

Faculty & Staff ePAF and eRaider Process

1. Department will start ePAFs for all incoming faculty, staff, or non-tech employees.
2. As soon as an ePaf is created, the system will automatically generate an R# and the approval process begins.
3. Department should create a SysAid ticket for El Paso IT Helpdesk after the ePAF has reached **level 100** using the following categories:

Access\eRaider\Faculty & Staff

Ticket request will require to provide the below information:

- R# Number
- Personal email for new employee
- IT Helpdesk will contact the requestor to provide the last 4 SSN and date of birth, since PII information should not be included on any SysAid request.
- The system only processes eRaider accounts after an overnight feed. For instance, if eRaider is generated today, **IT will not be able** to access it until the next day. IT will continue to check the system to until an eRaider account (username) has been generated.

ePAF has several levels of approval in order to reach level 100.

4. Helpdesk will inform customer of their eRaider activation code being sent out to the provided email address. The email message will include the instructions to setup the eRaider account. Once the eRaider process activation is completed, the system will provide the employee their eRaider username.
5. TTUHSC email address is created automatically during eRaider setup process and follows the below format:

eRaiderUserName@ttuhsc.edu

Please note: employees will not be able to access systems or applications until ePAF is fully applied (level 100).

Non-Tech Employees Process

1. Follow Faculty & Staff process steps 1 through 5.

- For step #3 submit ticket request under:

Access \eRaider\Temporary Employee

2. All Non-Tech Employees hired through a **Temporary Agency** will be required to provide the following information to HR:

- Position Description listing duties and responsibilities of the position they are filling (an H# will be required)
 - With this option, the departments will have to create an H# if there is not one existing today
 - It will be a pool position
- ePaf form (A new step introduced into the process is a checklist (attached below) which must be completed and accompanied with the ePaf)
- Proof of certifications for positions requiring certs
- Proof of a background check
- Signed Confidentiality Agreement



Temporary Agency
Non-Tech Employee C

*** A termination ePaf and the online employee separation form is required when an individual's assignment has ended.**

In addition, no Business Associate eRaider will be given without proof of contract services.

- Ex. Professional services assisting with new product implementation
- Contracts for short-term work/tasks who are not from a temporary employee agency

Business Agreement guideline:

- Work is done on behalf of vendor
- eRaider account will not be reused
- eRaider account will be active for no longer than 3 months