What is EPAF?

- EPAF – *E*lectronic *P*ersonnel *A*ction *F*orm

- A more efficient way to accommodate the approval signature process for centralized and decentralized HR operations

What does it do?

1. It supports the movement towards a paperless office
2. Will allow users to track their items requiring approval through an online form
3. Will allow "Approvers" to easily view actions that need approval signatures and add their own comments to an action

Summary:

- EPAF's will allow **YOU** to create and route a Personnel Action Form Electronically.

EPAF can be used for:

- Faculty Reappointments

- Stipend Positions for Faculty/Staff

- Faculty/Staff Terminations

- Faculty/Staff Labor Redistribution/ Funding Changes

Approval Categories

Position Number: SP**6319**

Approval Category: **6319**LD

6319 —numeric portion of the Position Nbr

LD   —abbreviation for the action that you desire   to take (Labor Redistribution)

The Participants

- Originators
- Approval Routing Queue
- Approver

The Process:

I am ready to take a Personnel Action using EPAF, what do I have to do?

1.Gather the information required:

- Employee's XULA ID

- Employee's position number

(Obtain a list for your department from Human   Resources for your reference)

- Action that you desire to take – Labor Distribution,

   Stipend, Termination, Reappointment

2. Log into Banner

3. Go to the form NOAEPAF and complete the fields on the form

4. Submit the Electronic Personnel Action Form