Adding a Background Check and Confidentiality Flag

Overview:

Understanding the Process for Adding a Background Check and Confidential Flag to a Filled Position

This guide outlines the basic steps for changing a position to require a background check and indicating access to confidential information, using the electronic Personnel Action Form Plus (ePAF+).

NOTE: Multiple transactions effective on the same date require only one ePAF+. Do not submit multiple ePAFs for the same effective date. An originator will not be able to originate a transaction on themselves. For this, please have another employee in the department with access to ePAF+ submit the transaction. You cannot enter another ePAF+ if one has been pushed back or saved as a draft. The pushed back or saved as a draft ePAF+ must be processed or denied.

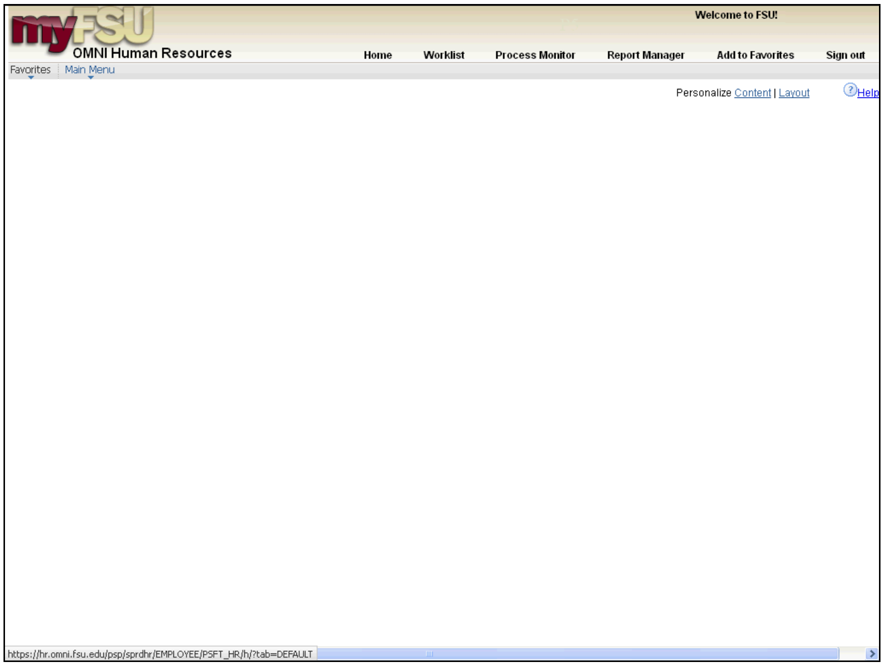
The ePAF+ cannot be used for retroactive reappointments/funding changes unless the employee has not received a paycheck from ANY job on campus during the reappointment/funding change period. If the employee has received a paycheck during the reappointment/funding change period, the paper Personnel Action Form (pPAF) must be used for the reappointment/funding change.

Only indicate what needs to be changed in the Proposed Changes Column.

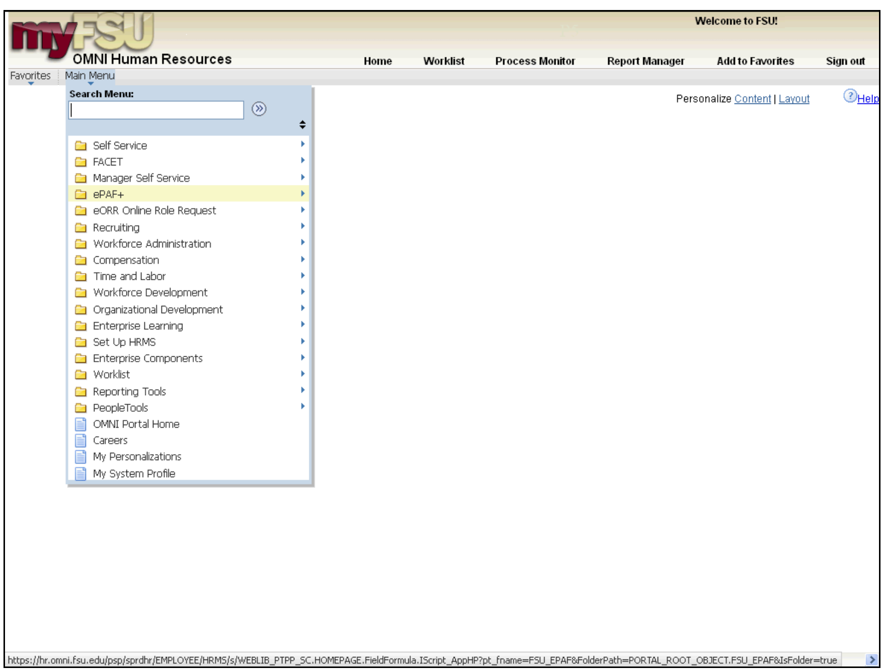
Procedure

Scenario:
In this topic, you will learn the steps to add background check requirements and flag the position as having access to confidential information.

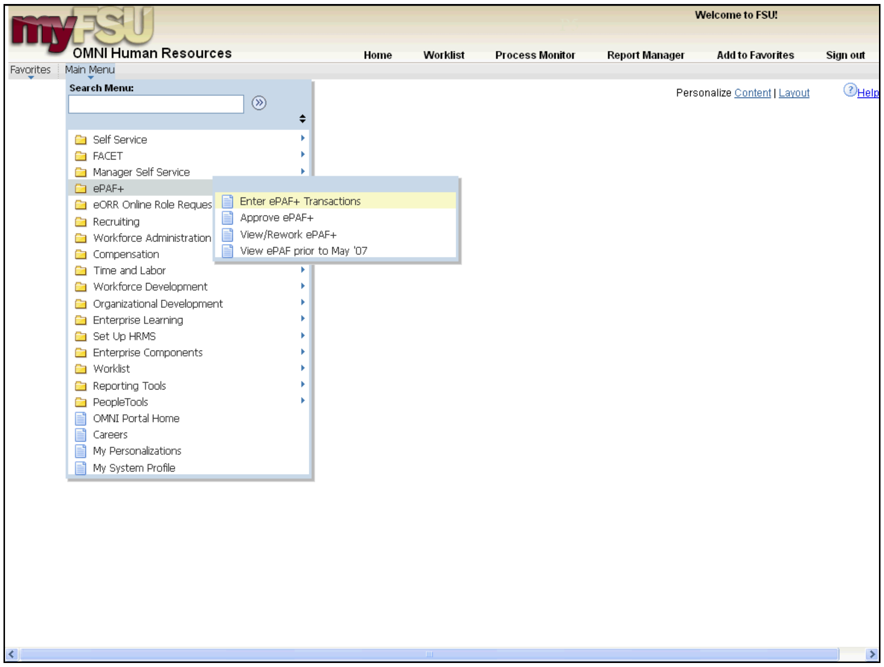
Key Information:
Employee ID/Name
Position Number



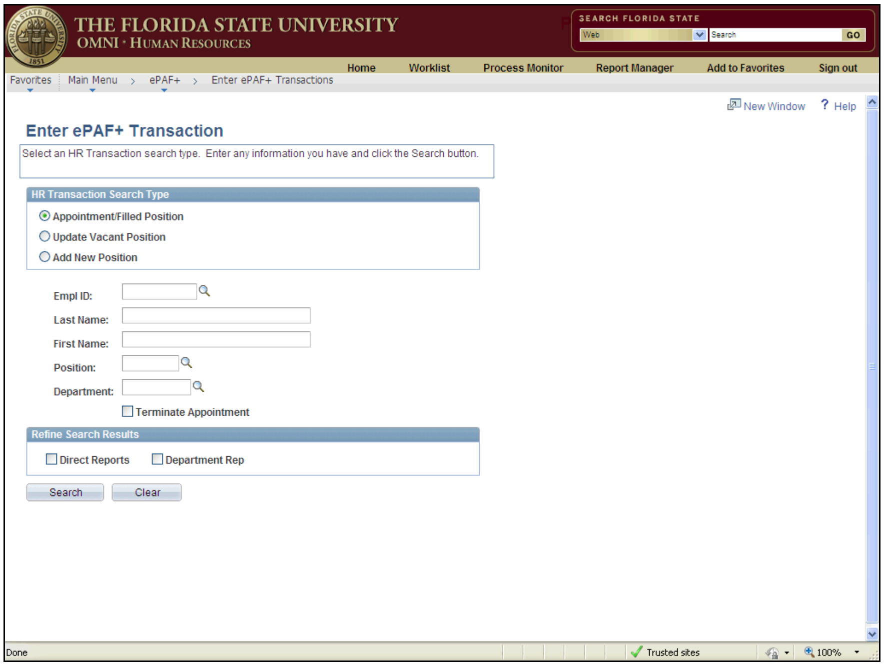
Step	Action
1.	Click in the **Main Menu** field. Main Menu



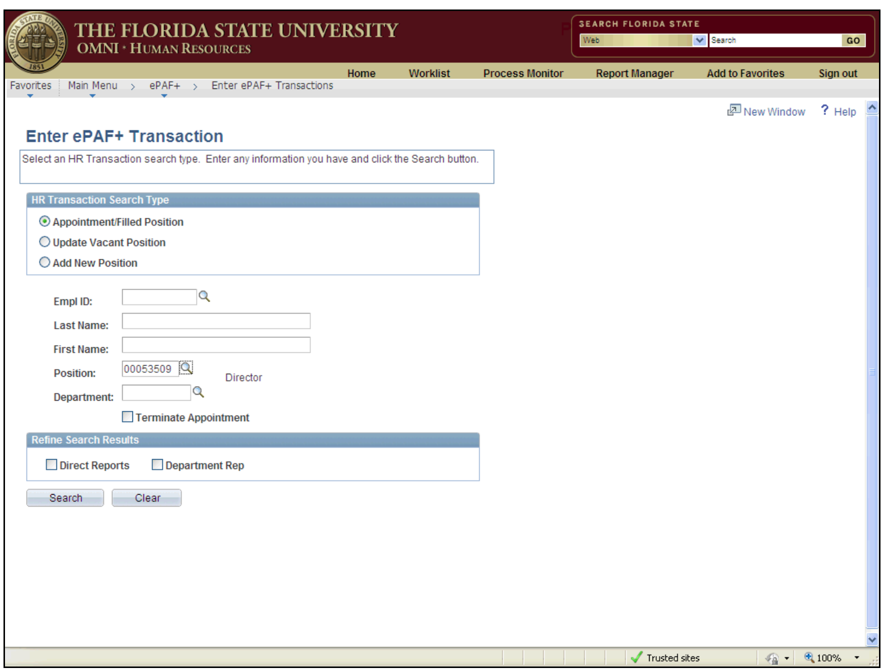
Step	Action
2.	Click in the **ePAF+** field. ePAF+



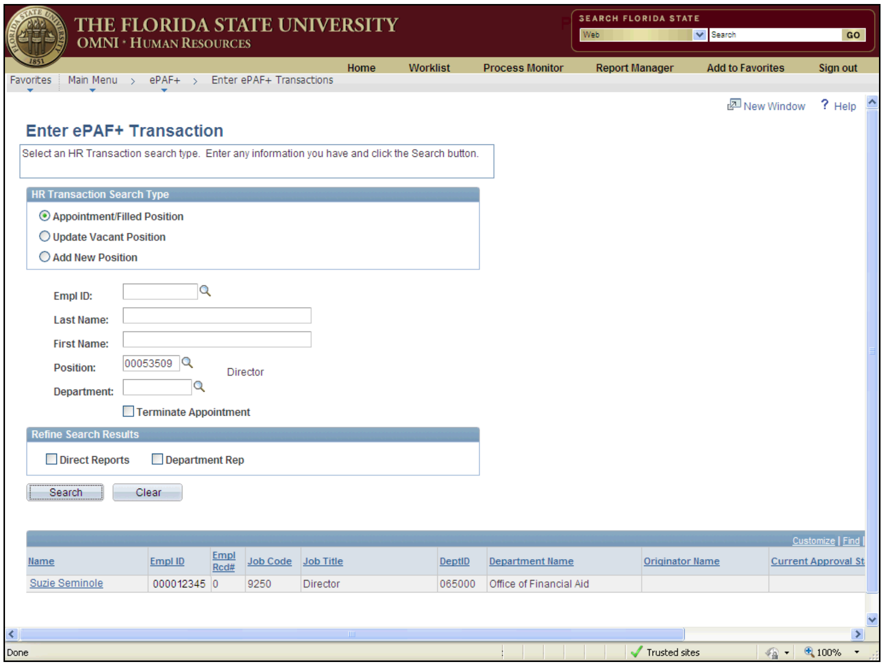
Step	Action
3.	Click the **Enter ePAF+ Transactions** menu. Enter ePAF+ Transactions



Step	Action
4.	Make sure that the Appointment/Filled Position search type is checked. You may search for a filled position using any of these fields. For the purpose of this example, enter "**00053509**" into the **Position** field.

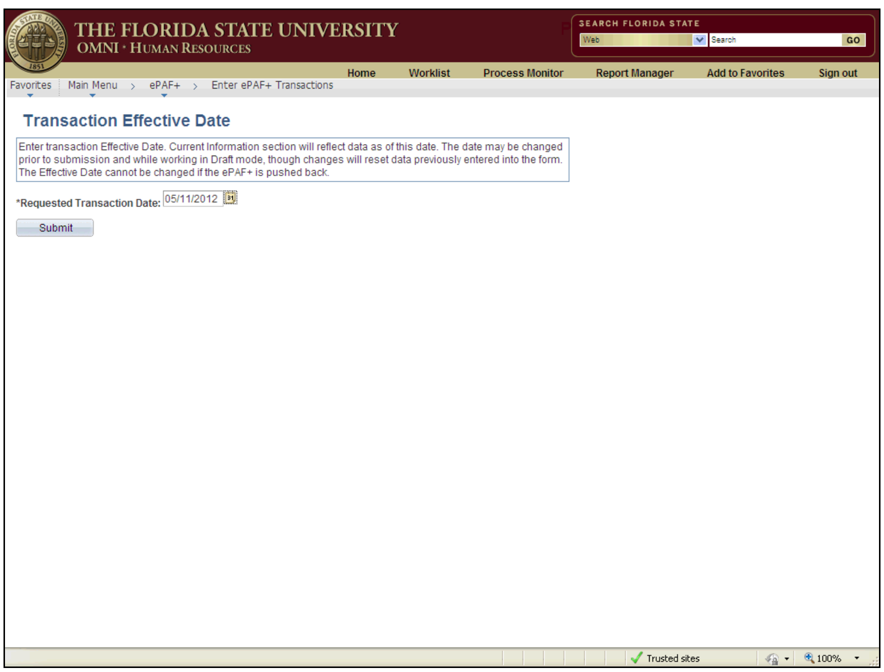


Step	Action
5.	Click the **Search** button. Search

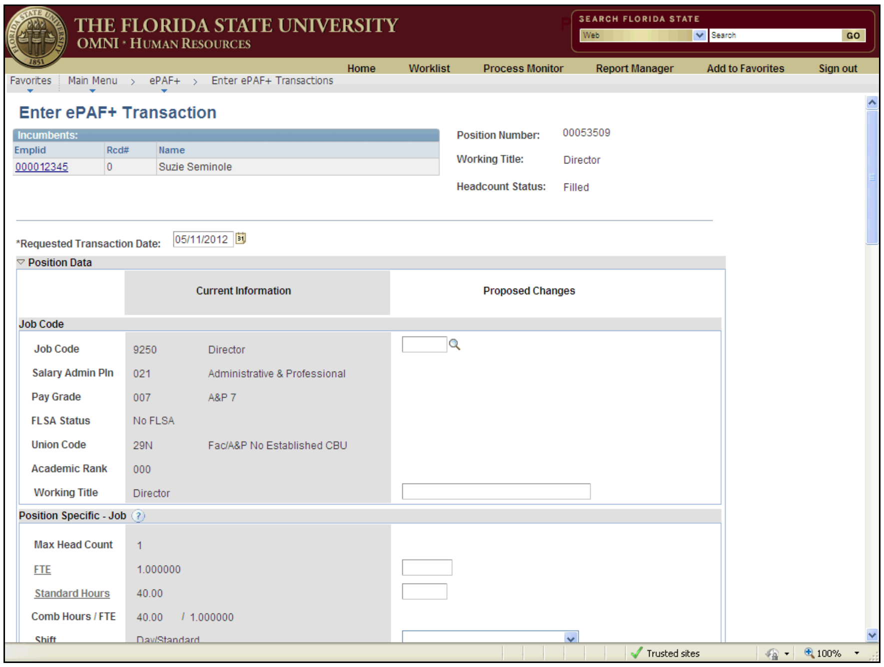


Step	Action
6.	Select the desired employee's Name link. For the purpose of this example, click the **Suzie Seminole** link. Suzie Seminole

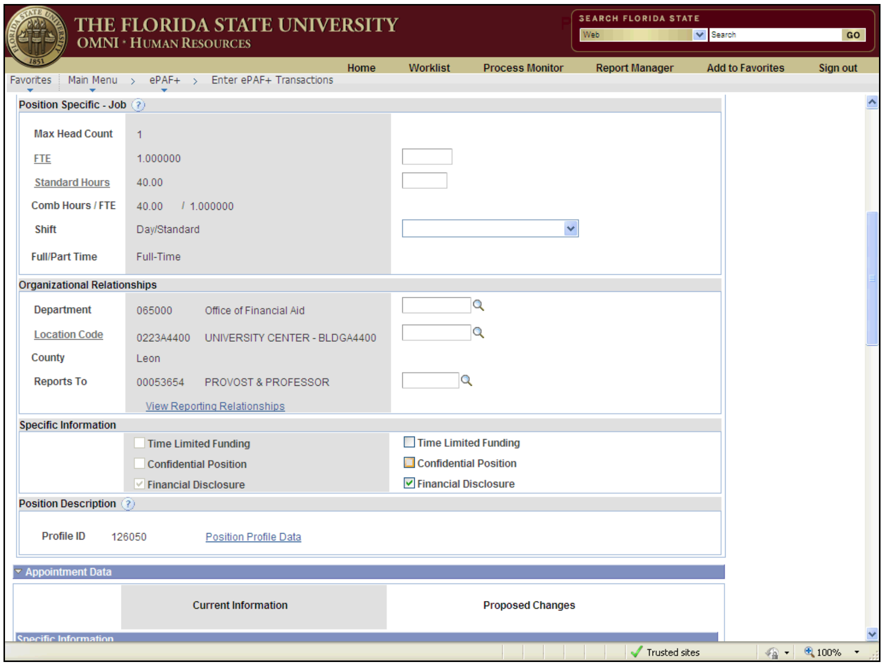
Step	Action
7.	Check the transaction effective date. The requested transaction effective date defaults to the current date. Please enter your desired transaction effective date or the first day of the next available payroll cycle into the **Requested Transaction Date** field. For the purpose of this example, enter "**05112012**".



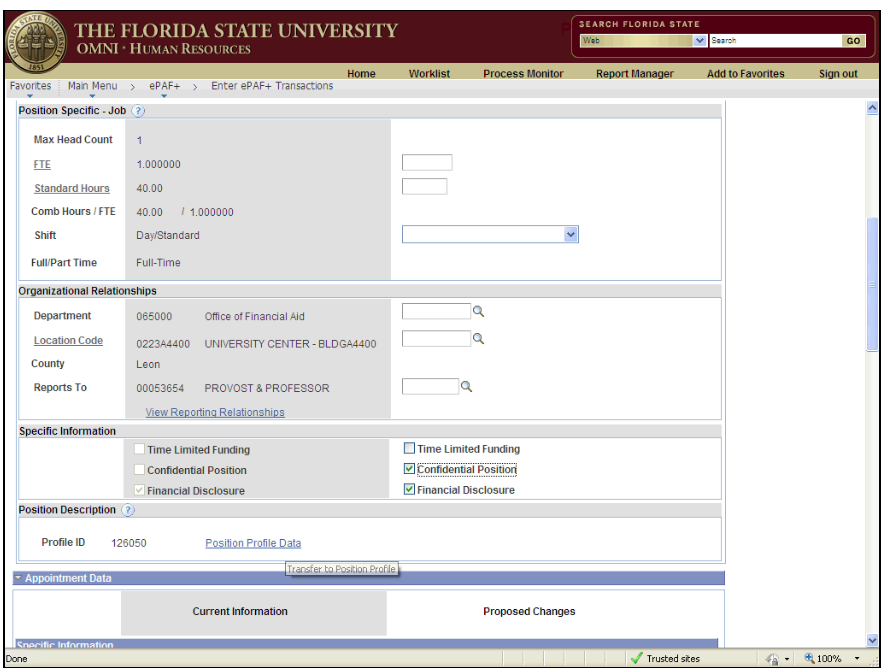
Step	Action
8.	Click the **Submit** button. 



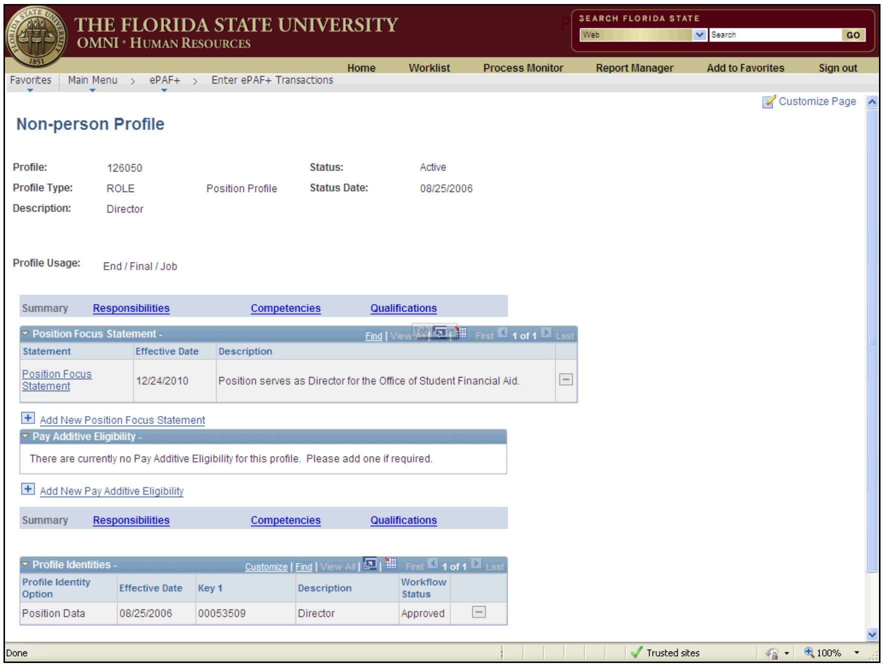
Step	Action
9.	**NOTE:** The confidentiality indicator is located under the Specific Information section of the ePAF+.



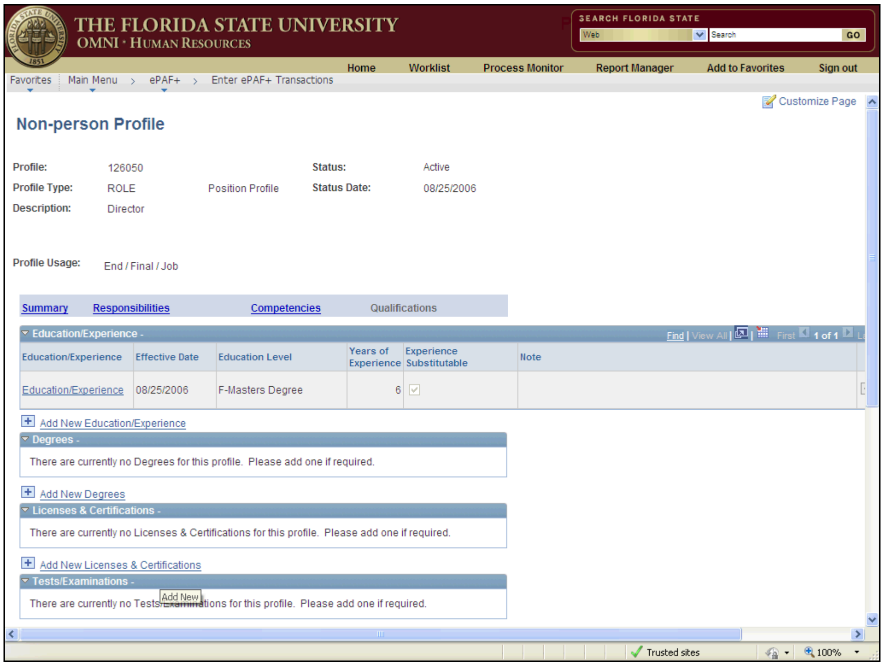
Step	Action
10.	Check the **Confidential Position** option. Confidential Position



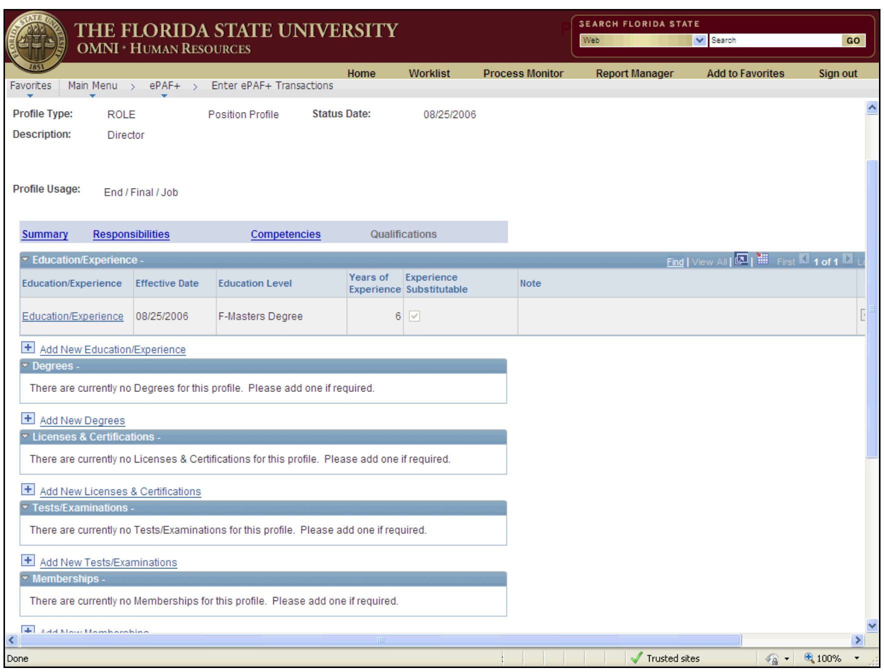
Step	Action
11.	Click the **Position Profile Data** link to add a background check. Position Profile Data



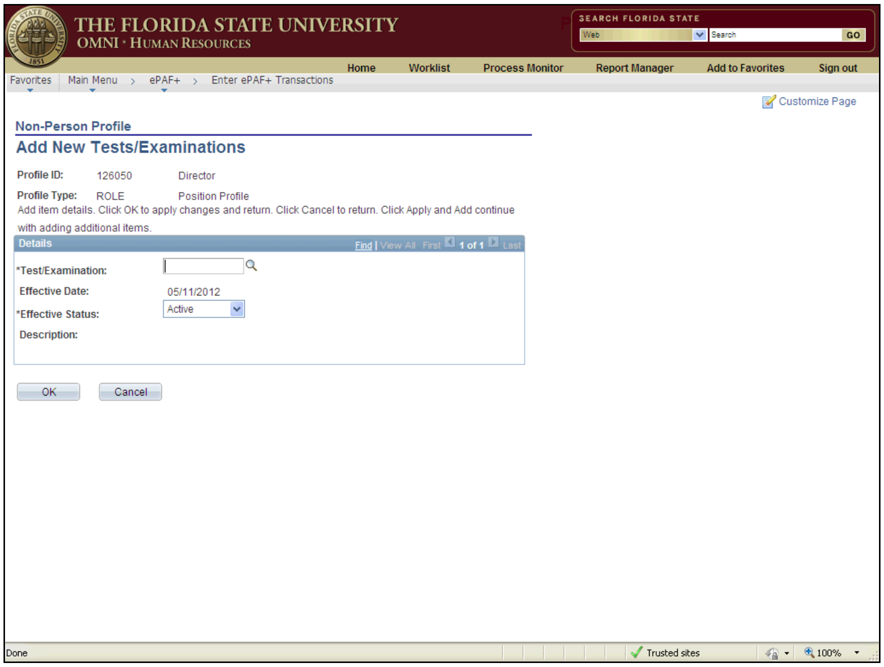
Step	Action
12.	Click the **Qualifications** link. Qualifications



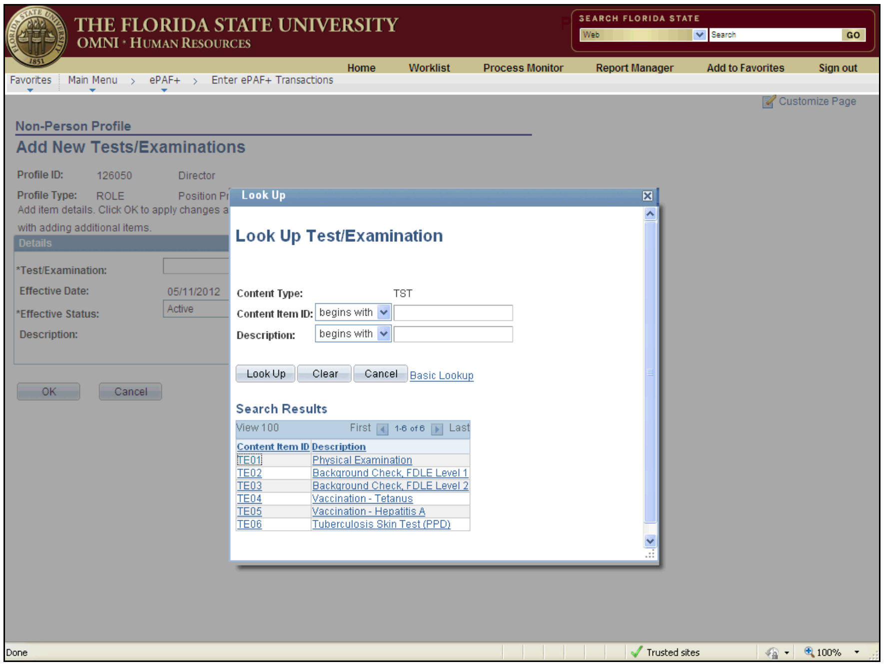
Step	Action
13.	**NOTE:** Level 1 and level 2 background checks are located under Tests/Examinations.



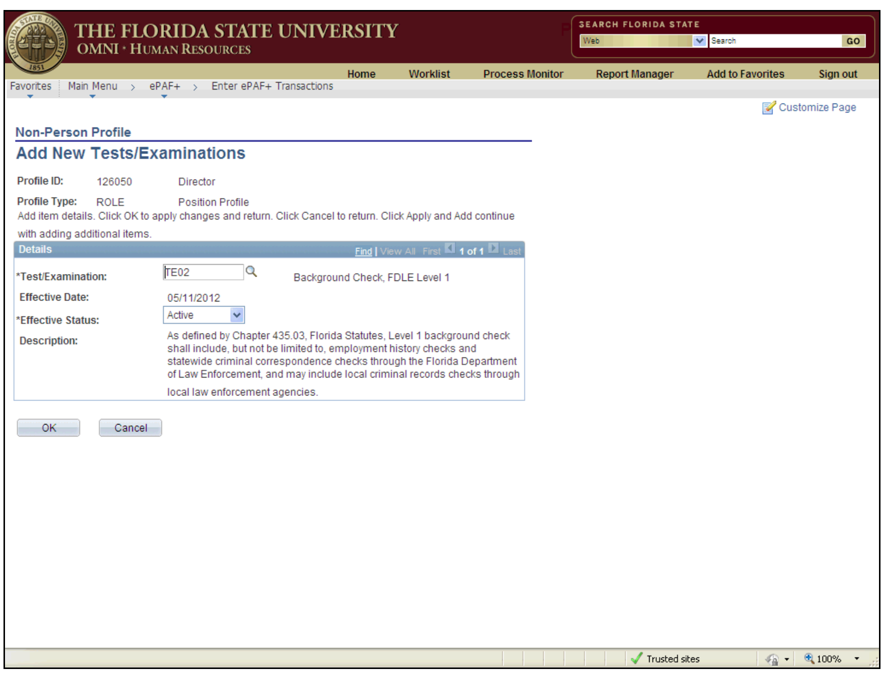
Step	Action
14.	Click the **Add New Tests/Examinations** link. Add New Tests/Examinations



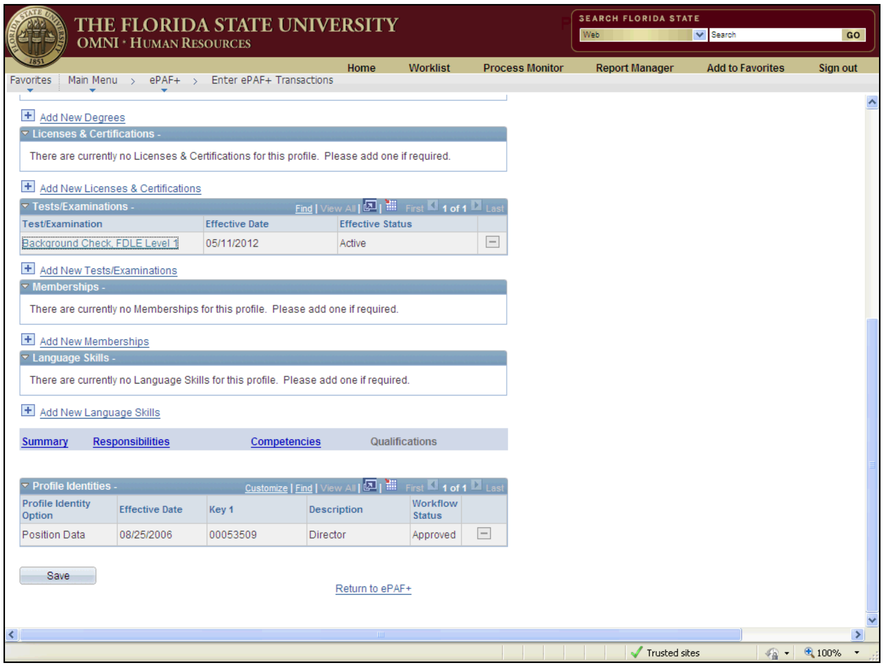
Step	Action
15.	Click the **Look Up Test/Examination** button. 

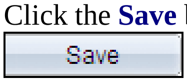


Step	Action
16.	Select the appropriate Background Level required for this position. For the purpose of this example, click the **TE02, Background Check, FDLE Level 1** link. Background Level 1 = State background check Background Level 2 = National background check (Fingerprinting required) Background Check, FDLE Level 1

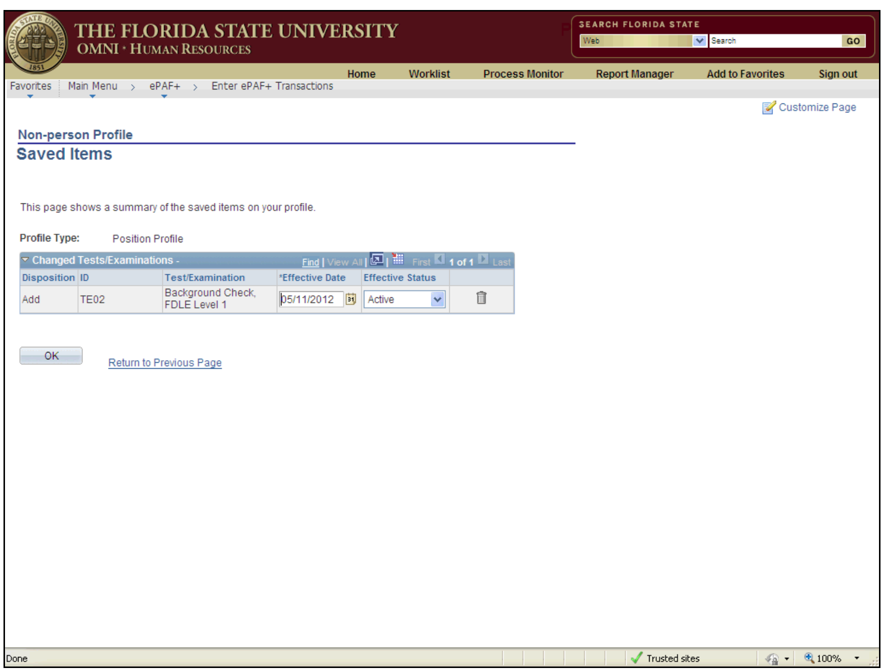


Step	Action
17.	Click the **OK** button. 

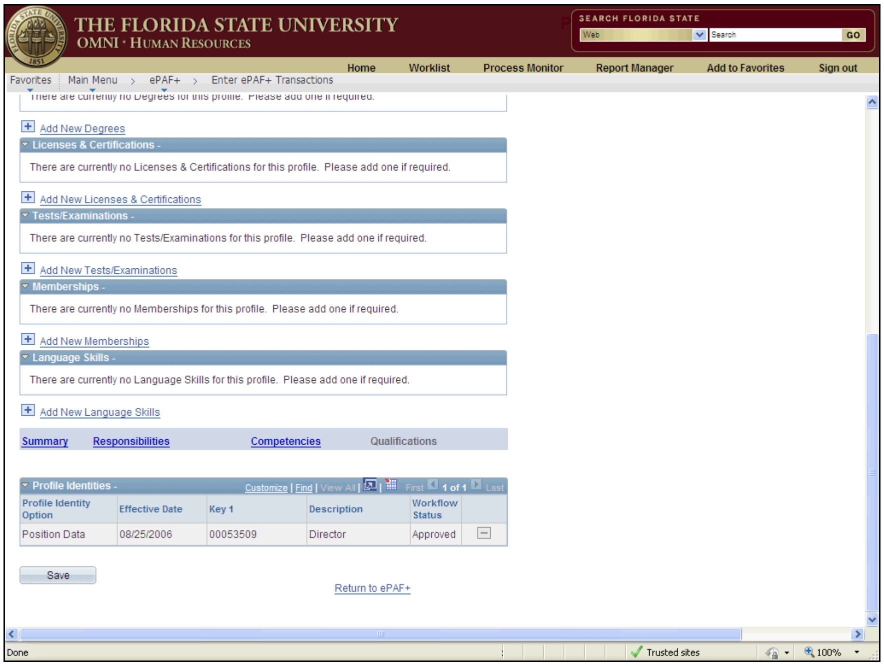


Step	Action
18.	Click the **Save** button. 

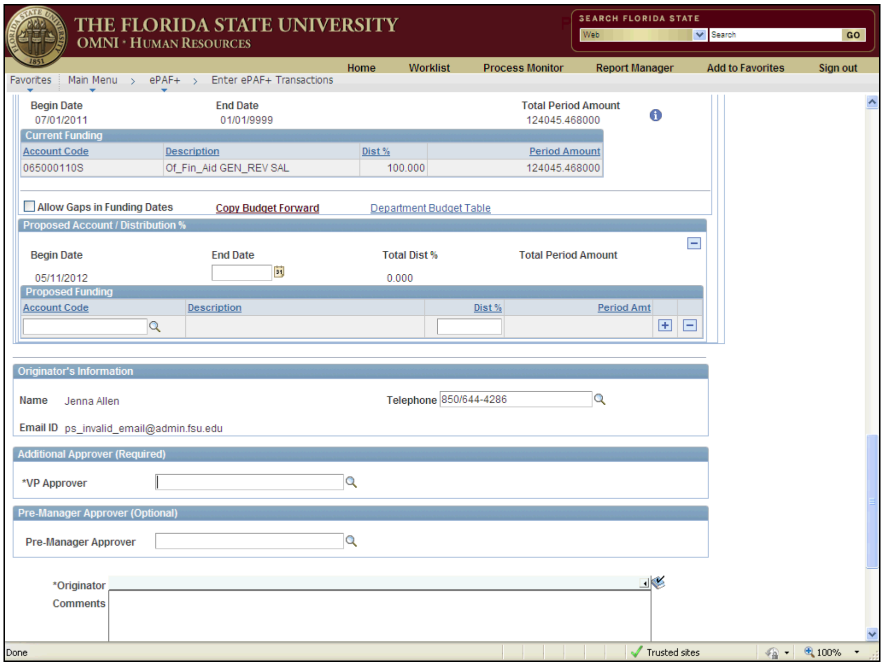
Step	Action
19.	Changes to a position profile will not appear on the profile until the ePAF+ transaction has been fully approved. To view or make changes to your updates, click the **item(s) saved** link. 1 item(s) saved



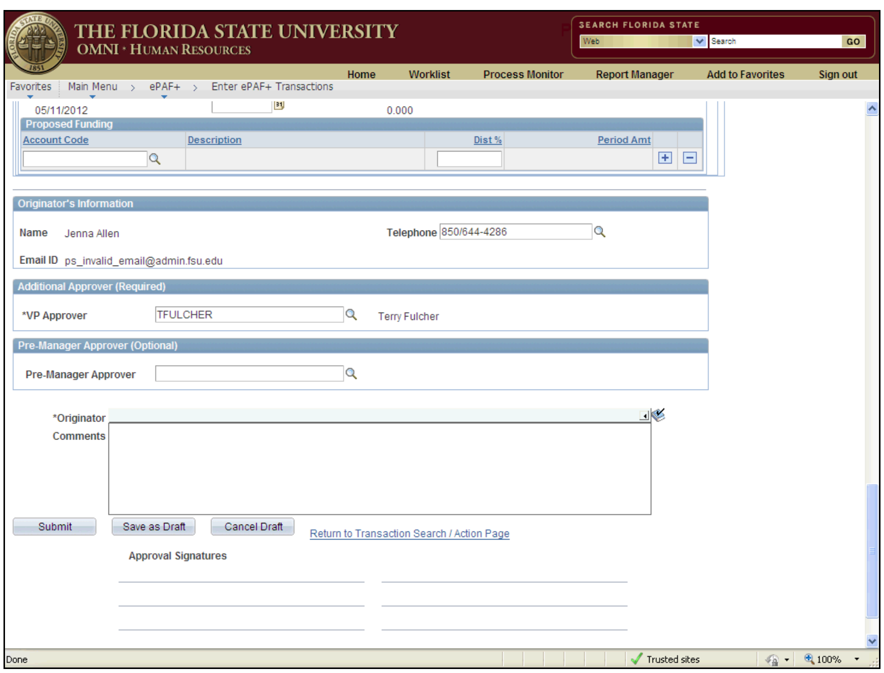
Step	Action
20.	For the purpose of this example, you have one saved item. Click the **OK** button once you have finished reviewing/revising your saved items. OK



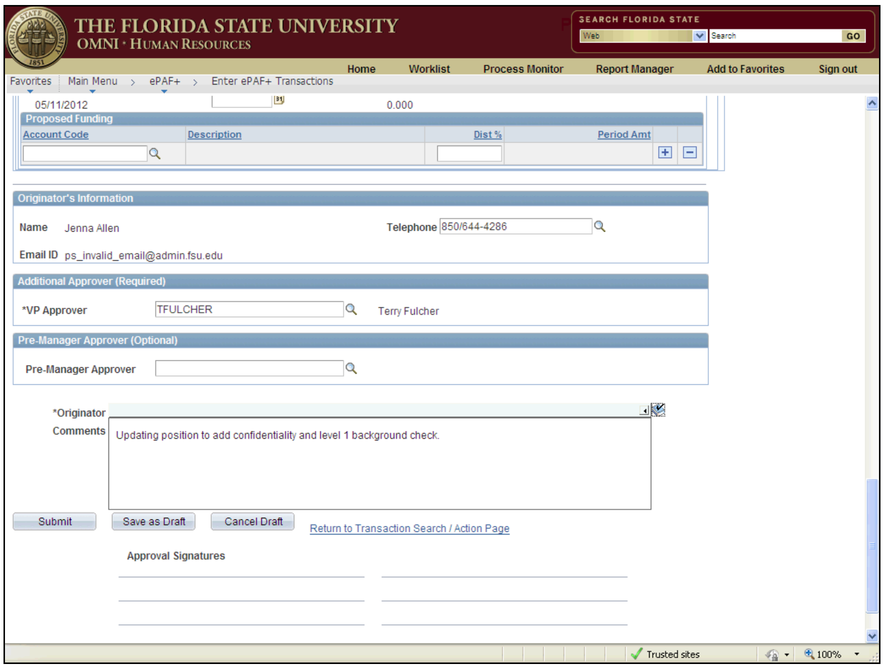
Step	Action
21.	Click the **Return to ePAF+** link. Return to ePAF+

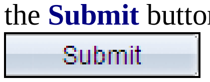


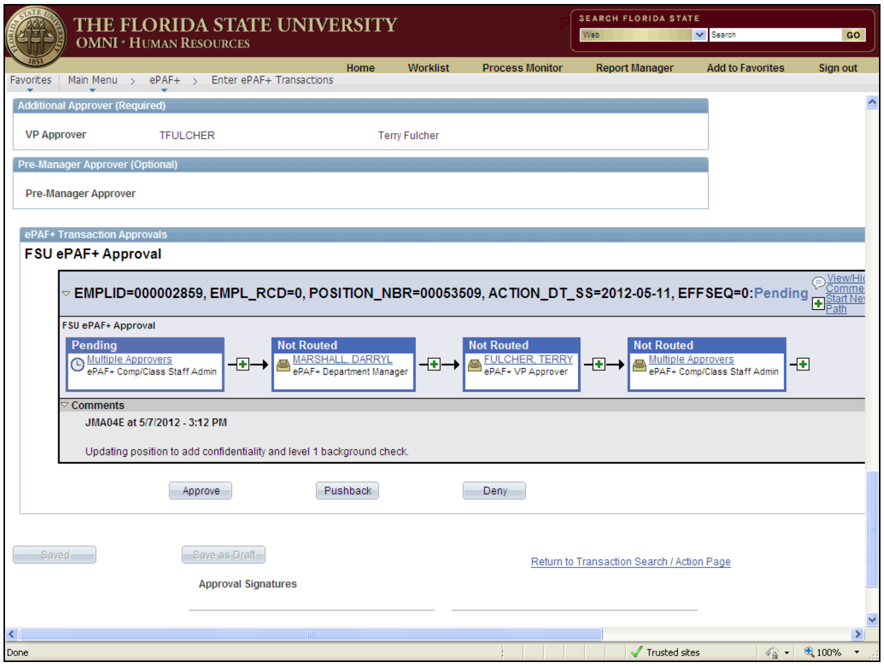
Step	Action
22.	Enter the appropriate VP Approver into the **VP Approver** field. For the purpose of this example, enter "**TFULCHER**".



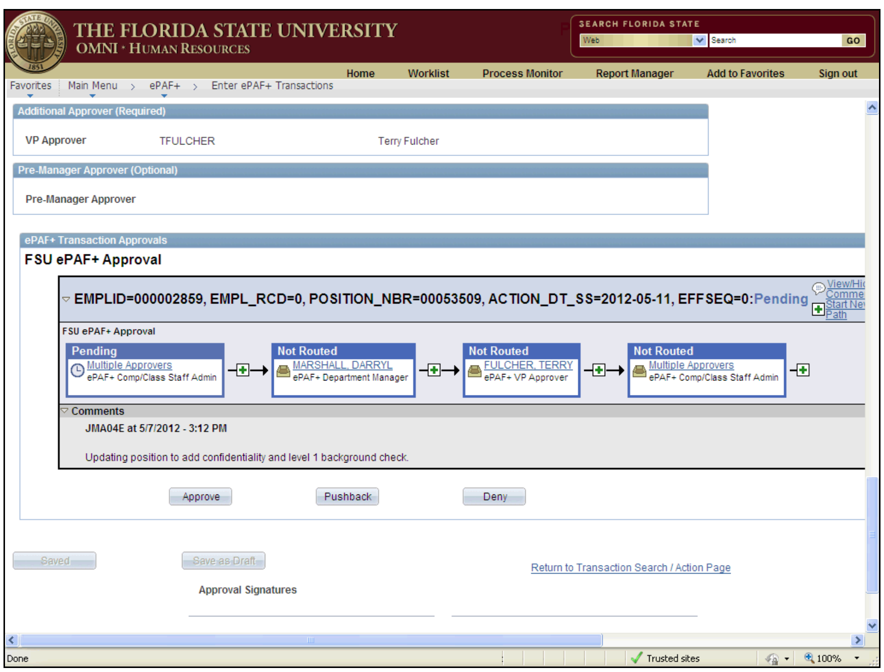
Step	Action
23.	Comments are required by the originator. Any information an approver may need to know prior to approving the ePAF+ should be entered into the Comments field. For the purpose of this example, enter "**Updating position to add confidentiality and level 1 background check.**".



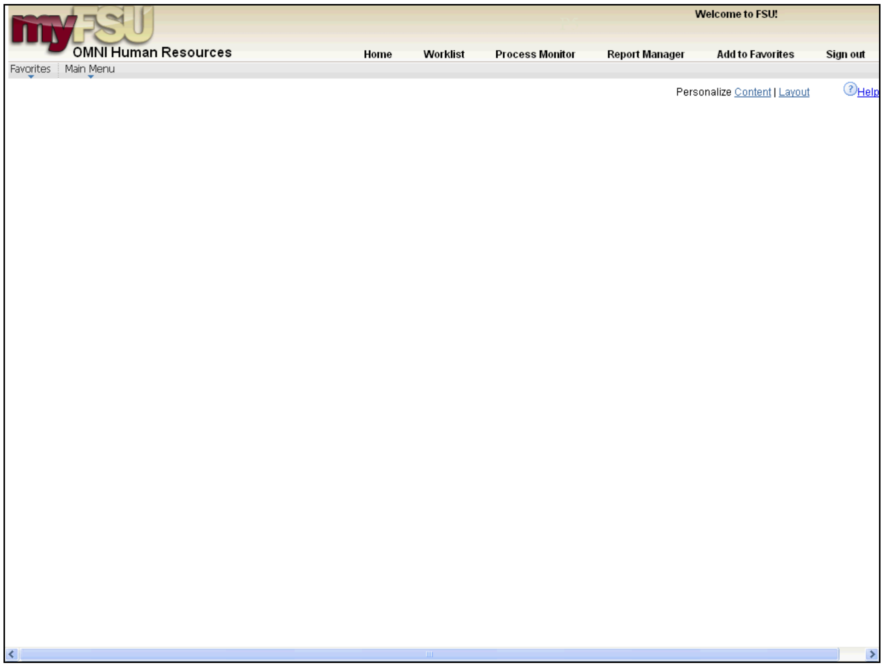
Step	Action
24.	If you would like to save the transaction as a draft to submit later, click the Save as Draft button, otherwise, click Submit. For the purpose of this example, click the **Submit** button. 



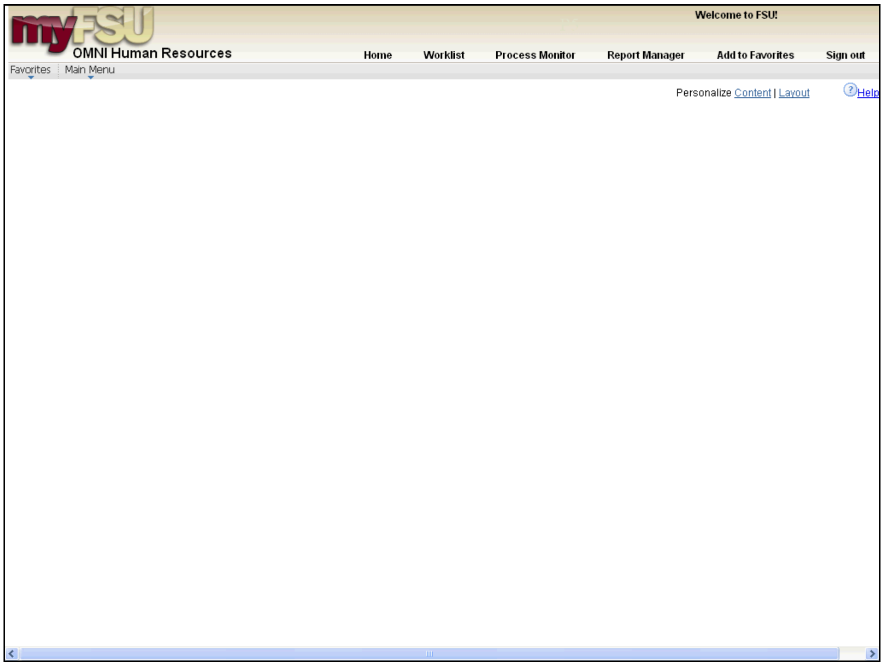
Step	Action
25.	Review Approval Routing here. To insert an approver, select the "+" at the desired step. The inserted approver must have appropriate approval authority.



Step	Action
26.	Click the **Return to Transaction Search / Action Page** link. Return to Transaction Search / Action Page



Step	Action
27.	Click the **Home** link. Home



Step	Action
28.	**Congratulations!** You have completed this topic **End of Procedure.**