

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:

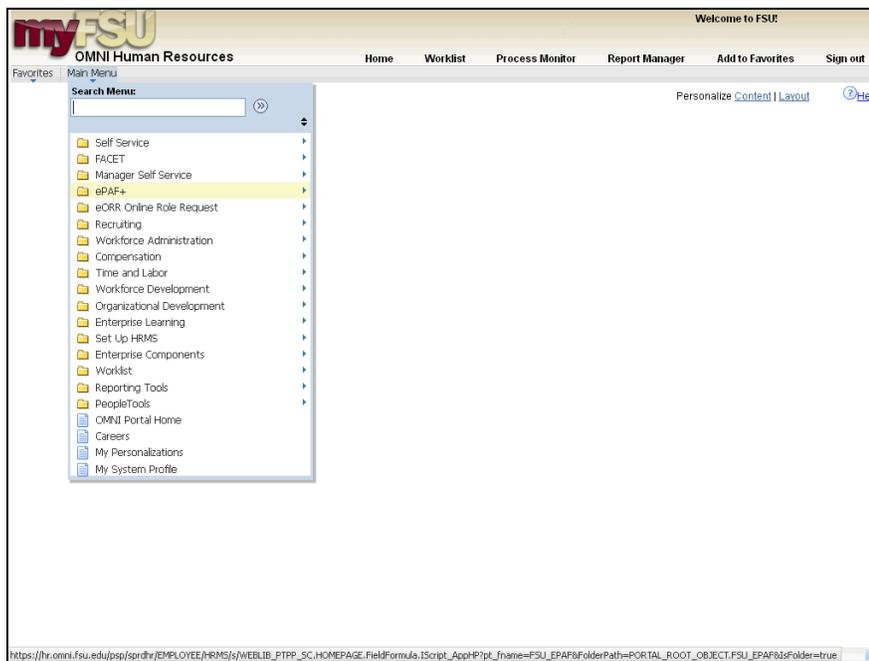
Employee ID/Name
Position Number

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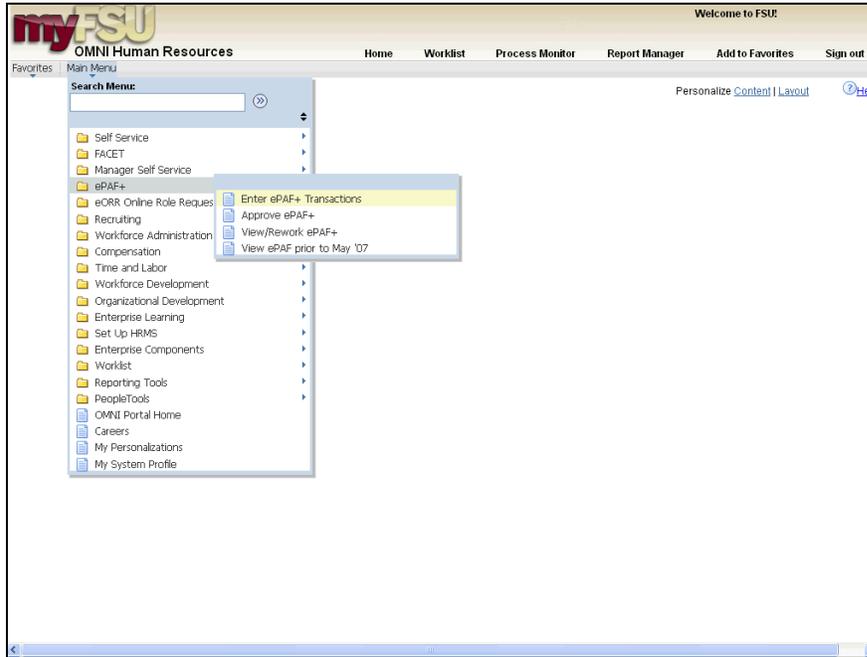
Step	Action
1.	Click in the Main Menu field. Main Menu

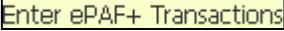


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Step	Action
2.	Click in the ePAF+ field. 



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

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Enter ePAF+ Transaction

Select an HR Transaction search type. Enter any information you have and click the Search button.

HR Transaction Search Type

Appointment/Filled Position
 Update Vacant Position
 Add New Position

Empl ID:
 Last Name:
 First Name:
 Position:
 Department:

Terminate Appointment

Refine Search Results

Direct Reports Department Rep

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.

Enter ePAF+ Transaction

Select an HR Transaction search type. Enter any information you have and click the Search button.

HR Transaction Search Type

Appointment/Filled Position
 Update Vacant Position
 Add New Position

Empl ID:
 Last Name:
 First Name:
 Position: 00053509 Director
 Department:

Terminate Appointment

Refine Search Results

Direct Reports Department Rep

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Step	Action
5.	Click the Search button. <div style="border: 1px solid black; padding: 2px; display: inline-block; margin-top: 5px;">Search</div>

Enter ePAF+ Transaction

Select an HR Transaction search type. Enter any information you have and click the Search button.

HR Transaction Search Type

Appointment Filled Position
 Update Vacant Position
 Add New Position

Empl ID:
 Last Name:
 First Name:
 Position: 00053509 Director
 Department:
 Terminate Appointment

Refine Search Results

Direct Reports Department Rep

Name	Empl ID	Empl Grade	Job Code	Job Title	DeptID	Department Name	Originator Name	Current Approval St
Suzie Seminole	000012345	0	9250	Director	065000	Office of Financial Aid		

Step	Action
6.	Select the desired employee's Name link. For the purpose of this example, click the Suzie Seminole link. <div style="border: 1px solid black; padding: 2px; display: inline-block; margin-top: 5px;">Suzie Seminole</div>

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Favorites Main Menu > ePAF+ > Enter ePAF+ Transactions

Transaction Effective Date

Enter transaction Effective Date. Current Information section will reflect data as of this date. The date may be changed prior to submission and while working in Draft mode, though changes will reset data previously entered into the form. The Effective Date cannot be changed if the ePAF+ is pushed back.

*Requested Transaction Date: 05/07/2012

Submit

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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 ".

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Transaction Effective Date

Enter transaction Effective Date. Current Information section will reflect data as of this date. The date may be changed prior to submission and while working in Draft mode, though changes will reset data previously entered into the form. The Effective Date cannot be changed if the ePAF+ is pushed back.

*Requested Transaction Date: 05/11/2012

Submit

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Step	Action
8.	Click the Submit button. <div style="border: 1px solid black; padding: 5px; display: inline-block; margin-top: 5px;">Submit</div>

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Enter ePAF+ Transaction

Incumbents:

Emplid	Rcd#	Name
000012345	0	Suzie Seminole

Position Number: 00053509
Working Title: Director
Headcount Status: Filled

*Requested Transaction Date: 05/11/2012

Position Data

	Current Information	Proposed Changes
Job Code		
Job Code	9250 Director	<input type="text"/>
Salary Admin Pln	021 Administrative & Professional	
Pay Grade	007 A&P 7	
FLSA Status	No FLSA	
Union Code	29N Fac/A&P No Established CBU	
Academic Rank	000	
Working Title	Director	<input type="text"/>
Position Specific - Job		
Max Head Count	1	<input type="text"/>
FTE	1.000000	<input type="text"/>
Standard Hours	40.00	<input type="text"/>
Comb Hours / FTE	40.00 / 1.000000	
Shift	DayStandard	<input type="text"/>

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

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Favorites Main Menu > ePAF+ > Enter ePAF+ Transactions

Position Specific - Job

Max Head Count 1
 FTE 1.000000
 Standard Hours 40.00
 Comb Hours / FTE 40.00 / 1.000000
 Shift Day/Standard
 Full/Part Time Full-Time

Organizational Relationships

Department 065000 Office of Financial Aid
 Location Code 022344400 UNIVERSITY CENTER - BLDG44400
 County Leon
 Reports To 00053654 PROVOST & PROFESSOR

Specific Information

Time Limited Funding
 Confidential Position
 Financial Disclosure

Position Description

Profile ID 126050 [Position Profile Data](#)

Appointment Data

Current Information Proposed Changes

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Step	Action
10.	Check the Confidential Position option. <input checked="" type="checkbox"/> Confidential Position

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Home Worklist Process Monitor Report Manager Add to Favorites Sign out

Favorites Main Menu > ePAF+ > Enter ePAF+ Transactions

Position Specific - Job

Max Head Count 1
 FTE 1.000000
 Standard Hours 40.00
 Comb Hours / FTE 40.00 / 1.000000
 Shift Day/Standard
 Full/Part Time Full-Time

Organizational Relationships

Department 065000 Office of Financial Aid
 Location Code 022344400 UNIVERSITY CENTER - BLDG44400
 County Leon
 Reports To 00053654 PROVOST & PROFESSOR

Specific Information

Time Limited Funding
 Confidential Position
 Financial Disclosure

Position Description

Profile ID 126050 [Position Profile Data](#)

Appointment Data

Transfer to Position Profile

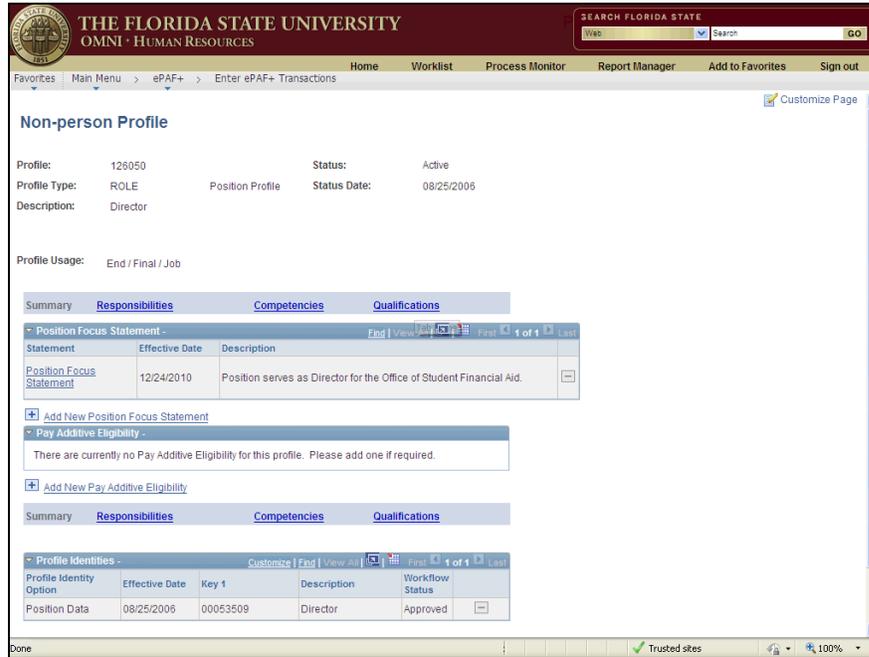
Current Information Proposed Changes

Done Trusted sites 100%

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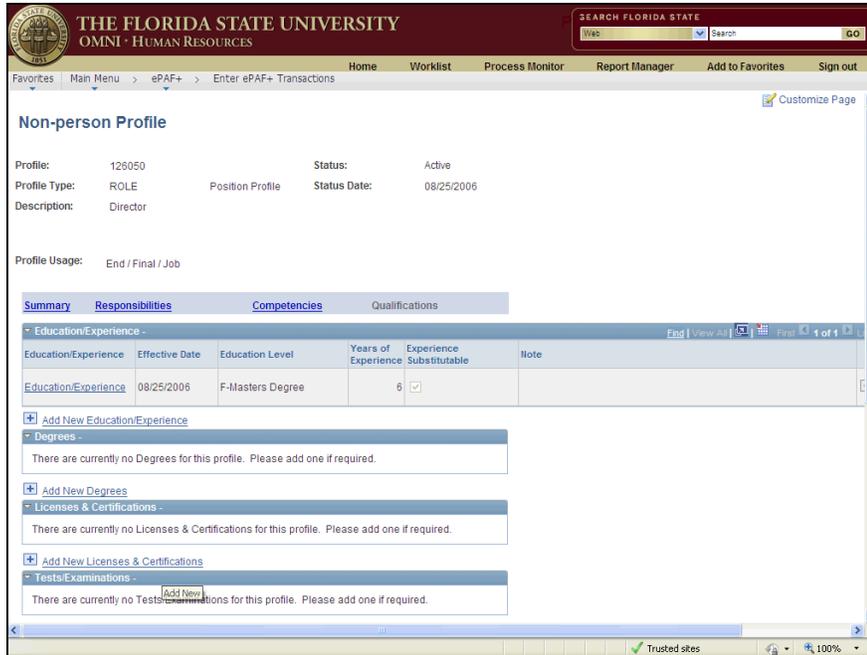
Step	Action
11.	Click the Position Profile Data link to add a background check. Position Profile Data



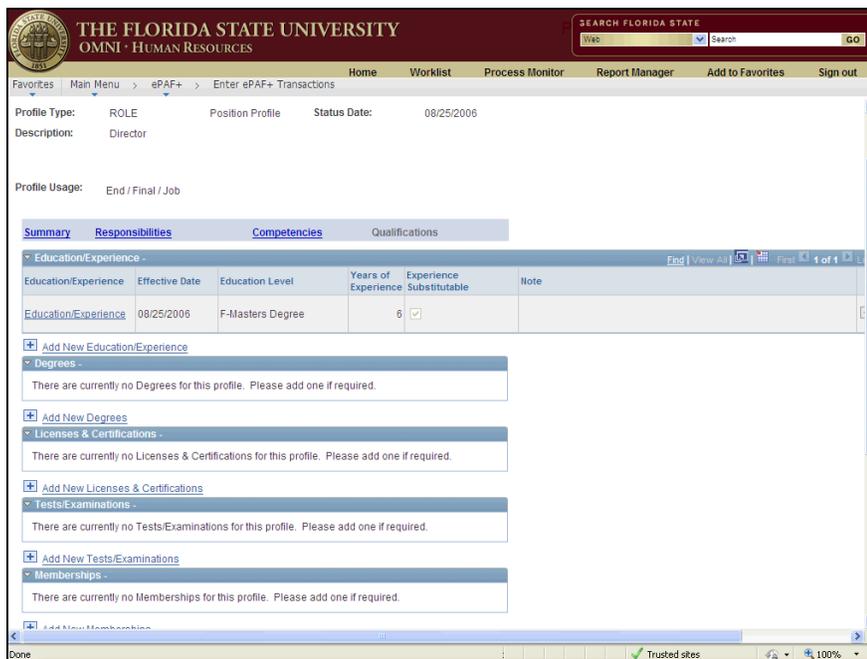
Step	Action
12.	Click the Qualifications link. Qualifications

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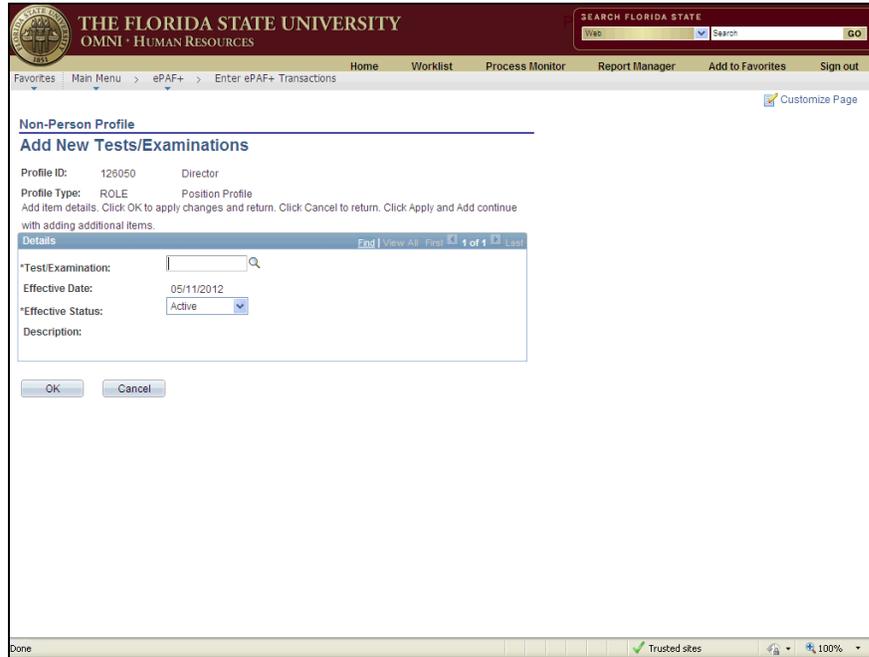
Step	Action
13.	NOTE: Level 1 and level 2 background checks are located under Tests/Examinations.



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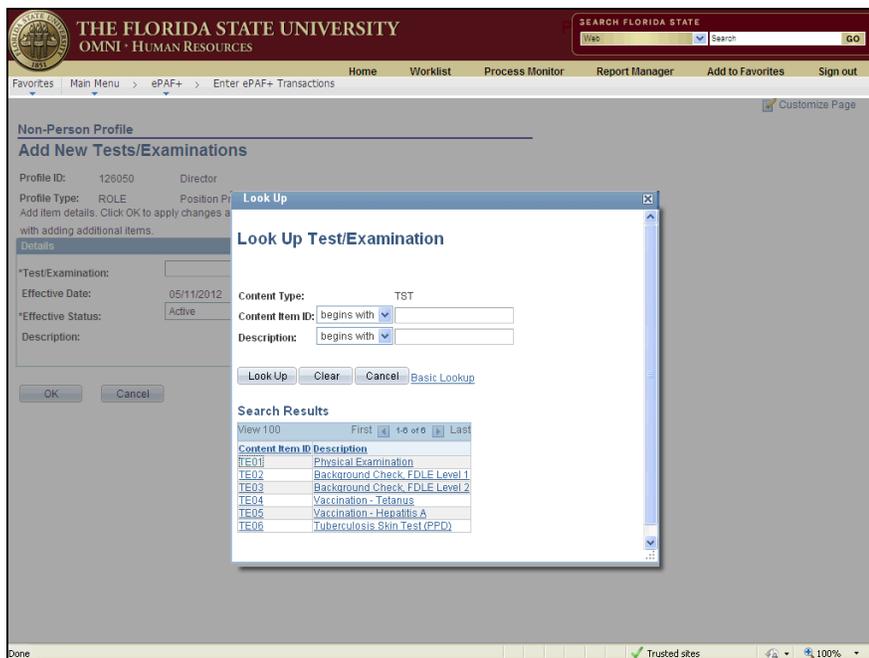
Step	Action
14.	Click the Add New Tests/Examinations link. 



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

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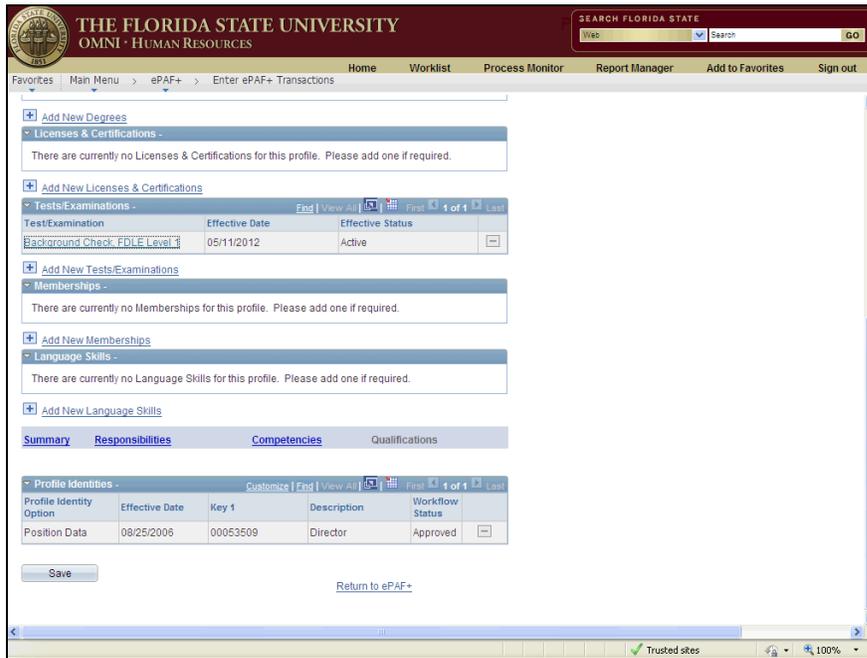
Step	Action
16.	<p>Select the appropriate Background Level required for this position. For the purpose of this example, click the TE02, Background Check, FDLE Level 1 link.</p> <p>Background Level 1 = State background check Background Level 2 = National background check (Fingerprinting required)</p>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



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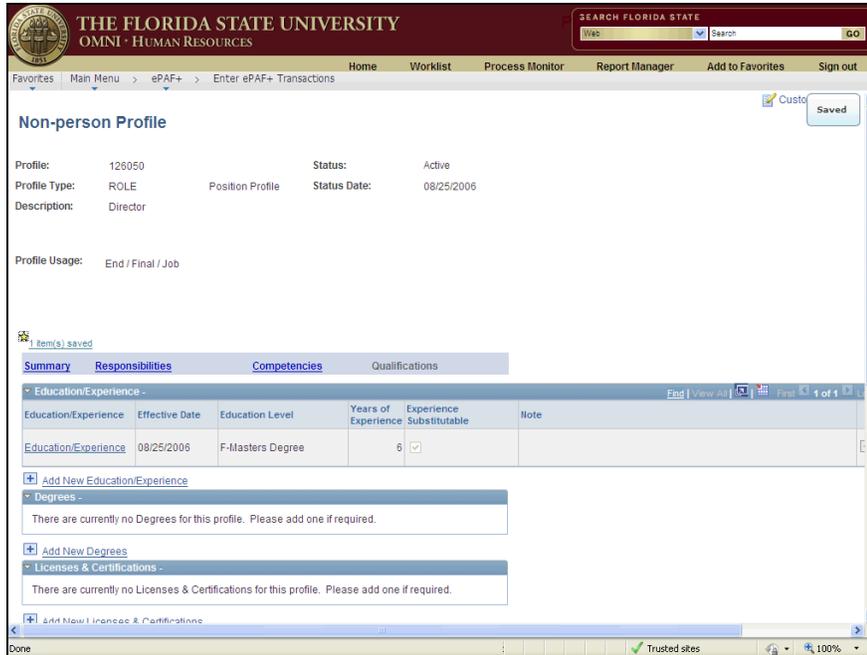
Step	Action
17.	Click the OK button. <div style="border: 1px solid black; padding: 2px; display: inline-block; margin-top: 5px;">OK</div>



Step	Action
18.	Click the Save button. <div style="border: 1px solid black; padding: 2px; display: inline-block; margin-top: 5px;">Save</div>

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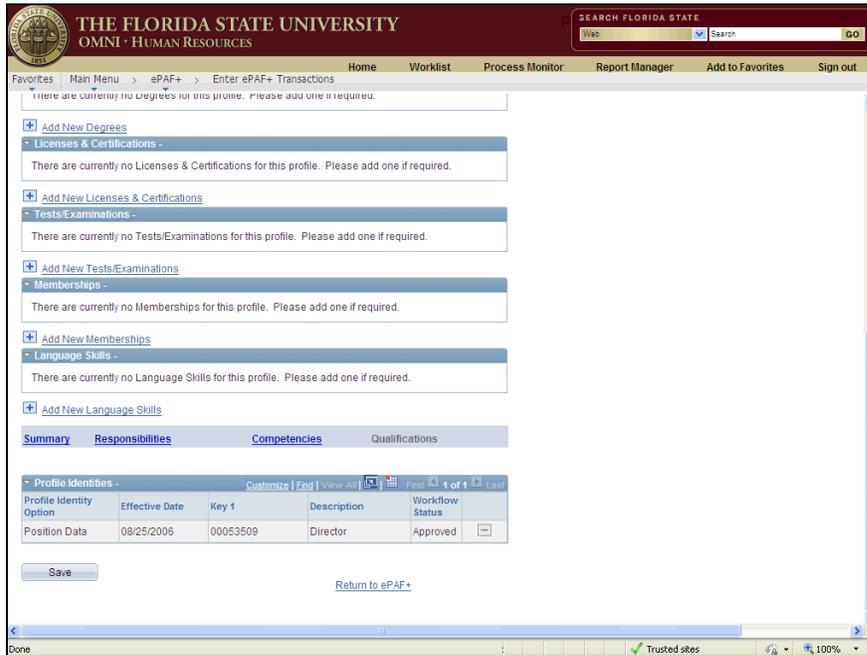
Step	Action
19.	<p>Changes to a position profile will not appear on the profile until the ePAF+ transaction has been fully approved. To view or make changes to your updates, click the item(s) saved link.</p> <p>1 item(s) saved</p>



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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. <div style="border: 1px solid black; padding: 5px; width: fit-content; margin: 10px auto;">OK</div>



Step	Action
21.	Click the Return to ePAF+ link. <div style="border: 1px solid black; padding: 2px; width: fit-content; margin: 10px auto;">Return to ePAF+</div>

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Favorites Main Menu > ePAF+ > Enter ePAF+ Transactions

Begin Date: 07/01/2011 End Date: 01/01/9999 Total Period Amount: 124045.468000

Account Code	Description	Dist %	Period Amount
065000110S	Of_Fin_Aid GEN_REV SAL	100.000	124045.468000

Allow Gaps in Funding Dates [Copy Budget Forward](#) [Department Budget Table](#)

Proposed Account / Distribution %

Begin Date: 05/11/2012 End Date: [] Total Dist %: 0.000 Total Period Amount: []

Account Code	Description	Dist %	Period Amt
[]	[]	[]	[]

Originator's Information

Name: Jenna Allen Telephone: [850]644-4286

Email ID: ps_invalid_email@admin.fsu.edu

Additional Approver (Required)

*VP Approver: []

Pre-Manager Approver (Optional)

Pre-Manager Approver: []

*Originator Comments: []

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

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Favorites Main Menu > ePAF+ > Enter ePAF+ Transactions

05/11/2012 [] 0.000

Account Code	Description	Dist %	Period Amt
[]	[]	[]	[]

Originator's Information

Name: Jenna Allen Telephone: [850]644-4286

Email ID: ps_invalid_email@admin.fsu.edu

Additional Approver (Required)

*VP Approver: TFULCHER Terry Fulcher

Pre-Manager Approver (Optional)

Pre-Manager Approver: []

*Originator Comments: []

Submit Save as Draft Cancel Draft Return to Transaction Search / Action Page

Approval Signatures

[] []

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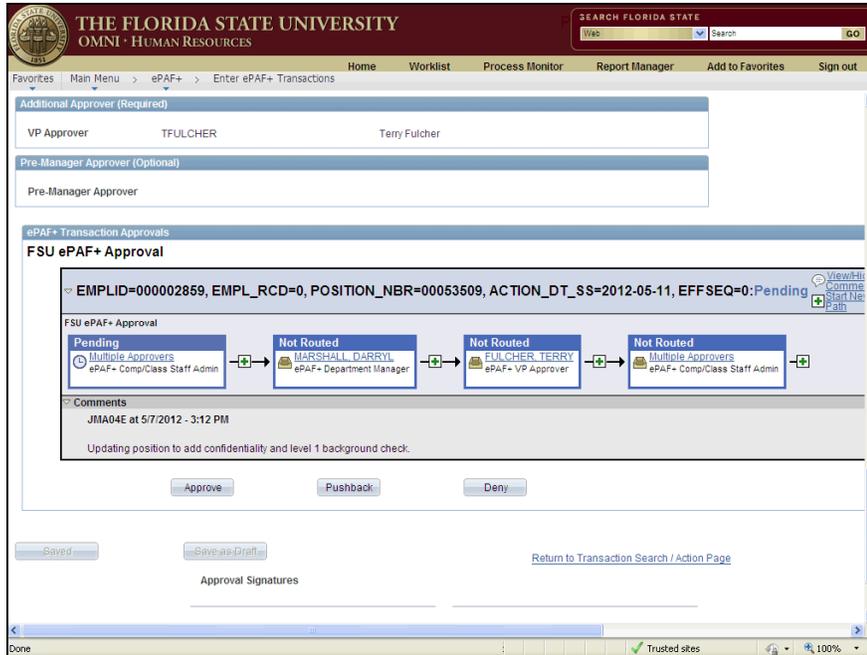
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Step	Action
23.	<p>Comments are required by the originator. Any information an approver may need to know prior to approving the ePAF+ should be entered into the Comments field.</p> <p>For the purpose of this example, enter "Updating position to add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

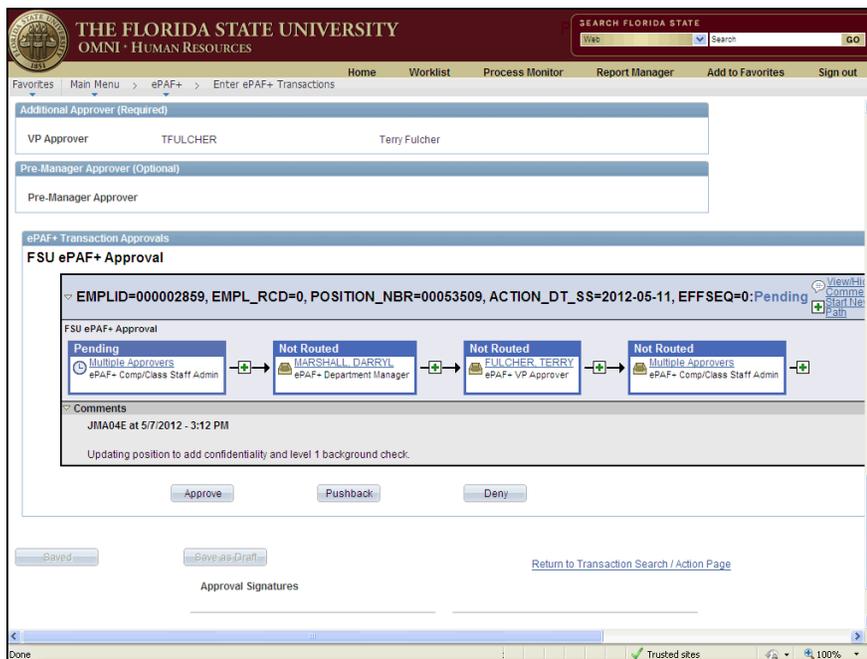
Step	Action
24.	<p>If you would like to save the transaction as a draft to submit later, click the Save as Draft button, otherwise, click Submit. For the purpose of this example, click the Submit button.</p> <div style="text-align: center; border: 1px solid black; padding: 5px; width: fit-content; margin: 0 auto;"> <p>Submit</p> </div>

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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.



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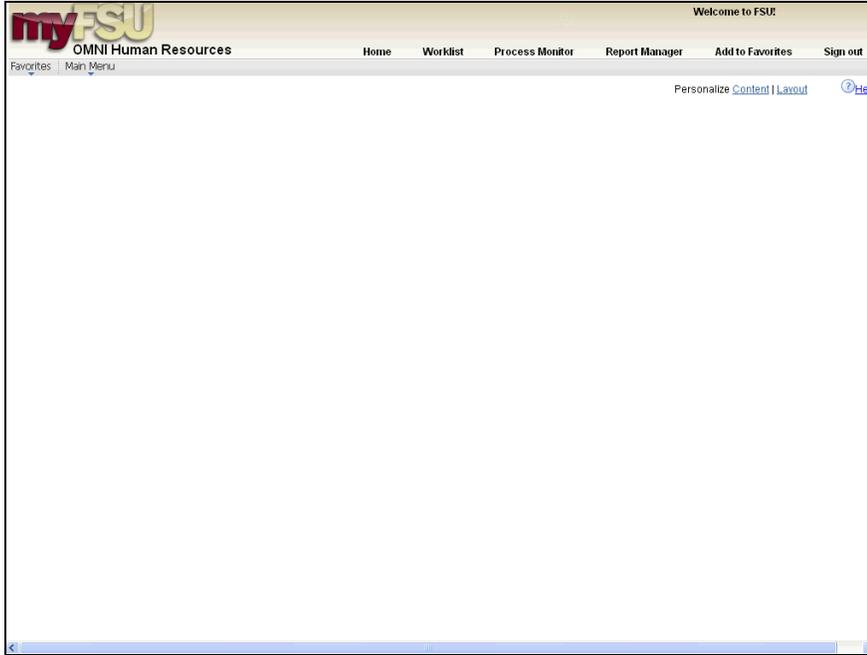
Step	Action
26.	Click the Return to Transaction Search / Action Page link. Return to Transaction Search / Action Page



Step	Action
27.	Click the Home link. Home

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