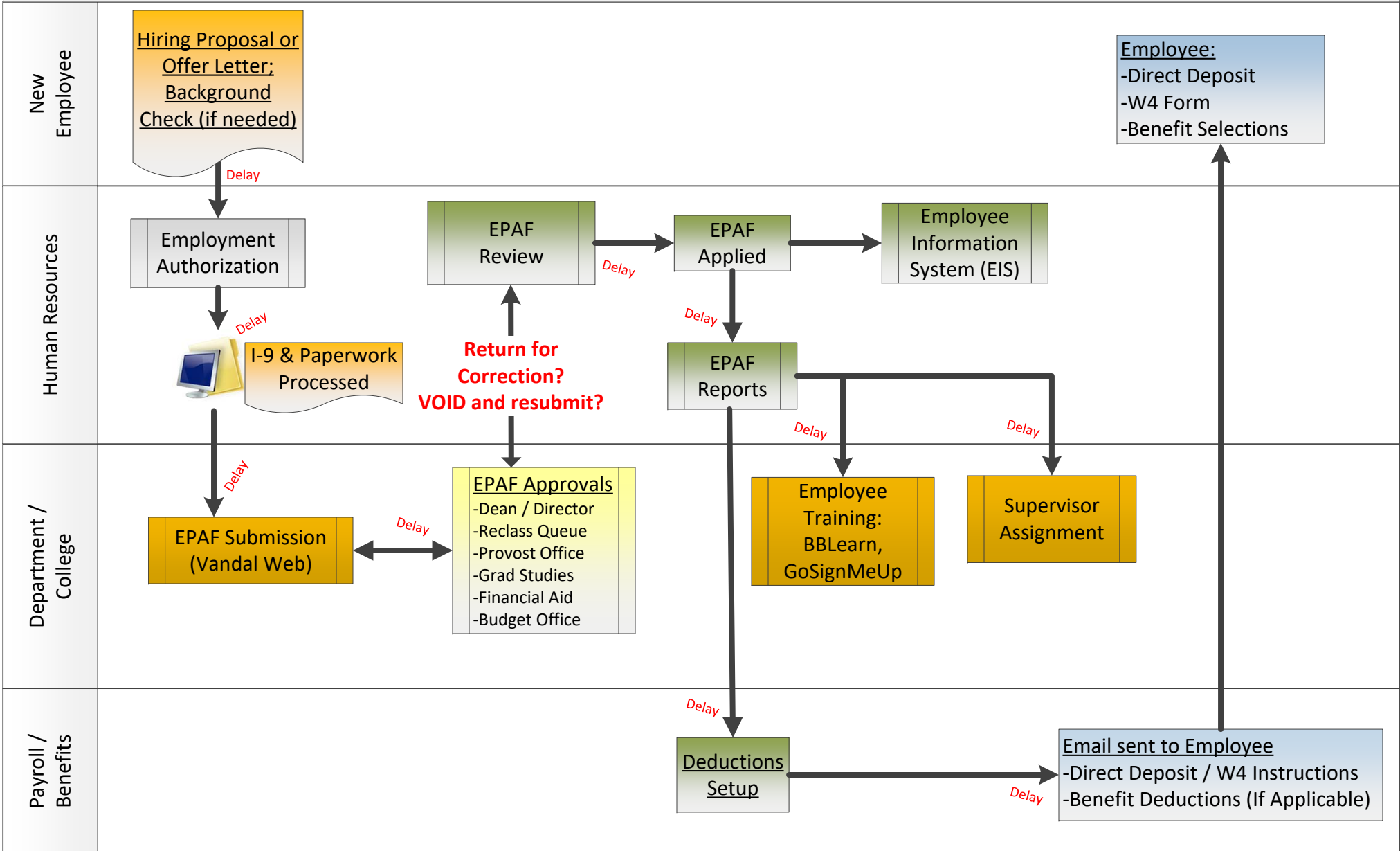


# Employment Process: I-9, EAPF and Deduction Setup

New Employee, Human Resources (Employment Services, Front Desk), Department / College, Payroll / Benefits



New Employee

Human Resources

Department / College

Payroll / Benefits

Hiring Proposal or Offer Letter;  
Background Check (if needed)

Employee:  
-Direct Deposit  
-W4 Form  
-Benefit Selections

Employment Authorization

I-9 & Paperwork Processed

EPAF Review

EPAF Applied

Employee Information System (EIS)

EPAF Reports

EPAF Submission (Vandal Web)

EPAF Approvals  
-Dean / Director  
-Reclass Queue  
-Provost Office  
-Grad Studies  
-Financial Aid  
-Budget Office

Employee Training: BBLearn, GoSignMeUp

Supervisor Assignment

Deductions Setup

Email sent to Employee  
-Direct Deposit / W4 Instructions  
-Benefit Deductions (If Applicable)