



EPAF

Presented by Xavier University's
Office of Human Resources

What is EPAF?

- EPAF – **E**lectronic **P**ersonnel **A**ction **F**ordoes **T**01 Tf08T19

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

EPAF Terminology

- Originator

- Approver

Approval Category

- Approval/Routing Queue

- Transaction Status

- Queue Status

- Proxy

Approval Categories

Position Number: SP6319

Approval Category: 6319LD

6319 —numeric portion of the Position Nbr

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

RE – Reappointment

SN – Stipend – New Position

ST – Stipend Existing Position

TM - Terminations

The Participants

- Originators
- Approval Routing Queue
- Approver

The Process:

- The **Originator** completes the Electronic Personnel Action Form
- Routing is initiated through the pre-defined “Approval Queue”
- Each **Approver** in the Routing Queue is allowed to Approve the Personnel Action.
- Once the form passes through the defined approval queue, and each Approver has approved the transaction, the Electronic Personnel Action Form is applied to the Database

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

If you encounter any issues when using Electronic Personnel Action Forms, contact **Deanna Holmes - Compensation Analyst** at Ext. 5282

Questions????