

**UNIVERSITY OF HARTFORD**

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**NEW HIRE**  
**Non-Exempt (Hourly)**  
**Staff & Students**

**AND HARTT (Hourly)**  
**Instructional & Dance Faculty**  
(Employee Class Codes N3, N4, N6, & S2 only)

**ePAF**

OCTOBER 2018

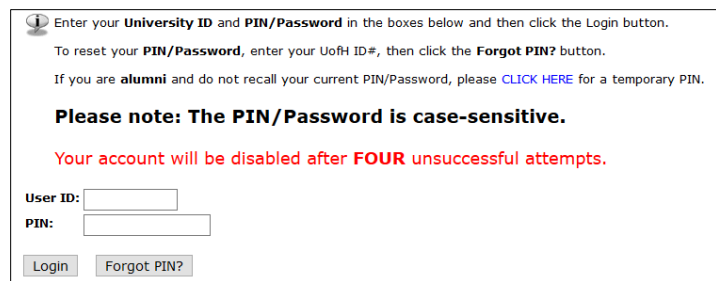
## HOURLY PAID STAFF, STUDENTS (NON-WORKSTUDY), & HARTT HOURLY FACULTY

The New Hire Non-Exempt (Hourly), HIRENE ePAF should be used when hiring an individual who has never worked at the University of Hartford or if they have had more than one year break in service from the University. These employees are Employee Class Code of N3, N4, N6, or S2 only.

Note: If you haven't already done so, please see [“Things to Know & Do Before Starting an ePAF”](#)

To access ePAFs, you must be able to log onto the Self Service Center (SSC) using your University ID number and secure PIN. SSC can be found by navigating to <http://www.hartford.edu/selfserve/default.aspx>. The ePAF menu is found on the Employee tab.

1. Enter your User ID and PIN/password for SSC



Enter your **University ID** and **PIN/Password** in the boxes below and then click the Login button.  
To reset your **PIN/Password**, enter your UofH ID#, then click the **Forgot PIN?** button.  
If you are **alumni** and do not recall your current PIN/Password, please [CLICK HERE](#) for a temporary PIN.

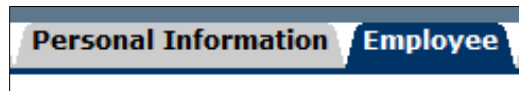
**Please note: The PIN/Password is case-sensitive.**

Your account will be disabled after **FOUR** unsuccessful attempts.

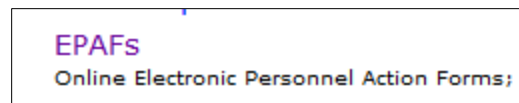
User ID:   
PIN:

Login Forgot PIN?

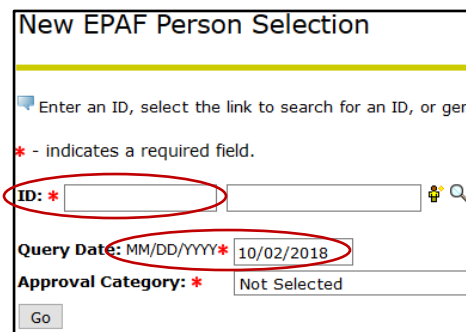
2. Select the Employee tab



3. Select the ePAFs link from the menu.  
Note: Validate ALL students prior to initiating an ePAF. See [“Things to Know & Do Before Starting an ePAF”](#)



4. From the ePAF menu, select New EPAF, enter the ID of the employee & Query Date (the date the employee will begin working – **allow for a minimum of 5-7 business days for processing**). Click Go.



New EPAF Person Selection

Enter an ID, select the link to search for an ID, or generate a new ID.

\* - indicates a required field.

ID: \*

Query Date: MM/DD/YYYY\*

Approval Category: \*

Go

- Select the appropriate Approval Category from the drop-down menu. There are several types of 'New Hire ePAFs'. Please read the descriptions carefully to make sure you select the correct ePAF. Click 'Go'.

The screenshot shows the 'New EPAF Person' form in the ellucian system. The 'Approval Category' dropdown menu is open, displaying a list of options. The 'New Hire Non Exempt (Hourly), HIRENE' option is highlighted. A red arrow points to the 'Go' button at the bottom left of the form.

- Enter the Position Number (retrieved from the Position number look-up using instructions found in "Things to Know & Do Before Starting an ePAF" document) and suffix (typically 00). Click 'Go'.

The screenshot shows the 'Create New Job Assignment Non Exempt, JOBNE' form. The form includes fields for ID, Query Date, and Approval Category. Below these fields is a table with columns for Search, Type, Position, Suffix, Title, Time Sheet, Organization, Start Date, End Date, Last Paid Date, Status, and Select. A red arrow points to the 'Go' button at the bottom left of the form.

Search	Type	Position	Suffix	Title	Time Sheet	Organization	Start Date	End Date	Last Paid Date	Status	Select
<input type="checkbox"/>	New Job	ST1703	00	Student Labor University		1703, STUDENT SUCCESS CENTER					<input type="checkbox"/>

- Enter the employment data ensuring all fields denoted with \* are completed. Please note that some fields may be pre-populated with default information that cannot be changed.

Enter the information for the EPAF and either Save or Submit.

**Name and ID:** [Redacted], 173[Redacted]

**Transaction:** [Redacted] **Query Date:** [Redacted]

**Transaction Status:** [Redacted]

**Approval Category:** New Hire Non Exempt (Hourly), HIRENE

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\* - indicates a required field.

### Create New Employee Record

Item	Current Value	New Value
Employee Class Code: *		<input type="text"/>
Home COAS: *(Not Enterable)		<input type="text" value="A"/>
Home Organization: *		<input type="text"/>
Distribution COA: *(Not Enterable)		<input type="text" value="A"/>
Distribution Orgn: *		<input type="text"/>
Current Hire Date: MM/DD/YYYY*		<input type="text"/>

Use the following definitions for help completing each field:

**Employee Class –**

- N6** = Part-time UHart Students, All Non-UHart Students, and Temporary Staff
- S2** = Full-time UHart students who have NOT been awarded Federal Work Study
- N3** = Regular Part-time Non-exempt Staff
- N4** = Hartt Hourly paid Instructional and Dance Faculty

**Home & Distribution COAs –** will default to “A” and cannot be changed.

**Home Organization –** This is the organization number associated with your overarching department or college (i.e. A&S). If you know your home organization, enter it. If you do not know or are unsure of the home organization, refer to **XXXXXXXX**.

**Distribution Orgn –** This is the organization number of your specific department within the overarching Home Org (i.e. Psychology or Computer Science). If you do not know your distribution organization number please refer to **XXXXXXXX**.

**Current Hire Date: MM/DD/YYYY –** This date must be the day of the first shift that the employee will work. It is best practice this date be a date in the future as employees are not supposed to work before all paperwork is complete – **minimum 5-7 business days in the future.**

Item	Current Value	New Value
Job Begin Date: MM/DD/YYYY*		<input type="text"/>
Personnel Date: MM/DD/YYYY*		<input type="text"/>
Contract Type: *		Primary <input type="text"/>
Contract Begin Date: MM/DD/YYYY		<input type="text"/>
Contract End Date: MM/DD/YYYY		<input type="text"/>
Jobs Effective Date: MM/DD/YYYY*		<input type="text"/>
Step: *(Not Enterable)		0 <input type="text"/>
Factor: *		26 <input type="text"/>
Pays: *		26 <input type="text"/>
Regular Rate: *		<input type="text"/>
Title: *		<input type="text"/>
Job Change Reason: *		NEW, New Hire <input type="text"/>
Timesheet Orgn: *		<input type="text"/>
Supervisor ID: *		<input type="text"/>

**Job Begin Date: MM/DD/YYYY** – use the same date as the Current Hire Date. Please ensure you’ve provided enough time for your employee to complete his/her I-9 form with HRD – minimum 5-7 business day lead time.

**Personnel Date: MM/DD/YYYY** – use the same date as the Current Hire Date. Please ensure you’ve provided enough time for your employee to complete his/her I-9 form with HRD – minimum 5-7 business day lead time.

**Contract Type** – will default to Primary. Every employee must have a Primary position. If this is not a primary, select Secondary.

**Contract Begin and End Date** – Not for use for Employee Class Codes N3, N4, N6, S2

**Job Effective Date: MM/DD/YYYY** –use the same date as the Current Hire Date. Please ensure you’ve provided enough time for your employee to complete his/her I-9 form with HRD – minimum 5-7 business day lead time.

**Step, Factor & Pays** – Step cannot be changed. Factor and Pays must remain at 26.

**Regular Rate** – The hourly rate that your employee will earn in this position.

**Title** – enter an acronym for your department followed by an appropriate job title e.g. “Hartt – Office Assistant” or “Art – Lab Tech” or “SSC – Tutor”. This title will allow the employee to differentiate positions when entering UHart’s timekeeping system in Self Service Center.

**Job Change Reason** – This will default to NEW, New Hire. Do not change this.

**Timesheet Org** – This should be the same as the Distribution Org.

**Supervisor ID** – Enter the University ID# of the person responsible for verifying the accuracy of and approving hours worked by the employee. In the Comment Box at the bottom of the form, enter the supervisor’s name. (To find ID# see “**Things to Know & Do Before Starting an ePAF**”)

### Routing Queue

Approval Level	U
10 - (HRD) Human Resources Development	○
20 - (BUDGET) Budget Approval	○
45 - (HRD-2) Human Resources Final Review	○
50 - (DEPT) Department Head/Chair	○
98 - (APPLY) EPAF Applier	○
Not Selected <span style="float: right;">▼</span>	○
Not Selected <span style="float: right;">▼</span>	○
Not Selected <span style="float: right;">▼</span>	○
Not Selected <span style="float: right;">▼</span>	○

### Comment

Supervisor name is Mary Smith

**Routing Queue** – This should have been pre-populated so the names simply appear for each and every new hire. Doing default routing queues saves time when you have multiple ePAFs to process. See “**Routing Queue ePAF**” for instructions on setting up your approval queues

**Comment Box** – Enter the Supervisor’s Name for the ID# provided. Please keep in mind this box becomes part of the employee’s permanent record.

Click **SAVE** to ensure no loss of data. This will also provide a Transaction number to track your ePAF through the process.

Click **SUBMIT**. If you do not SUBMIT your ePAF will not be processed

✔ Your change was saved successfully.

Enter the information for the EPAF and either Save or Submit

**Name and ID:** [redacted], 173 [redacted]

**Transaction:** 81782 **Query Date:** 10/09/2018

**Transaction Status:** Waiting

**Approval Category:** New Hire Non Exempt (Hourly), HIRENE

NOTE: If an employee has not yet returned his/her I-9 to HRD, or if the information has not been input, the following errors will occur. Please call your HR Service Partner for help resolving. Warnings are not going to stop the process and are not of concern.

Type	Message Type	Description
Create New Employee Record	ERROR	First Name, SSN/SIN, Birth Date or Gender incomplete.
Create New Employee Record	ERROR	Missing mandatory Citizen Code.
Create New Job Assignment Non Exempt	WARNING	*WARNING* Encumbrance has been set to 0, because method is Hours Input.

\* - indicates a required field.