When to select New Hire vs. Edit for ePAFs

Is this person hired in your org?

Yes

Is this hire from a PRN?*

NO

New Hire ePAF*

- PRN requirement to make sure it is ready for ePAF

NO

Edit ePAF

Make changes to:
- Pay
- FTE
- Dist.
- Supervisor
- Job Code

Yes

New Hire ePAF*

- Click Yes on posting question

* Career Line and Tenure Line