

**UNIVERSITY OF HARTFORD**

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

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

**ePAF**

SEPTEMBER 2023

## 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 use the following Employee Class Codes:

- N4 (Hartt hourly faculty)
- N6 (non-student temporary employees)
- S2 (fulltime grad/undergrad student employees)

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). The ePAF menu is found on the Employee tab and then under "Electronic Personnel Action Forms (EPAF) in the Employee Dashboard.

1. From the ePAF menu, select New EPAF
2. Enter the ID of the employee (or search by name) & Query Date (the Query date is typically the date the employee will begin working) – **allow for a minimum of 5-7 business days for processing**. Click "Search" if looking up the ID number.
3. 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'.
4. Enter the **Position Number** - be sure to use capital letters and to enter a suffix (typically 00). Click 'Go'.
5. 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.

### 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

**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.

**Distribution Orgn** – This is the organization number of your specific department within the overarching Home Org (i.e. Psychology or Computer Science).

**Current Hire Date: MM/DD/YYYY** – This date must be the day of the first shift or training 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 and approvals are complete – **minimum 5-7 business days in the future.**

**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.

**Contract Begin and End Date** – NOT USED –LEAVE BLANK

**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** – 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

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. Warnings are not going to stop the process and are not of concern.

<b>Errors and Warning Messages</b>		
<b>Type</b>	<b>Message Type</b>	<b>Description</b>
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.

*If you get the error that says “First Name, SSN/SIN or Birth Date are incomplete or Sex Code is invalid” or “Missing mandatory Citizen code”, please email [hrd@hartford.edu](mailto:hrd@hartford.edu) with the employee’s name and email address with “Missing First Name, SSN, DOB, Citizen code” in the subject line. The employee will need to come to HRD to complete their Form I-9 and provide their Social Security number. Once HRD is provided with the Social Security Number, you will be notified that you can create and submit the ePAF.*