Step	Action
1	After selecting a candidate, the Job Information page will display. Note that an eForm ID has been assigned. This unique identifier can be used to track the ePAF after submission and is permanently available in PeopleSoft.
2	Begin entering Hire eForm data by entering an effective date (mm/dd/yyyy), or selecting a date using the Choose a date button.
3	Enter the date the personnel action is effective. For a hire, this is the date the employee officially starts employment. If the effective date is 30 days in the past or future, a warning message will display. Click OK to continue with data entry.
4	The Business Unit will default to your corresponding business unit. If your security allows, the business unit can be overridden.
5	The employee groups that display will default based on the business unit. The employee group that is selected will filter which fields display on this page.
6	The Auto Term Date field is optional for non-benefit eligible positions and should NOT be entered for benefit eligible positions
7	The Appointment End Date field is required for graduate student appointments.
8	Enter the desired information into the Appointment End Date field.
9	Enter the EmplID of the employee's supervisor in the Supervisor ID field.
10	Press Tab, the supervisor's name will automatically display.
11	Enter the desired information into the Department field.
12	Press Tab, the department name will automatically display.
13	Enter the desired information into the Job Code field.
14	Press tab, the job code description will automatically display.
15	Enter the desired information into the Std Hrs/Wk field.
16	Press Tab, the FTE field will automatically adjust to what is entered in the Std Hrs/Wk field, but it will be read only.
17	The Tax Location Code field will default based on the Department. If correct, accept the default. Otherwise, enter the appropriate Tax Location Code or select one using the look up feature.
18	For temporary positions with standard hours less than 40, the FICA Status field will display and default to Subject. If the employee is exempt based on the Student FICA Checklist, select Exempt. If unknown, leave the default (Subject).
19	Update the Working Title, if different than job code title.
20	Click the Next >> button.
21	In the Compensation Data grid, enter the monthly rate (up to 2 decimal places).
22	Once the monthly rate is entered, the Annual Rate will automatically calculate. This calculated annual rate is not what is used to populate the Annual Benefits Base Rate (ABBR) in Job Data.
23	For monthly paid employees, the distribution type can be changed from By Percent to By Amount using the Dist type drop-down list. Regardless of which distribution type is chosen, you are able to enter values in either the Percent or Dollar Amount fields. The type of distribution you select is what will load into PeopleSoft.
24	In the Earnings Distribution grid, the Job Code Set ID and the Job Code will default based on previously entered position data or job code. If necessary, edit this information. The Earnings Code will default and cannot be changed.

25	Enter the desired information into the MoCode field. Only active MoCodes can be entered. If the MoCode is not set up for payroll, update this information in PeopleSoft Finance and wait for the overnight process to run before beginning the ePAF again.
26	The Department and Description will default based on the MoCode.
27	Enter the percentage of the employee's compensation rate for this line of funding into the Percent field. For employees with one line of funding, enter 100. The total percentage of all lines of funding must total 100% regardless of standard hours/FTE.
28	Click the Reconcile button.
29	The Dollar Amount will automatically populate. Verify the Diff (difference) filed displays zero before proceeding. If the difference is not zero, an error message will display and prevent you from proceeding.
30	Click the Next >> button
31	The Faculty page will display. Logic derives the defaults or drop-down options for Academic Rank, Tenure Status, and Tenure Home. If the employee has multiple jobs, faculty data is populated based on the benefit eligible position. If the employee has multiple non-benefit eligible jobs, any existing faculty data will be overwritten.
32	The Tenure Status defaults based on the Job Code.
33	For titles with a tenure status of Tenure, Non Tenure on Track, and Non Tenure Not On Track, the Tenure Home will default to the home department.
34	Academic Discipline: This is the alpha-numeric code that designates the academic discipline(s) with which the employee is most closely associated. For graduate student appointments, an Academic Discipline is required on a campus by campus basis. If known, enter the academic discipline code or select the code using the look up feature.
35	Multiple academic disciplines can be added using the Add Row button
36	Click the Next >> button
37	The Work Address page will display. In the Work Address grid, enter the work address and work phone number. If the employee has a current work address, and that is the address you wish to use, select the Use Current Work Address check box. The fields will automatically populate with the information and be read only.
38	Click the Next >> button.
39	The Finalize Form page will display. The Action/Reason Code will automatically display based on the data entered in the ePAF.
40	If necessary, attachments can be added under the File Attachments grid.
41	The comments filed is used to add remarks concerning the appointment (e.g., special notes to assist in the processing or clarification of details.) Comments will not transfer into Job Data. They will remain on the ePAF. Once a comment is submitted, it cannot be edited or deleted. Comments can be viewed by all users with access to the ePAF and must be professional.
42	If the employee has an existing job, the Edit Existing Job check box will display. To make changes to the existing job, select this box. This will result in a transfer action.
43	Click the Submit button. Clicking Hold will close the ePAF and will keep it in your worklist for accessing at a later time.
44	After clicking Submit, a confirmation message will display. Click the Yes button.
45	The Form Finalized page will display.

	Take note of the eForm ID. This unique identifier can be used to track the ePAF after submission and is permanently available in PeopleSoft.
46	The Process Visualizer grid will show the approval path. The number of approval boxes or steps that display is based on campus and department-specific workflows.
47	Click the Go To ePAF Home Page link to begin entering another ePAF.