

ePAF Required Attachments

ePAF	Document Type	Documents
New Hire ePAFs without Kenexa	I-9 New Employee Packet	<ul style="list-style-type: none"> • Form I-9 and copies of documents used in verification • E-Verify® case results • W4 • Texas Tech Biographic Data Form • Employee Acknowledgment • Proof of Selective Service (if employee is a male and age is between 18 and 25) • Voluntary Self Identification of Disability • VEVRAA Form <p>Attach the following to all benefit eligible new hire ePAFs</p> <ul style="list-style-type: none"> • TRS – Eligibility Determination and Enrollment Authorization Form • Benefits Orientation Form <p>Attach the following to all graduate student new hire ePAFs</p> <ul style="list-style-type: none"> • Graduate Student Employee Certification – Required for monthly paid GPTI’s, TA’s, RA’s only
New Hire ePAFs completed through Kenexa	I-9 New Employee Packet	<ul style="list-style-type: none"> • Form I-9 • E-Verify® case results
Job Change Begin or Transfer Gaining ePAFs Any ePAFs that will change an employee from non-benefits eligible to benefits eligible will require the following documents	Other ePAF Attachments	<ul style="list-style-type: none"> • TRS – Eligibility Determination and Enrollment Authorization Form • Benefits Orientation Form <p>Any reappointment of a graduate student title of GPTI, TA, RA will require:</p> <ul style="list-style-type: none"> • Graduate Student Employee Certification – Required for monthly paid GPTI’s, TA’s, RA’s only
ePAFs that change a graduate student job or reappoint the job title	Other ePAF Attachments	<ul style="list-style-type: none"> • Graduate Student Employee Certification – Required for monthly paid GPTI’s, TA’s, RA’s only
Termination ePAFs	Other ePAF Attachments	<ul style="list-style-type: none"> • Letter of Resignation

Xtender for ePAFs

After you have saved your ePAF, an active link to “**Upload Documents**” will appear near the top left of the page. Once you click “**Upload Documents**”, you will be automatically toggled over to the Xtender System.

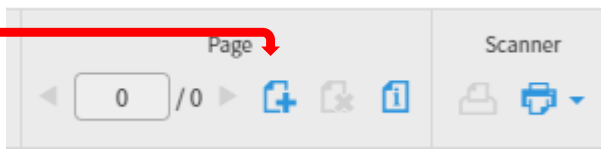
If you use the Xtender System to upload documents into your department’s applications/folders as well as uploading ePAF attachments, **Right Click** “**Upload Documents**”, then “[Open Link in Incognito Window](#)” or “[Private Tab](#)”. This should allow you to retain both sessions. If you are still having problems accessing the correct Xtender application/file, close the epaf window and clear the cache or restart the browser.

How to Upload Documents in Xtender

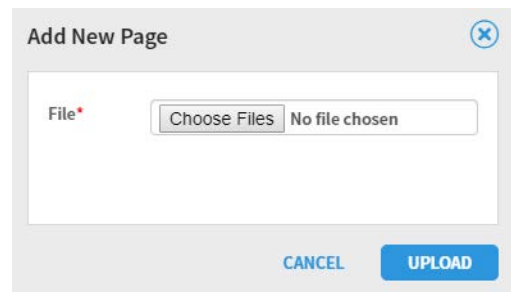
Option 1: Drag and drop files directly from your desktop into the Xtender System.

Option 2: After asking IT to download the Cloud Captiva Software to your computer, you can scan directly into the Xtender System using your desktop scanner.

Option 3: Select the “**Add Page**” icon



Then Select “**Choose Files**” to search for your documents. Once your files have been chosen, click “**UPLOAD**”.



Indexing your Document

The only indexing field you need to fill out it is the “**Document Type**”.

A screenshot of a document indexing form. It has several input fields: 'EPAF TRANSACTION ID' (1883800), 'ACTIVITY DATE' (Timestamp), 'DOCUMENT TYPE' (dropdown menu), 'TECH ID', 'FIRST NAME', 'LAST NAME', 'EFF DATE' (with a calendar icon), and 'COPIED TO EMPL RECORD'. At the bottom, there are 'CANCEL' and 'SAVE' buttons. A red arrow points to the 'DOCUMENT TYPE' dropdown menu.

From the “**Document Type**” dropdown, either choose...

- I9-New Employee Packet
- Other EPAF Attachments

Then click “**Save**”

Afterwards, you should see a screen with your “indexed document”. You will know it is indexed because the indexing fields are no longer present. Once on this page, your document has been indexed and uploaded into the system. Therefore, you can close this tab and return to your ePAF.