Electronic Personnel Action Form (EPAF)

Training

General Reminders

- The EPAF display is scalable, but you need VPN access if not on campus
- **Students should not begin working until their EPAF has been fully approved and applied.**
- **Saving, Viewing, Submitting**
  - Ok to save, and if need to abandon, delete
  - Saving is NOT submitting
  - After saving, go back to Home and click on the EPAF Originator Summary tile
  - If EPAF is saved, but not submitted, it will be on the list of EPAF Originator Summary under Current tab
    - Under the Current tab select the transaction you wish to update and/or submit
  - If EPAF submitted, it will be on the list of EPAF Originator Summary under History tab
- **Warnings vs Errors**
  - You may proceed completing the EPAF if you receive a warning; you will be allowed to Submit
  - You will need to fix any errors that pop up otherwise you will not be able to submit the EPAF
    - If any required field is left blank and click Go, will get error at the top, to close error, click on the yellow number in the top right corner
    - If you are submitting and receive a submission error because effective date is before last paid date, change the job effective date above and save again and submit

NIDA as a resource

Gives good overall situation of the person. Except for the last two (MUST), the other information is also available via the EPAF system:

- To see student ID#
- To see current employment status
- To see if student has other jobs
- To see student's position and suffix code (hover your mouse on the job title)—if not currently employed, can look up another student in same position as a reference to copy for new student
- To see individual's username
- To look up the supervisor to see/confirm supervisor's ID#, position, and suffix code (only on NIDA)
- To see ACA standing (only on NIDA)

Note:

- You will need to hover on the blurred section to see job title
- Hover on the "i" icon to see position and suffix code of the job
- You will not be able to see information under the blurred section if you have not completed your FERPA training

Returned for Correction

An EPAF can be returned for correction by the submitter or anyone in the approval queue AS LONG AS it has not been applied (last step).

When returned for correction by an approver or the applier, the EPAF is sent back to the submitter for them to take action as directed in the Comments section. It is removed for all approval queue participants and the EPAF is moved to the History tab for the approvers (you are no longer part of the queue) and moved to the Current tab for the submitter.

Submitter self returning for correction (e.g. submitter received email confirming entered supervisor change and realizes an adjustment—different person or position—needs to be made):

- Go to the Originator Summary tile, then to the History tab, click on the EPAF to open and click on Return for Correction button, click Update button, make the changes, Save, and then Submit
- If you need to wait to make changes (not yet re-submit EPAF), you can find the Returned for Correction EPAF under your Current tab

Communications for EPAF

Scenario	Sent to	Follow up notice	Follow up Sent to
If it is your turn in an approval queue	approver and any/all proxy upon submission of the EPAF	If you have not taken an action by the next calendar weekday	approver and any/all proxy as a daily scheduled reminder
If a transaction has been returned for correction	submitter upon submission of the return for correction	If you have not resubmitted or voided by the next calendar weekday for a returned EPAF *reminder also includes any started but not submitted EPAFs	submitter as a daily scheduled reminder
If you submit a supervisor change, a confirmation of the old and new supervisor is sent out	submitter upon submission of the EPAF	Note to submitter: If the new supervisor requested is incorrect, return the EPAF to yourself, correct, and resubmit	
Once a transaction is complete, indicating that it is complete and added to the database	submitter and approvers under level 60 (budget) upon application of the EPAF	Note to all: If this is a new job, it goes additionally to the person it is for and says that they are active and can begin working	
If a transaction is cancelled by HR (applied and then cancelled/taken out of Banner)	submitter and approvers under level 60 (budget) upon cancellation of the EPAF		
When proxy is set up or removed	individual and proxy upon changed being saved		