

Submitting ePAF for Persons of Interest (POI)

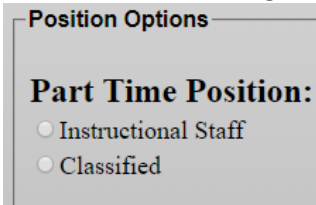
Note: The role of **Preparer** will be required in order to submit an ePAF. Contact HR at epafissues@baruch.cuny.edu for help in attaining the role.

1. Log in to ePAF by visiting <https://www.baruch.cuny.edu/epaf>

2. Click the **Create New ePAF** button found on the top left.



3. Select classified for regular non tax levy POI - non teaching; select Instructional for non tax levy POI - Teaching.

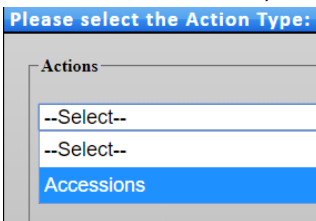


Position Options

Part Time Position:

- Instructional Staff
- Classified

4. On the Actions screen, click the dropdown and select **Accessions**.

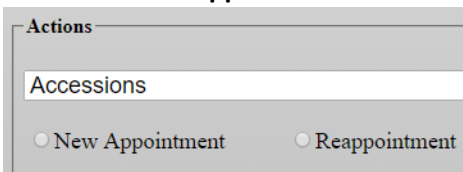


Please select the Action Type:

Actions

- Select--
- Select--
- Accessions

5. Select the **New Appointment** action



Actions

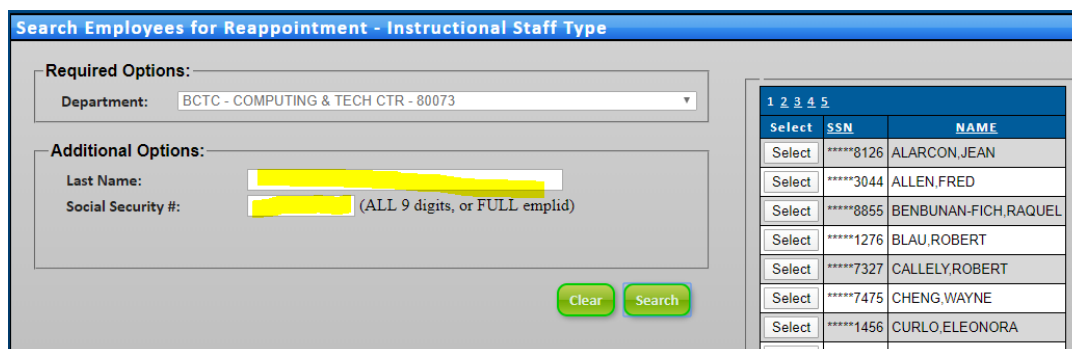
Accessions

- New Appointment
- Reappointment

6. If you have selected

New Appointment, go to step 7.

Reappointment, enter the employee's Last Name or Social Security Number then click search. Click on the Select button next to their name to start entering their Personal Info.



Search Employees for Reappointment - Instructional Staff Type

Required Options:

Department: BCTC - COMPUTING & TECH CTR - 80073

Additional Options:

Last Name: [Redacted]

Social Security #: [Redacted] (ALL 9 digits, or FULL emplid)

Clear Search

1	2	3	4	5
Select	SSN	NAME		
Select	*****8126	ALARCON,JEAN		
Select	*****3044	ALLEN,FRED		
Select	*****8855	BENBUNAN-FICH,RAQUEL		
Select	*****1276	BLAU,ROBERT		
Select	*****7327	CALLELY,ROBERT		
Select	*****7475	CHENG,WAYNE		
Select	*****1456	CURLO,ELEONORA		
Select	*****2308	D'AMICO,ANTONIFFA		

7. If not already indicated on the Personal Info form, provide the information highlighted in yellow.

Personal Info:

Full Time CUNY Student

Prefix: -- ▾


First Name:

Middle Initial:

Last Name:

Sex: -- ▾

Marital Status: --SELECT-- ▾

Date of Birth: MM/DD/YYYY  (Show Calendar)

Social Security:

CUNYFirst Employer ID:

NYS Employee ID:

Street Address:

City:

State: --SELECT-- ▾

Zip Code:

Email Address:

Phone Number:

Highest Degree Earned

Degree Name: --SELECT-- ▾

Degree Major:

Institution:

Year Earned:

US Citizen: --SELECT-- ▾

Note:

- If the POI does not have a social security number, please enter N/A in the field.
- If the individual is not a citizen, you will be prompted to select a visa.

8. Under the **Appointment Info** form

For Classified, kindly provide the information highlighted in yellow.

Appointment Info:

Action: ACCESSIONS NEW APPOINTMENT

Appointment Begins: 07/01/2020
 Date Appointment Ends: 06/30/2021 Fiscal Year: FY2020-2021

The date within the Date Appointment Ends field should be set to the last day of the fiscal year for classified staff new appointment/reappointment PAFs.

CUNYfirst:

HCM Department	BCTC - Computing & Tech Ctr	HCM Dept. Code	80073
GL Department	Computer Center Operations	GL Dept. Code	80073
HCM Title	NON-TAX LEVY POI	Job Code	400918
Employee Record Nbr		Program Code	99999
Funding Source	999999	Special Initiatives	9999
Paychecks From	RF	Functional Title	Manager, IT
Full- or Part-Time	Part-time		

Payserv:

(Edits only permitted by Human Resources and Budget)

Title	Non-Tax Levy POI	Title Code	N/A
FAS Code	N/A	Dept. Code	N/A
Position Number	N/A	Line Number	N/A
Program		Report To	Angel Arcelay, IT
Record number			

Four or more years of services

Full-Time student

International Student

For Instructional, kindly provide the information highlighted in yellow.

Appointment Info:

Requested Action: ACCESSIONS NEW APPOINTMENT

Semester: --SELECT-- Semester Year: Fiscal Year:

Appointment Begins:
 Appointment Ends:

CunyFirst:

HCM Department	BCTC - Computing & Tech Ctr	HCM Dept. Code	80073
GL Department	Computer Center Operations	GL Dept. Code	80073
HCM Title	NON-TAX LEVY POI-TEACHING	Job Code	300826
Employee Record Nbr		Funding Source	999999
Program Code	99999	Special Initiatives	9999
Report To		Functional Title	
Paychecks From	--Select--		
Full- or Part-Time	--Select--		

Payserv:

(Edits only permitted by Human Resources and Budget)

Title	Non-Tax Levy POI-Teaching	Title Code	N/A
FAS Code	N/A	Dept. Code	N/A
Position Number	N/A	Line Number	N/A
Program		Record number	

Part-time (Adjunct Non-Teaching Adjunct) Only at Baruch Full-time Annual at Baruch

Part-time (Adjunct) Other CUNY unit:

Full-time Annual at Other CUNY Unit:

9. Under the **Assignment Info** form

For Classified, enter the number 0 in the Hourly rate field highlighted in yellow.

Assignment Info:

*Hourly Rate	Total work Hrs.	Annual leave Hrs.	Sick leave Hrs.	Tot. allocated Hrs.	Total Cost
<input type="text" value="0"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Additional Work

For Instructional, enter the number 0 in the Hourly rate field highlighted in yellow.

*Hourly Rate	Regular Hrs.	Overload Hrs.	Tot. paid Hrs. for Semester	<input type="checkbox"/> Manual override	PSC Hrs.	Semester Salary
<input type="text" value="0"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>

10. Towards the bottom of the form (last section labeled Approvals) click on "Save Changes and Notify Next Approver". Should you need some time to complete the form, click on "Save Changes without Notifying Next Approver". This will allow you to come back at a future time to edit the form and submit for approvals.

<input type="button" value="Save Changes without Notifying Next Approver"/>	<input type="button" value="Go to Previous Page"/>
<input type="button" value="Save Changes and Notify Next Approver"/>	<input type="button" value="Back to user Main"/>