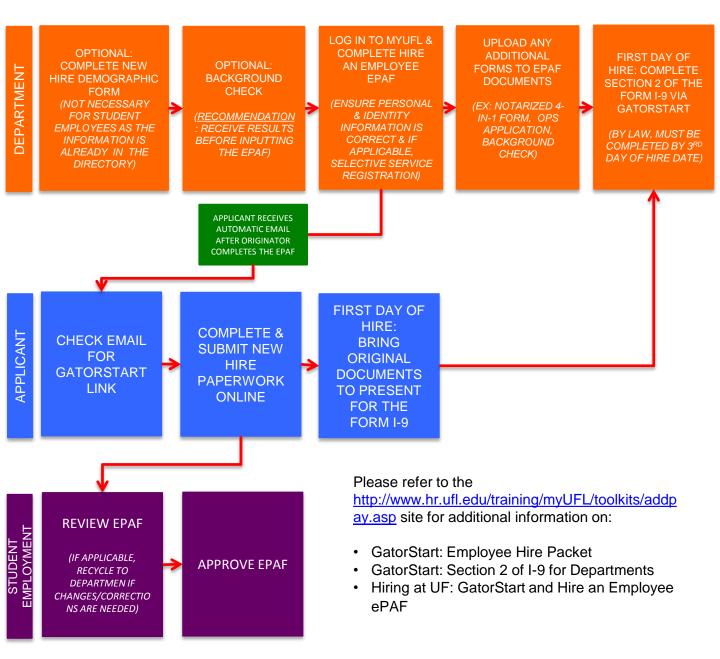# UF UNIVERSITY of FLORIDA

Division of Enrollment Management
Office for Student Financial Affairs

Student Employment Office
S-107 Criser Hall
P.O. Box 114025
Gainesville, FL 32611-4025
Tel. 352-392-0296
Fax. 352-392-2861

Hiring Student Employees
Non-International Population

Hire an Employee via GatorStart

DEPARTMENT

| OPTIONAL: COMPLETE NEW HIRE DEMOGRAPHIC FORM *(NOT NECESSARY FOR STUDENT EMPLOYEES AS THE INFORMATION IS ALREADY IN THE DIRECTORY)* | OPTIONAL: BACKGROUND CHECK *(RECOMMENDATION: RECEIVE RESULTS BEFORE INPUTTING THE EPAF)* | LOG IN TO MYUFL & COMPLETE HIRE AN EMPLOYEE EPAF *(ENSURE PERSONAL & IDENTITY INFORMATION IS CORRECT & IF APPLICABLE, SELECTIVE SERVICE REGISTRATION)* | UPLOAD ANY ADDITIONAL FORMS TO EPAF DOCUMENTS *(EX: NOTARIZED 4-IN-1 FORM, OPS APPLICATION, BACKGROUND CHECK)* | FIRST DAY OF HIRE: COMPLETE SECTION 2 OF THE FORM I-9 VIA GATORSTART *(BY LAW, MUST BE COMPLETED BY 3RD DAY OF HIRE DATE)* |

APPLICANT RECEIVES AUTOMATIC EMAIL AFTER ORIGINATOR COMPLETES THE EPAF

APPLICANT

| CHECK EMAIL FOR GATORSTART LINK | COMPLETE & SUBMIT NEW HIRE PAPERWORK ONLINE | FIRST DAY OF HIRE: BRING ORIGINAL DOCUMENTS TO PRESENT FOR THE FORM I-9 |

STUDENT EMPLOYMENT

| REVIEW EPAF *(IF APPLICABLE, RECYCLE TO DEPARTMEN IF CHANGES/CORRECTIONS ARE NEEDED)* | APPROVE EPAF |

Please refer to the
http://www.hr.ufl.edu/training/myUFL/toolkits/addpay.asp site for additional information on:

- GatorStart: Employee Hire Packet
- GatorStart: Section 2 of I-9 for Departments
- Hiring at UF: GatorStart and Hire an Employee ePAF

UF | UNIVERSITY of FLORIDA

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Frequently Asked Questions (FAQ)

QUESTION	ANSWER
When creating a new hire ePAF, how soon will the applicant receive the email to complete the new hire forms?	If the ePAF was created by the originator before 12pm, the student will receive the email between 12pm-5pm. If the ePAF was created by the originator after 12pm and before 6pm, then the applicant will receive the email after 6pm. Any ePAFs created by the originator after 6pm, the applicant will receive the email between 12pm-5pm on the following day. However, emails do not run on Friday evenings due to payroll processing. As a result, applicants can expect to receive emails between Sunday to Monday (before 5pm).
My applicant completed and submitted the new hire forms via GatorStart, when will the completion be posted in PeopleSoft?	The new hire paperwork submission will be posted in PeopleSoft at 6am on a daily basis. For example, if an applicant completed and submitted the new hire forms at 3pm, the completion will be posted in PeopleSoft at 6am the following day.
What is the timeframe for Student Employment to review my ePAF?	Once an ePAF is at the final approver stage, please allow up to 3 business days for approval. If required documents are not accurate and Gator Start is incomplete, Student Employment will recycle the ePAF back to the originator after 3 business days.
Some students say that they haven't received the link to complete the new hire forms via GatorStart. How can we assist?	In the PeopleSoft directory, students' email addresses are prepopulated with their ufl email address. Please ensure that the student is checking that account. If the student still cannot locate the email with the GatorStart link, you may resend the link by accessing the GatorStart Onboarding Web manager and I-9 Management website. You may locate the site in MyUFL by clicking the following: Main Menu > UF Departmental Administration> GatorStart.
Do we still have to ePAF image the documents used on the Form I-9? How about the Social Security Card for the W-4?	No, you do not need to attach copies of the documents presented for the Form I-9 or the Social Security Card for the W-4.
Is Selective Service registration a requirement for employment?	Yes, all U.S. male citizens over 18 must be registered with Selective Service. To ensure that an applicant is registered, please check the following website: http://www.sss.gov/default.htm. Non-registered applicants can register through this website as well.