



**STEPHEN F. AUSTIN
STATE UNIVERSITY**
THE UNIVERSITY OF TEXAS SYSTEM
NACOGDOCHES, TEXAS

EPAF Process for New Faculty and Staff Hires



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Effective October 1, 2023, Human Resources will create all new hire EPAFs for faculty and staff positions.

Departments will retain responsibility for creating new hire EPAFs for the following positions:

- Adjunct faculty
- Casual employees
- Non-paid external hires
- Graduate assistants
- Student workers

The process to follow is listed below. Please reach out to Human Resources with any questions at extension 2304 or hr@sfasu.edu.

1. Final candidate selected by search committee.
2. **FACULTY ONLY** – Contract is created by Provost Office, then accepted by finalist.
3. Hiring proposal (HP) is created by department in PeopleAdmin.
 - a. All documents pertaining to the search and interview process must be uploaded.
 - b. Search summary form must be uploaded.
 - c. Workflow status in PeopleAdmin is changed to “HR Initial Review”.
4. Hiring proposal (HP) is reviewed by HR.
 - a. Salary is reviewed and confirmed.
 - b. EEO compliance review is conducted and approved.
 - c. HP status is changed to “Approved for Verbal Offer” and HP returns to department.
5. Department extends verbal offer (staff positions only; faculty uses the contract process).
 - a. HP is returned to HR in “Submit for Background Check” status.
 - b. HR sends background check authorization form to department.
 - c. Department forwards form to finalist.
 - d. Finalist returns signed form to HR.
 - e. HR submits background check.
 - f. HR contacts finalist to request the required identification documents to ensure compliance with form I-9. This must be completed for the EPAF to be approved later.

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- g. When background check is complete, HR will move HP to “Background Check Complete/Offer Approved” and HP returns to department.
 - h. Department will change status to “Offer Accepted/Hire Finalized.” HP is now complete.
- 6. HR sends email to the hiring manager and/or administrative contact with CID# and request a start date and a personal email address for the new hire.
 - a. Start dates are from the 1st – 20th/month.
 - i. When setting a start date, also consider the deadline for new hire EPAF completion. All new hire EPAFs must be completed by 5:00 pm on the 15th of the month in order to meet benefits and payroll deadlines. All required approvals must be obtained and submitted by this deadline to ensure the new hire’s start date will remain within the specified range.
 - b. Requests for exceptions, including justification, are sent to hr@sfasu.edu with subject line “Start Date Exception Request-Name of New Hire”.
- 7. After a start date is received, HR will create a new hire EPAF and route it for approval/acknowledgement.
- 8. HR assigns on-boarding checklist. New hire will receive an email to complete the checklist, including required documents.
- 9. EPAF will not be approved until HR has received the required identification documents and acknowledgement of the completed on-boarding checklist.
 - a. EPAFs not approved by the completion deadline will delay new hire’s start date as well as access to SFA email and systems.

