Employment Process: I-9, EPAF and Deduction Setup

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

New Employee:
- Hiring Proposal or Offer Letter; Background Check (if needed)

Human Resources:
- Employment Authorization
- I-9 & Paperwork Processed
- EPAF Review
- EPAF Applied
- EPAF Approvals
- Employee Information System (EIS)
- Departmental Supervisor Setup

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

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

Employee:
- Direct Deposit
- W4 Allowances
- Benefit Selections

Return for Correction?