Employment Process: I-9, EPAF and Deduction Setup

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

**New Employee**
- Hiring Proposal / Offer Letter
- Delay

**Human Resources**
- Employment Authorization
- Delay
- Return for Correction?
- I-9 & Paperwork Processed
- Delay

**Department / College**
- EPAF Submission (Vandal Web)
- Delay
- EPAF Approvals
  - Dean / Director
  - Reclass Queue
  - Provost Office
  - Grad Studies
  - Financial Aid
  - Budget Office
- Delay

**Payroll / Benefits**
- Deductions Setup
- Delay
- Email sent to Employee
  - Direct Deposit / W4 Instructions
  - Benefit Deductions (If Applicable)

**Employee**
- Direct Deposit
- W4 Allowances
- Benefit Selections

Employee Information System (EIS)
- Departmental Supervisor Setup
- EPAF Reports
- Delay
- EPAF Applied
- Delay
- Employee Information System (EIS)