One department must be chosen as the primary department.
- Note that if you enter a project number as the funding department, an **End Date** box will appear at the right. Enter the project end date in that field.

23. Click 

24. If the employee currently has an active job record with UCF, the **Edit Existing Job?** box will appear. To review and choose the active record(s) to be terminated, click on the box.



Other Job Actions

This employee has at least one active job with the university already. Is he/she leaving a job at the university for this one? If so, please click on the Edit Existing Job checkbox.



Edit Existing Job?

Select the job he/she is leaving below.

Job Transferring From		
Red	Job Code Description	Department Description
<input checked="" type="checkbox"/>	4 OPS Student	HM RES-PAYROLL

Comments

Your Comment:

25. On the Finalize Form page (Step 7 of 8); enter any relevant information in the

comments field.

- Click the spell check icon to spell check your comments.

26. Click .

27. At the confirmation page, click .

28. On the Form Finalized page, (Step 8 of 8), make a note of the eForm ID in the upper right corner of the graduate agreement. This number can also help you quickly locate the ePAF if you need to reference this personnel action at a later time.