Identified Issues

- EPAF creation and approval process is time consuming and inefficient; a high volume of Faculty EPAFs must be completed within a very short amount of time, further delaying process.

- Access to email, USFConnect, and other services delayed for faculty new hires until new hire paperwork submitted and EPAF creased, processed, and approved.

Resolutions

- EPAF automated and prepopulated by HR Emp. Approval queue shortened to 2 roles – Business Manager and HR (other approvers moved to PeopleAdmin queue). EPAF generated at least 90-days prior to start date for early processing.

- New hire and job information collected prior to and at time of hire in PeopleAdmin. Information fed to Banner for access departments will use for email/services set-up. (EPAF and new hire paperwork no longer required to grant accesses.) Form I-9 required for physical OneCard access.

Old Process

1. Job Description reviewed by Hiring Department.
2. Request to recruit completed through a manual, paper process with Provost’s office.
3. Each department has own recruiting process.
4. Final candidate completes application through process specific to department. SV Provost reviews and approves candidate through manual, paper process.
5. Request to hire/negotiations/offer completed through a manual, paper process with Provost’s office.
6. Background check completed.

New Process

1/2. Job Description review and request to recruit automated in PeopleAdmin. Approval queue: CIPE and SV Provost; HR Employment posts job.

3. Each department has own recruiting process (no change).

4. Final candidate(s)(at least) applies in PeopleAdmin; SV Provost’s review and approval automated.

5/6. Dean extends verbal offer and HR Employment initiates background check.

7. Offer Form created by Hiring Department/Dean in PeopleAdmin. Approval queue: [Grants], HR Comp, HR Benefits and SV Provost.

9. New hire turns in new hire paperwork before or near start of classes.

10. EPAF submitted with 4 to 5 levels in approval queue.

11. Employee receives access to email, services, and technology.

9. ITS, One Card, Parking, Purchasing, Payroll, Benefits, etc. receive notification email of new hire and begin.

10. New hire receives access email for USFConnect, USF Email, PreHire tab, online Library access, link to New Hire paperwork, etc. (Up to 90-calendar days before Offer Letter start date.)

11. Pre-populated EPAF automatically generated. Approval queue: Business Manager, HRIS applies. Note: EPAF generation for Fall hires, entered before fiscal year end, will happen on June 15th. EPAF approval impacts Payroll.

12. New hire turns in new hire paperwork (I-9) to HR. *Form I-9* must be turned in to HR before OneCard is provided. Classes begin.

---

**Sample Timeline for Fall Hire**

<table>
<thead>
<tr>
<th>Prior Months</th>
<th>At least 3.5 months before start date</th>
<th>May</th>
<th>June</th>
<th>July</th>
<th>August</th>
<th>September</th>
</tr>
</thead>
<tbody>
<tr>
<td>Job posting reviewed and posted in PeopleAdmin</td>
<td>Recruitment</td>
<td>Candidate applies and SV Provost reviews in PeopleAdmin</td>
<td>Negotiations and Background Check</td>
<td>Offer Form created, Offer Letter issued, and data fed to Banner</td>
<td>May 1, Notification to departments for May 15, Access available to new hire</td>
<td>June 15, EPAF available for approval</td>
</tr>
</tbody>
</table>