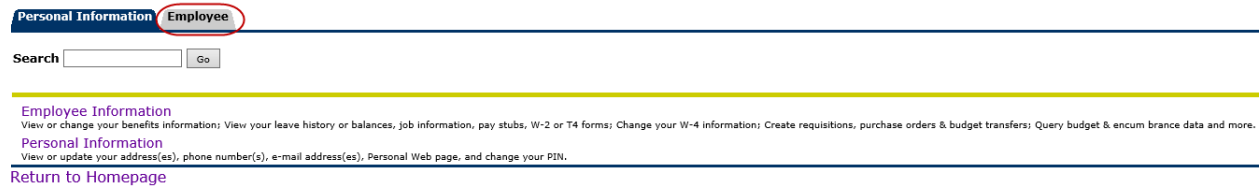


How to access the I-9 and Criminal Background Check Request Form

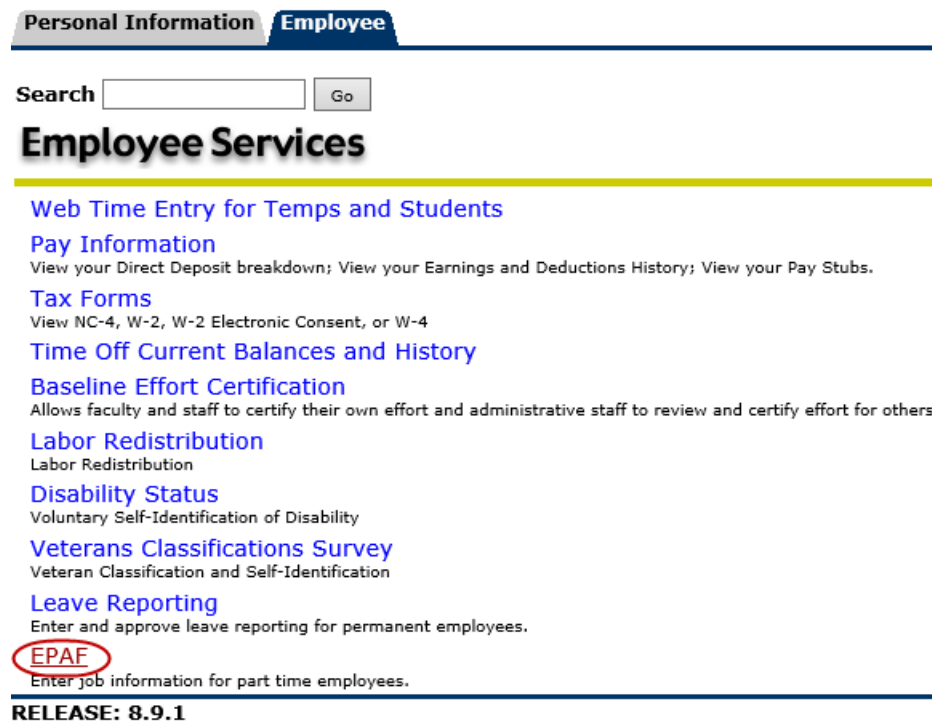
All requests for I-9s and/or background checks for temporary/student/unpaid positions should be submitted through the request form (requests for benefit-earning SHRA, EHRA, and Faculty positions are incorporated in the PeopleAdmin hiring workflow).

Step 1: Log in to SeaNet and select the 'Employee' tab



The screenshot shows the top navigation bar of the SeaNet system. The 'Employee' tab is highlighted with a red circle. Below the navigation bar is a search field with a 'Go' button. A yellow horizontal line separates the navigation area from the main content area. The main content area contains links for 'Employee Information' and 'Personal Information', each with a brief description of their functions. A 'Return to Homepage' link is also present.

Step 2: Select 'EPAF' link



The screenshot shows the 'Employee Services' page. The navigation bar at the top has 'Employee' selected. Below the navigation bar is a search field with a 'Go' button. The main content area is titled 'Employee Services' and contains a list of links: 'Web Time Entry for Temps and Students', 'Pay Information', 'Tax Forms', 'Time Off Current Balances and History', 'Baseline Effort Certification', 'Labor Redistribution', 'Disability Status', 'Veterans Classifications Survey', 'Leave Reporting', and 'EPAF'. The 'EPAF' link is circled in red. Below the list of links is a 'RELEASE: 8.9.1' notice.

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Step 3: Select 'New EPAF'

Search Go

Electronic Personnel Action Form

[EPAF Approver Summary](#)

[EPAF Originator Summary](#)

[New EPAF](#)

[EPAF Proxy Records](#)

[Act as a Proxy](#)

RELEASE: 8.18

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Step 4: Select 'I-9 and Criminal Background Check Request'

Search Go

New EPAF Person Selection

[EPAF Quick User Guides and Tools](#)

- On the HR website, click 'EPAF' and scroll down to access all the EPAF User Guides and Tools

I-9 and Criminal Background Check Request (NEW!!)

- Fill out this form to request an I9 and/or Criminal Background Check
- After submitting the form, a link will display for you to check on your request status
- Contact Ivor Dikkers or Kimberly Holbrook with questions

Temp Employee Update Form

- For Temporary new hires
- For current Temp employee updates
- Contact Kim Roughton with questions

Graduate Student Update Form

- For Graduate student new hires
- For Graduate student employee updates
- Contact Nancy Holland with questions