Electronic Personnel Action Form (ePAF) Originator Reference Manual

March 20, 2015
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INTRODUCTION

Banner HR, the University of Hartford’s Human Resources Information System (HRIS), allows designated end users to electronically process standard personnel actions such as hiring or making personnel changes via an electronic Personnel Action Form (ePAF). The ePAF allows an originator to input personnel actions directly into an online form, which will then be sent automatically to the next designated approver until it is ultimately applied electronically to the appropriate BANNER screen(s). This electronic workflow opportunity will create greater institutional efficiencies as well as reduce our carbon footprint.

Before using any ePAFs, you should become familiar with employee class codes (see Appendix A), your department/college home organization number(s) (see Appendix B), position number(s) as well as the funding source (grant or restricted funded or non-grant or restricted funded) for the personnel actions in which you will be creating an ePAF. Your unit’s reporting line, as well as the funding source for each personnel action, will dictate which ePAF you will use.

Note: The University of Hartford has chosen to use the Self Service Center as its ePAF processing forum. Since the Internet-native Banner (INB) is also available, users may receive a notice upon log-in that indicates that there are transactions to be reviewed and “Do you want to go there now?” ALWAYS CLICK ‘NO’ to this question.
LOGGING IN AND GETTING STARTED

To access ePAFs, you must be able to log onto the Self Service Center (SSC) using your University ID number and secure PIN. SSC can be found by navigating to www.hartford.edu, and clicking the link for Self Service Center found at the top of the page. The ePAF menu is found in the Employee tab.

1. Enter your username and password for SSC

2. Select the Employee tab

3. Select the EPAFS link from the menu

The first thing you will need to do before you begin any ePAF is to make a list of the ePAFs for which you will be originating (see flowchart on the following page). Next you will need to build the default approval routing queues for each ePAF type. This approval routing queue will determine where, to whom and that order the ePAF will go after it has been originated and submitted. This is a one-time set up process, which will pre-populate these designations on ePAFs you use moving forward.

The mandatory approval routing queue levels have been assigned with the minimum approval levels needed from an institution-wide audit perspective. You will select the specific person at each level of the approval queue who should review (and ultimately, approve) the ePAF. While you cannot remove any of these mandatory approval routing queue levels, you can add additional levels if deemed necessary and/or appropriate based on your unit’s organizational structure. When adding additional approval levels, you will need to determine the required action of each additional level (i.e., Approve).
CREATING DEFAULT ROUTING QUEUES

1. Log into Self Service Center, click on the ‘Employee Tab’ then click on the ePAF link.

2. Click on EPAF Originator Summary.

3. Click on the ‘Default Routing Queue’ link.

4. Using the drop-down menu, select an Approval Category for which you will be setting up a default routing queue then click ‘Go’.
5. To create your routing queues:
   a. Enter the approval level user name for all approval levels defined in the default routing queue.
   b. If you do not know the user name click on the magnifying glass next to the approval level dropdown menu.
   c. A pop-up window will open to display a list of approvers. **Note:** if you click on the magnifying glass and a pop-up window does not appear check your browser to make sure that the pop-up window is not already open.
   d. Highlight the appropriate approver name and click ‘Select’ to populate the form.
   e. You can also perform a wildcard search for the appropriate approver for the transaction by typing part of the first or last name followed by ‘%’. Example: Pat% for Rohan Patel.
   f. Continue these steps for the remaining approval levels.

6. When you have completed the routing queue for the selected ePAF category click ‘Save and Add New Rows’
The following list details who to select, or how to determine who to select, to populate your ePAF approvers.

**Level 5**
FINAID (Financial Aid) – required when originating an ePAF for a Federal Work Study student position (employee class **W1**), select Johnson, Eileen (EJOHNSON).

**Level 10**
Budget – for the following employee classes: **F0, F5, T2, and T3**, select Inturissi, Tania (INTURISSI); and for the following employee classes: **A1, N1, N2, N3, N4, and R1**, select Patel, Rohan (RPATEL).
HRD-1 – select the HR Service Partner designated for your department/college. To verify who serves as your HR Service Partner, please review [http://www.hartford.edu/hrd/HRD_Contact.aspx](http://www.hartford.edu/hrd/HRD_Contact.aspx) or see Appendix C.
Payroll – select Limberger, Denise K. (LIMBERGER).

**Level 20**
Dept – click on the magnifying glass to select from the list of designated member(s) of your department’s management who can serve as the department approver.

**Level 30**
AAFAIR (Academic Affairs) - required when originating an ePAF for an hourly paid, non-work study, non-grant funded position in an Academic unit, select McAlpin, Robert (MCALPIN).

**Level 40**
GRANT (Grant/Restricted Fund) – required when originating an ePAF for an hourly paid, non-work study, grant or restricted funded position in either an administrative or academic unit, Gallo, Ondrea (ODGALLO)

**Level 80**
HRD-2 – set this approval level to again be your designated HR Service Partner. It will be the same name that you designated for HRD-1, Level 10.

**Level 90**
Apply – select Limberger, Denise K. (LIMBERGER).

**Note:** Each ePAF approval category is assigned a specific default approval routing queue. Do not remove any defaults in any of the categories.
REMOVING A USERNAME FROM A DEFAULT ROUTING QUEUE

If an approver leaves their position or is no longer approving ePAFS, he/she should be removed from the default routing queue on each category where they have been set up. Please note that the person that has been removed should be replaced with the appropriate approver. To remove an approver from the default routing queue:

1. Click on ePAF Originator Summary.

2. Click on the Default Routing Queue.

3. Using the drop-down menu, select an Approval Category you will be updating and click ‘Go’.
4. Select the Approver you wish to remove by selecting the check box at the far right of the list of approvers. Then click ‘Save and Add New Rows’. Please note that mandatory approval level approvers can be changed but not removed. You can remove any additional approvers that you added to your default routing queue.

![Image showing the removal of an Approver]

5. You should see this message when your change has been successfully completed.

![Message indicating successful change]

Approval Category: H - Hourly Staff/Non-WorkStudy NEW Nongrad
VALIDATING A STUDENT’S STATUS

When hiring a student it is critical that student status is validated. This must be done to verify that the student is enrolled in the University, is eligible for Federal Work Study (if applicable) and the minimum number of credit hours for which they are registered is met. This validation process must be done for every student hired, even if they are a returning student worker from a previous semester as their status may have changed. Verifying student status will help an originator determine which ePAF and employee class code will be used.

To validate a student’s status:

1. After logging in to Self Service Center (SSC) and clicking on the Employee Tab, click on the ‘Validate Student’ link. You will need to know the University ID number prior to starting the validation process.

2. Enter the ID of the student then click ‘Go’.

3. The results screen will display student matriculation, enrollment, credit hours and eligibility for work study. In this example the person entered is not a student and not eligible for work study, therefore a student employee ePAF should not be used.
The following is a list of criteria for hiring student employees:

- If a student is full-time (undergraduate = 12 credit hours or more; graduate = 9 credit hours or more) and **has not been** awarded work study, you must use the T3 employee class code on an Hourly Non-work Study ePAF.

- If the student is full-time (undergraduate = 12 credit hours or more) and **has been** awarded work study, you must use the W1 employee class code on a Work Study ePAF.

- If the student is not full-time (undergraduate = less than 12 credit hours; graduate = less than 9 credit hours), you must use the T2 employee class code on an Hourly Non-work Study ePAF.

In order to originate an ePAF, your prospective employee’s demographic information (SSN, birth date and/or gender) must be completed within the Banner system. If you receive an error message stating that any of this information is missing or incomplete, please contact your designated HR Service Partner immediately.

**Note:** If your newly hired student needs to obtain a social security number, which is required as a condition of employment, you must complete the On-Campus Employment Form for International Students who Require a Social Security Number (see Appendix L or available on HRD’s website at [http://www.hartford.edu/hrd/Forms.aspx](http://www.hartford.edu/hrd/Forms.aspx) under the forms link). This form which verifies that the student has a pending job offer must be filed with the office of Social Security Administration. Please be advised that this process may take a few weeks and your student worker CANNOT work until this (and other paperwork) is complete.

4. Once the student has been validated click the ‘Employee’ tab to return to the Employee menu.
WHICH EPAF SHOULD I USE?

Employee is selected for a position

Does the employee have a current active job?

Yes

Choose Additional Job EPAF

No

Did the employee have a previous UH job within the last 12 months?

Yes

Are you hiring for the same position number?

Yes

Reactivate

No

Choose New

No

Choose Additional Job
INITIATING ANY EPAF

It is critical to ensure the accuracy of the data input into the ePAF, including spelling, rate of pay, job title and position number. The data you input as the originator will be directly uploaded into the Banner system, ultimately resulting in your employee's electronic position record.

Before starting an ePAF please make sure you have the following information on hand:

1. Employee name and university ID
2. Supervisor name and university ID (See section titled “Searching for a Supervisor’s ID number”)
3. Employee class code.
4. Position Number & suffix (see section titled “Searching for a Position Number”)
5. Rate of Pay (for hourly employees)
6. Encumbrance Value (previously called Contract Value on the paper PAF).
7. Date employee will start – Please give 5 days for returning or addition positions and 15 business days for new employees
8. Title of Position.
9. Administrative Org numbers - Appendix B provides Home, Timesheet, & Distribution Org
10. Time Entry method - Web Clock vs. Time Clock

Searching for a Supervisor’s ID number

When hiring any employee, you must have the University ID # of the employee’s direct supervisor before proceeding with the ePAF. The direct supervisor is the person who is responsible for approving the employee’s timesheet. If you do not know the University ID # of the employee’s supervisor, you can find it via the following steps:

1. Under the ePAF list of menu items, select ‘New EPAF’.
2. Click on the magnifying glass to go to the Person Search screen.

   * - indicates a required field.

   **ID:** *

   **Query Date:** MM/DD/YYYY*

   **Approval Category:** *

   

3. Check the ‘Employee’ box to limit the search to employees and enter the Last Name or First Name (or both) in the appropriate fields then click ‘Go’. You can also use ‘%’ to do a partial name search if you are unsure of the spelling e.g. ‘Smi%’.

4. When you have found the correct name and ID of the supervisor, write it down and click “Return to EPAF Menu”. **Do not click on the ID** of the supervisor as this will start an ePAF for the supervisor.
Searching for a Position Number

Each position number is tied to a unique employee class code, fund, org and sub-account (labor distribution*) combination; therefore, before proceeding with any ePAF, you must first select the correct position number. The Position Number Lookup will allow you to search for, and confirm the position number to use for your employee.

* Labor Distribution – the organization number from which the employee’s salary/compensation expense will be paid. This is the number which the Budget Office queries encumbrance detail reports for salary expenses. Departments may review the expenses and available balances of their assigned labor distribution organization in Banner on FGIBDST – Organization Budget Status, by querying on their labor distribution orgn.

Position number sub-accounts for hourly paid student positions differ from hourly paid staff positions. Currently, the only sub-account for hourly paid student positions is 58000 - Student PT General. If you select and use an incorrect position number, it cannot be changed once the ePAF is submitted. Instead, an entirely new ePAF will be required.

To search for a position number:

1. Begin the new EPAF by entering the University ID of the employee in the ID field and hit the ‘Tab’ key to populate the name. The query date will auto-fill with today’s date and should be changed to reflect the employee’s first shift start date. Select the appropriate approval category from the list then click ‘Go’.

   ![Position Number Lookup](image)

   [Image description: ID field with ID entered, Query Date: 07/08/2014, Approval Category: H - Hourly Staff/Non-WorkStudy ADDTL Job Nongrant Admin, HN1040]

2. Click ‘Position Number Lookup’. This will open a separate window to start the position lookup reporting application. **Note:** The Position Number Lookup feature cannot be used on Apple computers.

![New EPAF Job Selection](image)

[Image description: New EPAF Job Selection window with Position Number Lookup highlighted, ID: [Enter University ID], Query Date: 07/02/2014, Approval Category: Hourly Staff/NonWorkStudy Stdsn, HN1040]
3. You should see the following dialog box pop up. Click run to start ‘Argos’.

4. If this is your first time running Argos you will be prompted to install an active X control/plug-in. Click **Install**, and follow the instructions on the screen. Once installed, the following screen will display:

If you are unable to locate a position number for your respective employee class code, fund, org and sub-account combination, please contact the Budget Office immediately. If the Position Number Lookup does not load, contact the ITS Helpdesk at 860.768.4357 or helpdesk@hartford.edu.
5. Select the ‘Fiscal Year’ – (Please use the appropriate fiscal year since the position and Fund/Org/Account may differ from one fiscal year to the next)

   a. Enter your Labor Distribution Org
   b. Select the appropriate class code from the list
   c. Click ‘Run Report’

![Image showing 'Run Report' button and class codes]

6. Make a note of the appropriate position number as this will be needed for the ePAF. **Note:** the Argos reporting tool is not tied to the ePAF program and you will need to write this number down.

   If, after entering the appropriate fiscal year, labor distribution org and employee class code, no position number is returned, please email budget@hartford.edu with your Labor Distribution (Fund, Org, Account), Class Code, and the percentages if a split distribution. A position number will be returned to you for use. After you receive this position number, you may initiate the ePAF.

   An encumbrance report can be obtained from the Budget Office upon request via email at budget@hartford.edu, and will be provided upon receipt of a completed ‘Authorization to Access Encumbrance Reports Form’. See Appendix K, Salary Encumbrance Value Examples, for examples of when and how to determine appropriate salary encumbrance values on an ePAF.
After you have retrieved the Supervisor ID and position number return to the ‘New EPAF Job Selection Screen’ to continue your ePAF. Click the **ALL JOBS** button to display all positions this employee may have had (or still has) at the University of Hartford. The results of this search will help you determine if you have selected the appropriate ePAF category.

Make a note of the Start Date of the position/suffix combination if it is in the list as it will be needed to complete the ePAF. If you are not using a position/suffix from the list go on to the next step.
HOURLY PAID STAFF/NON-WORKSTUDY (T2, T3, F0, F5 AND R1)

Definitions of Hourly Paid Staff/Non-Workstudy ePAF Fields
The following is a list of fields that can be found on the hourly paid staff/non-work study ePAFs. Please refer to this list when completing your ePAF.

**Current Hire Date: MM/DD/YYYY** – This date must be the day of the first shift (first shift start date) that the employee will work.

**Employee Class** – Full-time student employees who have not been awarded federal work study funds will be classified as **T3**. Part-time student employees will be classified as **T2**.

**Home Organization** – This is the organization number associated with your department. If you know your home organization, enter it. If you do not know or are unsure of the home organization, refer to Appendix B.

**Distribution Orgn** – This is the organization number of your department where a physical paycheck would be sent. If you do not know your distribution organization number please refer to Appendix B.

**Employee Status & Home COAS** – will default to “A” and cannot be changed.

**Job Effective Date: MM/DD/YYYY** –
This date will vary dependent upon the type of ePAF and nature of the personnel action being made. Please refer to the Chart entitled Choosing the Date for your ePAF (Appendix M) to ensure the dates you are inputting are accurate and reflect the appropriate action dates.

**Personnel Date: MM/DD/YYYY** –
This date will vary dependent upon the type of ePAF and nature of the personnel action being made. Please refer to the Chart entitled Choosing the Date for your ePAF (Appendix M) to ensure the dates you are inputting are accurate and reflect the appropriate action dates.

**Job Begin Date: MM/DD/YYYY** –
This date will vary dependent upon the type of ePAF and nature of the personnel action being made. Please refer to the Chart entitled Choosing the Date for your ePAF (Appendix M) to ensure the dates you are inputting are accurate and reflect the appropriate action dates.

**Contract Type** – will default to Primary. Every employee must have a Primary position. If this is not a primary position, please contact the Payroll office for confirmation of contract type (either primary or overload).

**Job Change Reason** – This will be a drop-down list of reason codes with brief descriptions. This will usually be defaulted depending on the ePAF selected. If it is not defaulted please select the most appropriate reason code for the position.
**Title** – enter an acronym for your department followed by an appropriate job title (e.g., “Hartt – Office Assistant” or “Art – Lab Tech” or “SSC – Tutor”). This title will be the employee’s official title in BANNER and will allow the employee to differentiate between positions when he/she clocks into EmpCenter, the University’s automated timekeeping system.

**Regular Rate** – The hourly rate that your employee will earn in this position.

**Premium Pay Code** – should be left blank.

**Timesheet Org** – This is the org number of the employee’s position/assignment. If you know your Timesheet org, enter it. If you do not, or are unsure, refer to Appendix B for choices.

**Supervisor ID** – enter the supervisor’s University ID # noted at the beginning of this process. This will be the person responsible for approving time/hours worked by the new employee.

**Salary Encumbrance** – enter the amount of money in the budget earmarked to cover costs for this new hire. Please ensure that you have sufficient funds for the encumbrance amount available in the fund, orgn and sub-account associated with the selected position number. Please refer to Appendix K.

Please ensure that you have sufficient funds for the encumbrance amount available in the fund, orgn and sub-account associated with the selected position number.

**Note**: If you have submitted a budget revision to cover the encumbrance amount, please use the Comment field on the ePAF to alert the Budget Office. An ePAF submitted that does not have sufficient funds and does not have this notation in the Comment field will be returned for correction. It would be prudent to ensure the Budget Revision has been provided to the Budget Office prior to submitting the ePAF. If an ePAF has been submitted that has this notation in the Comment field but the Budget Office has not received the Budget Revision, the ePAF will be held for two business days and subsequently returned to you if no Budget Revision is received.

An encumbrance report can be obtained from the Budget Office upon request via email at budget@hartford.edu, and will be provided upon receipt of a completed ‘Authorization to Access Encumbrance Reports Form’.

**Job Location** – refers to the method of time recording the new employee will be expected to utilize. WC, Web Clock Entry will default in this field. If time clock is the time recording method, select the TC, time clock option. Those are the only two choices allowed for this employee class code.

**Hours Per Pay, Step, Job Status, Pays, Factor and Payroll Id** – will default and cannot be changed.
New ePAF - Hourly Staff/Non-Workstudy
This ePAF should be used when hiring an individual who has never worked at the University of Hartford or if they have had more than one year break in service from the University. Please refer to the flowchart to be certain that you have selected the right ePAF.

Note: Please direct your new employee to the office of Human Resources Development, located in the Financial & Administrative Services Building, to complete the appropriate new hire paperwork.

- All new employees must complete and sign, under oath, an Employment Eligibility Verification (Form I-9), presenting acceptable original documentation to establish their identity and eligibility for employment in the United States **within three days of employment**, as mandated by law. Failure to do so will result in immediate termination, as mandated by law.
- All new employees must complete and sign federal and state tax withholding forms.
- All new employees hired on or after April 1, 2013 must be paid via direct deposit or paycard.

To initiate a “New ePAF – Hourly Staff/Non-Work Study”:

1. From the ePAF menu, select New EPAF then enter the ID of the employee.
2. Enter the Query Date (the date when the ePAF becomes effective).
3. Select the appropriate Approval Category from the drop-down menu. Depending on your approval category access you may see several types of ‘NEW Hourly ePAFs’. Please read the descriptions carefully to make sure you select the correct ePAF. Click ‘Go’.
4. Enter the Position Number (retrieved from the Position number look-up) and suffix (usually 00). Click ‘Go’.
5. Enter the employment data making sure that all fields denoted with * are completed. Please note that some fields may be pre-populated with default information that cannot be changed.
6. Enter the position information making sure that all fields denoted with * are completed.

![Position Information Form]

7. Your approval routing queue will default to the user names previously established. From here you can add any additional department approvers as an FYI however you should not remove any approvers from the mandatory approval levels.

![Approval Routing Queue]

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8. In the comments section of the form please record the name of the supervisor and any other pertinent information. Please be reminded, the ePAF is a permanent record of any and all personnel actions, comments should only be noted if necessary for the personnel action to be processed.

9. Click the ‘Save’ button located below the comments box. Once the ePAF has been saved a message will be displayed at the top of the ePAF stating either that the ePAF has been successfully saved or that there are errors. The ‘Save’ feature will allow you to return to the ePAF at a later time to change any information without losing your work.

**Note:** The status will be flagged as ‘Waiting’ and your ePAF has not been submitted for approval until you click the submit button.

**Error Messages** – If you receive an error message after saving the ePAF you will not be allowed to proceed until the errors are addressed. Once the corrections have been made you must re-save and re-submit the ePAF. A list of cautions warnings and error messages and what they mean can be found in Appendix G.
10. To submit your ePAF for approval click the ‘Submit’ button highlighted in the previous image. You should see the following message if your ePAF has been submitted successfully and your transaction status will be changed from ‘Waiting’ to ‘Pending’. Your ePAF has now been placed in the queue for approval.

![Electronic Personnel Action Form]

11. You may receive warnings when your ePAF is submitted. Although these will not prevent your ePAF from being submitted, please read the warnings as they may affect data submitted to banner.

<table>
<thead>
<tr>
<th>Type</th>
<th>Message Type</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Enter New Student/Temp Hourly</td>
<td>WARNING</td>
<td><em>WARNING</em> Total FTE for this position is greater than budgeted FTE.</td>
</tr>
<tr>
<td>Enter New Student/Temp Hourly</td>
<td>WARNING</td>
<td><em>WARNING</em> Rate for this job is outside the Table/Grade range.</td>
</tr>
</tbody>
</table>

* - indicates a required field.
Change EPAF - Hourly Staff/Non-WorkStudy
This ePAF should be used when there needs to be a change to any information relating to an employee’s position. Changes may include (but are not limited to) supervisor, encumbrance value, work-study and/or hourly pay rate. Please refer to the ePAF flow chart to make sure that you have selected the correct ePAF type.

Note: If you are making a change to a student’s record, please refer to the instructions on validating a student’s status to make sure that their eligibility for employment/work-study has not changed.

Note: If a labor distribution change is required (most often with salary increases or grant changes), please utilize the comment box to specify a labor distribution change. The Budget Office will then initiate the appropriate change in labor distribution.

To initiate a ‘Change’ ePAF:

1. From the ePAF menu, select New EPAF then enter the ID of the employee.

2. Select the appropriate Approval Category from the drop-down menu. Depending on your approval category access you may see several types of Change ePAFs. Please read the descriptions carefully to make sure you select the correct ePAF. Click ‘Go’.

3. Click “All Jobs” to see a list of all current jobs and previous jobs the employee has held at the University. Use the radio button to select the appropriate active position then click ‘Go’.
4. Make the necessary changes to the employee’s position data. Please note that the required fields will need to be re-entered even if you are not changing the information. Current personnel data will be displayed in the “Current Value” column.

![Change Existing Hourly Job, 546001-00 ITS - Lab Assistant]

5. Please note that the Jobs Effective Date must be entered and should reflect the date when the changes become effective. This date must be after the Last Paid Date which can be found at the top right of the ePAF page under the query date.

![Query Details]

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6. Click ‘Save’ located below the comments box. Once the ePAF has been saved a message will be displayed at the top of the ePAF stating either that the ePAF has been successfully saved or that there are errors. The ‘Save’ feature will allow you to return to the ePAF at a later time to change any information without losing your work.

**Note:** The status will be flagged as ‘Waiting’ and your ePAF has not been submitted for approval until you click the submit button.

**Error Messages** – If you receive an error message after saving the ePAF you will not be allowed to proceed until the errors are addressed. Once the corrections have been made you must re-save the ePAF. A list of cautions warnings and error messages and what they mean can be found in Appendix G.

7. To submit your ePAF for approval click the ‘Submit’ button highlighted in the previous image. You should see the following message if your ePAF has been submitted successfully and your transaction status will be changed from ‘Waiting’ to ‘Pending’. Your ePAF has now been placed in the queue for approval.
Reactivate EPAF - Hourly Staff/Non-Workstudy
This EPAF should be used when a position has ended and the employee is returning to the same position OR if a position is crossing a fiscal year (ex. a student who had a job last fiscal year will be returning to the same position in the next fiscal year). Please make sure that you validate the student’s status and find the name and ID of the supervisor before starting the EPAF.

To reactivate an employee:

1. Click the ‘New EPAF’ link. Enter their ID then select the appropriate REACTIVATE approval category and click ‘Go’.

2. Click ‘All Jobs’ to view the list of all current and past jobs the employee has ever held.
3. Use the ‘Select’ radio button to choose the position you wish to reactivate then click ‘Go’.

4. Enter the personnel data for the position being reactivated. All fields denoted with * indicate a required field.
5. Click ‘Save’ located below the comments box. Once the ePAF has been saved a message will be displayed at the top of the ePAF stating either that the ePAF has been successfully saved or that there are errors. The ‘Save’ feature will allow you to return to the ePAF at a later time to change any information without losing your work.

**Note:** The status will be flagged as ‘Waiting’ and your ePAF has not been submitted for approval until you click the submit button.

**Error Messages** – If you receive an error message after saving the ePAF you will not be allowed to proceed until the errors are addressed. Once the corrections have been made you must re-save the ePAF. A list of cautions warnings and error messages and what they mean can be found in Appendix G.
6. To submit your ePAF for approval click the ‘Submit’ button highlighted in the previous image. You should see the following message if your ePAF has been submitted successfully and your transaction status will be changed from ‘Waiting’ to ‘Pending’. Your ePAF has now been placed in the queue for approval.

![Electronic Personnel Action Form]

- The transaction has been successfully submitted.
- Enter the information for the ePAF and either Save or Submit

**Name and ID:** Lindsey

**Transaction:** 17003

**Transaction Status:** Pending

**Approval Category:** H - Hourly Staff/Non-WorkStudy REACTIVATE Nongrant Admin, HN1030
**Additional Job ePAF - Hourly Staff/Non-Workstudy**

This ePAF should be used when you are assigning an additional position to an employee who has another active position on campus **OR** an employee whose most current position ended within the last year and your position is not the same position. Before initiating the please make sure that you validate the student’s status and find the name and ID of the supervisor as well as the position number of the additional job before starting the ePAF.

To initiate an Additional Job ePAF:

1. Click “New EPAF”. Enter the ID of the Employee, then select the appropriate ‘Additional Job ePAF’. Click ‘Go’.

2. Enter the position number and suffix of the additional job.
3. Enter the personnel data for the position making sure that all fields denoted with * are completed.
4. Your approval routing queue will default to the user names previously established. From here you can add any additional department approvers as an FYI however you should not remove any approvers from the mandatory approval levels.

![Routing Queue Table]

5. In the comments section of the form please record the name of the supervisor and any other pertinent information. Click ‘Save’ located below the comments box. Once the ePAF has been saved a message will be displayed at the top of the ePAF stating either that the ePAF has been successfully saved or that there are errors. The ‘Save’ feature will allow you to return to the ePAF at a later time to change any information without losing your work.

![Comment Section]

The Supervisor is Mary Smith

Save
Note: The status will be flagged as ‘Waiting’ and your ePAF has not been submitted for approval until you click the submit button.

Error Messages – If you receive an error message after saving the ePAF you will not be allowed to proceed until the errors are addressed. Once the corrections have been made you must re-save the ePAF. A list of cautions warnings and error messages and what they mean can be found in Appendix G.

Electronic Personnel Action Form

6. To submit your ePAF for approval click the ‘Submit’ button highlighted in the previous image. You should see the following message if your ePAF has been submitted successfully and your transaction status will be changed from ‘Waiting’ to ‘Pending’. Your ePAF has now been placed in the queue for approval.
WORK-STUDY STUDENTS – (W1)

Definition of Work-Study Students ePAF Fields
The following is a list of fields that can be found on the hourly paid staff/non-work study ePAFs. Please refer to this list when completing your Work Study Students ePAF forms.

Current Hire Date: MM/DD/YYYY – This will default to what was entered in Query Date at the beginning of the process. If you did not change it then, do so now. This date must be the date the student was hired

Employee Class – All Federal Work study students will be classified as W1

Home Organization – Will default to 3450 and cannot be changed

Distribution Organization – This is the org number of your department where a physical paycheck would be sent. If you do not know your distribution org number please refer to Appendix B.

Employee Status and Home COAS – Will default to A and cannot be changed

Job Effective Date: MM/DD/YYYY – This date will vary dependent upon the type of ePAF and nature of the personnel action being made. Please refer to the Chart entitled Choosing the Date for your ePAF (Appendix M) to ensure the dates you are inputting are accurate and reflect the appropriate action dates.

Personnel Date: MM/DD/YYYY – This date will vary dependent upon the type of ePAF and nature of the personnel action being made. Please refer to the Chart entitled Choosing the Date for your ePAF (Appendix M) to ensure the dates you are inputting are accurate and reflect the appropriate action dates.

Job Begin Date: MM/DD/YYYY – This date will vary dependent upon the type of ePAF and nature of the personnel action being made. Please refer to the Chart entitled Choosing the Date for your ePAF (Appendix M) to ensure the dates you are inputting are accurate and reflect the appropriate action dates.

Job Change Reason – This will be a drop-down list of reason codes with brief descriptions. This will usually be defaulted depending on the ePAF selected. If it is not defaulted please select the most appropriate reason code for the position.

Contract Type – should always be Primary for a work study position.

- If you are reactivating the same student in the same position, and the student has no other active position, proceed with the REACTIVATE Work Study ePAF.
• If the student already has a primary job that is NOT work study (which was determined at the Position Search step of this process), you must contact the Payroll department before continuing with this ePAF. All work study positions must be reported as a Primary contract type, therefore, it may be necessary for Payroll to adjust the current position’s contract type to Overload before you can proceed with the REACTIVATE Work Study ePAF.

• If the student already has a primary work study job listed (which was determined at the Position Search step of this process), you cannot offer another work study job to this student. You can, however, offer the student a position but your department/college budget would be the funding source. If your budget is the funding source, you will use the ADDITIONAL JOB Hourly Staff Non Work Study ePAF.

**Title** – All work study jobs should start with the acronym “FWS” followed by the job title (ex. FWS – ITS Helpdesk).

**Job Change Reason, Contract Type and Regular Rate** – will default and cannot be changed.

**Regular Rate** – The hourly rate that your employee will earn in this position. For Work study, this will default to the minimum rate a work study student may be paid.

**Salary Encumbrance** – This dollar amount was the value displayed when you validated student status at the onset of this process. If the student will be working in your department for the full academic year, enter the full financial aid award amount (combined fall and spring semester award amounts). If the student has used any work study funds, or is only working one semester in your department, enter the appropriate balance of the financial aid award amount. Please refer to Appendix K.

**Timesheet Org** – This is the org number of the employee’s position/assignment. If you do not know the Timesheet org or are unsure, refer to Appendix B for choices.

**Supervisor ID** – enter the supervisor’s University ID # noted at the beginning of this process. This will be the person responsible for approving time/hours worked by the new employee.

**Job Location** – refers to the method of time reporting that the employee will be expected to utilize. WC, Web clock will default in this field. If time clock is the time reporting method, select the TC, time clock option.

**Job Status, Step and Payroll Id** – will default and cannot be changed.
**New Work Study Student ePAF**

This ePAF should be used only for students who have never worked on campus before and are receiving Federal Work Study money for the first time.

Validating the student’s status is important to ensure that the correct ePAF has been chosen and also if they are eligible for work study. Please refer to the instructions for validating a student status and for obtaining the Supervisor ID.

To initiate a New Work-Study Student ePAF:

1. Click “New EPAF”. Enter the ID of the Student, then select the ‘W – Work Study Student NEW, WN1010’ option then click ‘Go’.

2. Click the ‘All Jobs’ to determine if your student has another active job on campus.

3. If the student does not already have an active job on campus, enter the position number and suffix then click ‘Go’. **Please note that all work study positions will be assigned to position number 705200. Use suffix 00 unless otherwise instructed.**
• If the student has never worked on campus or held a work study position, proceed with the **NEW** Work Study ePAF.

• If the student already has a primary job that is NOT work study (which can be determined by the position number), you must contact the Payroll department before continuing with this ePAF. All work study positions must be reported as a **Primary** contract type, therefore, it may be necessary for Payroll to adjust the current position’s contract type to Overload so that you can proceed with the New Work Study ePAF.

• If the student already has a primary work study job listed, you cannot offer another work study job to this student. You can, however, offer the student a position but your department/college budget would be the funding source. If your budget is the funding source, you will use the **ADDITIONAL JOB** Hourly Staff Non Work Study ePAF.

4. Click ‘Go’ to go on to the data entry page.

5. Enter the employment data for the student, making sure that all fields denoted with * are completed. Please note that some fields may be pre-populated with default information that cannot be changed.

<table>
<thead>
<tr>
<th>Item</th>
<th>Current Value</th>
<th>New Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Current Hire Date: MM/DD/YYYY*</td>
<td></td>
<td>08/12/2014</td>
</tr>
<tr>
<td>Employee Class Code: *</td>
<td></td>
<td>W1</td>
</tr>
<tr>
<td>Home Organization: *(Not Entearable)</td>
<td></td>
<td>3450</td>
</tr>
<tr>
<td>Distribution Orgn: *</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Employee Status: *(Not Entearable)</td>
<td></td>
<td>A</td>
</tr>
<tr>
<td>Home COAS: *(Not Entearable)</td>
<td></td>
<td>A</td>
</tr>
</tbody>
</table>
6. Enter the position information making sure that all fields denoted with * are completed noting again that some fields have already been pre-populated and are not changeable.

<table>
<thead>
<tr>
<th>Item</th>
<th>Current Value</th>
<th>New Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Job Begin Date: MM/DD/YYYY</td>
<td></td>
<td>08/12/2014</td>
</tr>
<tr>
<td>Jobs Effective Date: MM/DD/YYYY</td>
<td></td>
<td>08/12/2014</td>
</tr>
<tr>
<td>Personnel Date: MM/DD/YYYY*</td>
<td></td>
<td>08/12/2014</td>
</tr>
<tr>
<td>Job Change Reason: *(Not Enterable)</td>
<td></td>
<td>CREATE</td>
</tr>
<tr>
<td>Contract Type: (Not Enterable)</td>
<td></td>
<td>P</td>
</tr>
<tr>
<td>Regular Rate: *(Not Enterable)</td>
<td></td>
<td>10.00</td>
</tr>
<tr>
<td>Salary Encumbrance: *</td>
<td></td>
<td>1600.00</td>
</tr>
<tr>
<td>Pays: (Not Enterable)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Factor: (Not Enterable)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Hours per Pay: (Not Enterable)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Title: *</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Timesheet Orgn: *</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Supervisor ID: *</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Job Location: *</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Job Status: (Not Enterable)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Step: (Not Enterable)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Payroll Id: (Not Enterable)</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

7. Your approval routing queue will default to the user names previously established. From here you can add any additional department approvers as an FYI however you should not remove any approvers from the mandatory approval levels.

<table>
<thead>
<tr>
<th>Approval Level</th>
<th>User Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>5 - (FINAID) Financial Aid</td>
<td>EJOHNSON</td>
</tr>
<tr>
<td>60 - (HRD-2) HRD - Final Approval</td>
<td>BELANGER</td>
</tr>
<tr>
<td>90 - (APPLY) EPAF Applicants</td>
<td>LIMBERGER</td>
</tr>
<tr>
<td>Not Selected</td>
<td></td>
</tr>
</tbody>
</table>
8. In the comments section of the form please record the name of the supervisor and any other pertinent information. Click ‘Save’ located below the comments box. Once the ePAF has been saved a message will be displayed at the top of the ePAF stating either that the ePAF has been successfully saved or that there are errors. The ‘Save’ feature will allow you to return to the ePAF at a later time to change any information without losing your work.

Note: The status will be flagged as ‘Waiting’ and your ePAF has not been submitted for approval until you click the submit button.

Error Messages – If you receive an error message after saving the ePAF you will not be allowed to proceed until the errors are addressed. Once the corrections have been made you must re-save the ePAF. A list of cautions warnings and error messages and what they mean can be found in Appendix G.
9. To submit your ePAF for approval click the ‘Submit’ button highlighted in the previous image. You should see the following message if your ePAF has been submitted successfully and your transaction status will be changed from ‘Waiting’ to ‘Pending’. Your ePAF has now been placed in the queue for approval.

Electronic Personnel Action Form

- The transaction has been successfully submitted.
- Enter the information for the EPAF and either Save or Submit

Name and ID: [Redacted]
Transaction: 18761
Query Date: 08/18/2014
Transaction Status: Pending
Approval Category: W - Work Study Student NEW, WN1010

10. You may receive warnings when your ePAF is submitted. Although these will not prevent your ePAF from being submitted, please read the warnings as they may affect data submitted to banner.

<table>
<thead>
<tr>
<th>Type</th>
<th>Message Type</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Enter New Student/Temp Hourly</td>
<td>WARNING</td>
<td><em>WARNING</em> Total FTE for this position is greater than budgeted FTE.</td>
</tr>
<tr>
<td>Enter New Student/Temp Hourly</td>
<td>WARNING</td>
<td><em>WARNING</em> Rate for this job is outside the Table/Grade range.</td>
</tr>
</tbody>
</table>

* - indicates a required field.
Change Work Study Student ePAF
This ePAF should be used when there needs to be a change to any information relating to an employee’s position.

Note: Please refer to the instructions on validating a student’s status to make sure eligibility for employment/work-study has not changed.

To initiate a ‘Change Work Study Student’ ePAF:

1. Click “New EPAF”. Enter the ID of the Student, then select the ‘W – Work Study Student CHANGE, WN1020’ option then click ‘Go’.

2. Click ‘All Jobs’ then select the active Work Study job you wish to change. Click ‘Go’
3. Make the necessary changes to the student’s position data. Please note that the required fields will need to be re-entered even if you are not changing the information. All required fields are denoted with *. Current personnel data will be displayed in the “Current Value” column. Although the job effective date is not required it must be entered and should reflect the date when the changes become effective.

4. Your approval routing queue will default to the user names previously established. From here you can add any additional department approvers as an FYI however you should not remove any approvers from the mandatory approval levels.
5. In the comments section of the form please record the name of the supervisor and any other pertinent information that an approver may need to review that is not already on the form. Click ‘Save’ located below the comments box. Once the ePAF has been saved a message will be displayed at the top of the ePAF stating either that the ePAF has been successfully saved or that there are errors. The ‘Save’ feature will allow you to return to the ePAF at a later time to change any information without losing your work.

**Note:** The status will be flagged as ‘Waiting’ and your ePAF has not been submitted for approval until you click the submit button.

**Error Messages** – If you receive an error message after saving the ePAF you will not be allowed to proceed until the errors are addressed. Once the corrections have been made you must re-save the ePAF. A list of cautions warnings and error messages and what they mean can be found in Appendix G.

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**Electronic Personnel Action Form**

- ![Image of the Electronic Personnel Action Form]

  - ![Image of the Electronic Personnel Action Form]

  - ![Image of the Electronic Personnel Action Form]

  - ![Image of the Electronic Personnel Action Form]
6. To submit your ePAF for approval click the ‘Submit’ button highlighted in the previous image. You should see the following message if your ePAF has been submitted successfully and your transaction status will be changed from ‘Waiting’ to ‘Pending’. Your ePAF has now been placed in the queue for approval.

7. You may receive warnings when your ePAF is submitted. Although these will not prevent your ePAF from being submitted, please read the warnings as they may affect data submitted to banner.

<table>
<thead>
<tr>
<th>Errors and Warning Messages</th>
</tr>
</thead>
<tbody>
<tr>
<td>Type</td>
</tr>
<tr>
<td>------</td>
</tr>
<tr>
<td>Enter New Student/Temp Hourly</td>
</tr>
<tr>
<td>Enter New Student/Temp Hourly</td>
</tr>
</tbody>
</table>

* - indicates a required field.
**Reactivate Work Study Student ePAF**

This ePAF should be used when a position has ended and the employee is returning to the same position in the next academic year. Please make sure to validate the student’s status and find the name and ID of the supervisor before starting the ePAF.

To initiate a Reactivate Work Study ePAF:

1. Click “New EPAF”. Enter the ID of the Student, then select the ‘W – Work Study Student NEW, WN1030’ option then click ‘Go’.

2. Click ‘All Jobs’ then select the work study position you wish to reactivate then click ‘Go’.
3. Enter the personnel data for the position being reactivated. All fields denoted with * indicate a required field. Please note that the job effective date must me after the last paid date.

4. Your approval routing queue will default to the user names previously established. From here you can add any additional department approvers as an FYI however you should not remove any approvers from the mandatory approval levels.
5. In the comments section of the form please record the name of the supervisor and any other pertinent information that an approver may need to review that is not already on the form. Click ‘Save’ located below the comment box. Once the ePAF has been saved a message will be displayed at the top of the ePAF stating either that the ePAF has been successfully saved or that there are errors. The ‘Save’ feature will allow you to return to the ePAF at a later time to change any information without losing your work.

![Comment]

6. **Note:** The status will be flagged as ‘Waiting’ and your ePAF has not been submitted for approval until you click the ‘submit’ button.

**Error Messages** – If you receive an error message after saving the ePAF you will not be allowed to proceed until the errors are addressed. Once the corrections have been made you must re-save the ePAF. A list of cautions warnings and error messages and what they mean can be found in Appendix G.

![Electronic Personnel Action Form]

51
7. To submit your ePAF for approval click the ‘Submit’ button highlighted in the previous step. You should see the following message if your ePAF has been submitted successfully and your transaction status will be changed from ‘Waiting’ to ‘Pending’. Your ePAF has now been placed in the queue for approval.

![Electronic Personnel Action Form](image)

8. You may receive warnings when your ePAF is submitted. Although these will not prevent your ePAF from being submitted, please read the warnings as they may affect data submitted to banner.

<table>
<thead>
<tr>
<th>Type</th>
<th>Message Type</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Enter New Student/Temp Hourly</td>
<td>WARNING</td>
<td><em>WARNING</em> Total FTE for this position is greater than budgeted FTE.</td>
</tr>
<tr>
<td>Enter New Student/Temp Hourly</td>
<td>WARNING</td>
<td><em>WARNING</em> Rate for this job is outside the Table/Grade range.</td>
</tr>
</tbody>
</table>

* - indicates a required field.
Additional Job Work Study ePAF

This ePAF should be used when you are assigning a work study position to an employee who has another active non-work study position on campus.

Validating the student’s status is important to ensure the student is eligible for work study funds and that the correct ePAF has been chosen. Please refer to the instructions for validating a student status and for obtaining the Supervisor ID.

To initiate an Additional Job Work Study Student ePAF:

1. Click “New EPAF”. Enter the ID of the Student, then select the ‘W – Work Study Student ADDTL JOB, WN1040’ option then click ‘Go’.

2. Enter the position number ‘705200’ and suffix ‘00’ then click ‘Go’. Please note that all currently active and previously held positions for this employee will display. Make sure that ‘New Job’ is selected.
3. Enter the position information making sure that all fields denoted with * are completed note that some fields have already been pre-populated and are not changeable.

* - Indicates a required field.

Enter New Work Study Job, 705200-00  Workstudy

<table>
<thead>
<tr>
<th>Item</th>
<th>Current Value</th>
<th>New Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Job Begin Date: MM/DD/YYYY</td>
<td></td>
<td>09/08/2014</td>
</tr>
<tr>
<td>Jobs Effective Date: MM/DD/YYYY</td>
<td></td>
<td>09/08/2014</td>
</tr>
<tr>
<td>Personnel Date: MM/DD/YYYY</td>
<td></td>
<td>09/08/2014</td>
</tr>
<tr>
<td>Job Change Reason: *</td>
<td></td>
<td>CREATE, Creation of Jobs Record</td>
</tr>
<tr>
<td>Contract Type:</td>
<td>Overload</td>
<td></td>
</tr>
<tr>
<td>Regular Rate: *(Not Enterable)</td>
<td>10.00</td>
<td></td>
</tr>
<tr>
<td>Salary Encumbrance: *</td>
<td>1600</td>
<td></td>
</tr>
<tr>
<td>Pays: (Not Enterable)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Factor: (Not Enterable)</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>Hours per Pay: (Not Enterable)</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>Title: *</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Timesheet Orgn: *</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Supervisor ID: *</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Job Location: *</td>
<td></td>
<td>Not Selected</td>
</tr>
<tr>
<td>Job Status: (Not Enterable)</td>
<td>A</td>
<td></td>
</tr>
<tr>
<td>Step: (Not Enterable)</td>
<td>0</td>
<td>B3</td>
</tr>
<tr>
<td>Payroll Id: (Not Enterable)</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

4. Your approval routing queue will default to the user names previously established

Routing Queue

<table>
<thead>
<tr>
<th>Approval Level</th>
<th>User Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>5 - (FINAID) Financial Aid</td>
<td>EJOHNSON</td>
</tr>
<tr>
<td>10 - (PAYROL) Payroll Office</td>
<td>LIMBERGER</td>
</tr>
<tr>
<td>10 - (HRD-1) HR Initial Review</td>
<td>BERRIEN</td>
</tr>
<tr>
<td>90 - (APPLY) EPAF Applicants</td>
<td>LIMBERGER</td>
</tr>
</tbody>
</table>
5. In the comments section, record the name of the supervisor who will be responsible for approving the employee’s hours/time. Since work study positions must be recorded as Primary, you will also need to alert Payroll to change the contract type to Primary as the ePAF will only allow you to record the contract type as Overload. Click ‘Save’.

6. **Note:** The status will be flagged as ‘Waiting’ and your ePAF has not been submitted for approval until you click the ‘submit’ button.

**Error Messages** – If you receive an error message after saving the ePAF you will not be allowed to proceed until the errors are addressed. Once the corrections have been made you must re-save the ePAF. A list of cautions warnings and error messages and what they mean can be found in Appendix G.
7. To submit your ePAF for approval click the ‘Submit’ button highlighted in the previous step. You should see the following message if your ePAF has been submitted successfully and your transaction status will be changed from ‘Waiting’ to ‘Pending’. Your ePAF has now been placed in the queue for approval.

**Electronic Personnel Action Form**

- The transaction has been successfully submitted.
- Enter the information for the EPAF and either Save or Submit

Name and ID: 
Transaction: 20562
Transaction Status: Pending
Approval Category: W - Work Study Student ADDTL JOB, WN1040

Query Date: 09/08/2014
REGULAR FULL-TIME FULL-YEAR EXEMPT AND NON-EXEMPT STAFF–(N1, N3, A1)

Definition of ePAF Fields
The following is a list of fields that can be found on the full time, full year exempt and non-exempt ePAFs. Please refer to this list when completing your ePAF forms.

**Current Hire Date: MM/DD/YYYY** – This date must be the day of the first shift (first shift start date) that the employee will work.

**Employee Class** – Full-time full-year employees may be classified as N1, N3, or A1.

**Home Organization** – This is the organization number associated with your department. If you know your home organization, enter it. If you do not know or are unsure of the home organization, refer to Appendix B.

**Distribution Orgn** – This is the organization number of your department where a physical paycheck would be sent. If you do not know your distribution organization number please refer to Appendix B.

**Employee Status & Home COAS** – will default to “A” and cannot be changed.

**Job Effective Date: MM/DD/YYYY** – This date will vary dependent upon the type of ePAF and nature of the personnel action being made. Please refer to the Chart entitled Choosing the Date for your ePAF (Appendix M) to ensure the dates you are inputting are accurate and reflect the appropriate action dates.

**Personnel Date: MM/DD/YYYY** – This date will vary dependent upon the type of ePAF and nature of the personnel action being made. Please refer to the Chart entitled Choosing the Date for your ePAF (Appendix M) to ensure the dates you are inputting are accurate and reflect the appropriate action dates.

**Job Begin Date: MM/DD/YYYY** – This date will vary dependent upon the type of ePAF and nature of the personnel action being made. Please refer to the Chart entitled Choosing the Date for your ePAF (Appendix M) to ensure the dates you are inputting are accurate and reflect the appropriate action dates.

**Regular Rate** – If this is a change to a non-exempt hourly staff member is being made, enter the new hourly rate.

**Annual Salary** – If this is a change to an exempt staff member being made, enter the new annualized salary.
**Supervisor ID** – If this is a change being made, enter the new supervisor’s ID. Please remember to list the new supervisor’s name in the Comments block.

**Timesheet Org** – This is the org number of the employee’s position/assignment. Enter the org from current value if the location where the employee will be physically working has not changed. Refer to Appendix B if the employee’s physical location is changing.

**Job Location** – refers to the method of time recording the employee will be expected to utilize. If this is the change being made, enter the new time recording method, TC for time clock or WC for web clock.

**Job Change Reason** – choose the most appropriate job change reason from the drop down list for the change being made.

**Comments**
Please record the name of the supervisor who will be responsible for approving this employee's hours/time in the Comments block.

Comments will become part of the permanent on-line record, and should be kept professional and only be used if necessary, such as detail which will assist the next approver in the queue.
NEW (Non-grant/Grant) (26 Pay) (Admin/Academic) ePAF

The NEW regular full-time, full-year exempt and non-exempt staff employee ePAF will be used when hiring an individual who has never worked and been paid via Payroll at the University of Hartford OR when an individual has had more than one year break in service from the University of Hartford.

In an effort to streamline the employment process and assist in the timely payment of wages for a new regular full-time, full-year exempt or non-exempt staff employee, at this time your HR Manager will originate the new employee ePAF. This ePAF will route through a pre-established default routing queue, including the designated departmental approver. Your designated department approver will be notified via the automated workflow process when the ePAF is ready for review and approval.

Your designated HR Service Partner will ensure that your new hire has completed and submitted all required new hire paperwork including, but not limited to, the federally-mandated Employment Eligibility Verification, Form I-9 within the timeframe designated by law.

If you have any questions regarding this ePAF, please contact your designated HR Service Partner.
The CHANGE regular full-time, full-year exempt and non-exempt staff employee ePAF will be used when there is a change in (but not limited to) supervisor, time reporting method (timeclock vs. webclock vs. timesheet), work schedule and/or pay rate (hourly rate for N1 and N3, annual salary for A1). Please submit a paper PAF for all leave of absence that is not Short Term Disability. See also Appendix H-2 ePAF Flow Chart.

Note: If a labor distribution change is required (most often with salary increases or grant changes), please utilize the comment box to specify a labor distribution change. The Budget Office will then initiate the appropriate change in labor distribution.

1. Enter the Position and Suffix.

2. Click Go.

All jobs that are currently active or were previously active for this employee will display. Use the “Select” radio button to choose the appropriate position that you will be changing.

3. Click Go.

All fields denoted with a red * indicate a required field.

All current personnel data associated with this employee’s position which you have been authorized to view will be displayed under the “Current Value” column.
For all other fields on the CHANGE ePAF, enter information in only the field(s) which needs to be changed/updated. Leave fields blank or as defaulted if they are not being changed.

4. Click **Save**.

Once the ePAF has been saved, a message will be displayed at the top of the ePAF stating either that the ePAF has been successfully saved or that there are errors preventing it from doing so. Keep in mind that **SAVE** will only save the information entered to that point, allowing an originator to step away from the ePAF but not lose their work. For the ePAF to move on to the next level (the approval routing queue), it must be submitted.

5. Click **Submit**.

Once you have submitted your ePAF, you may receive one or more WARNING messages. Warning messages will not prevent the transaction from continuing.

**ERROR messages will stop the transaction from continuing**. If you receive an ERROR message, the system is alerting you that an error(s) has been detected. This error(s) must be corrected before the ePAF can be submitted. Once errors have been corrected, you must re-save the ePAF. At this time, the ePAF is saved in your History. It will not move on to the next approval levels until you click submit.

Once the ePAF has been submitted, a message will be displayed at the top of the ePAF stating that the ePAF has been successfully submitted. The status of the ePAF will change from waiting to pending. At this point, the next individual(s) assigned in your default approval routing queue will be notified via email that the ePAF is pending action on their part.

**As the originator of an ePAF, you are the only person who can make a change to that ePAF**. At any point after your ePAF has been submitted into the approval routing queue, it can be returned to you for correction if an error is detected. Once you have corrected the ePAF, you must save it and resubmit.

**Note**: If you determine that you input incorrect information in an ePAF after you submitted it to the approval routing queue, you can return your own ePAF to you for correction. Once you have corrected the ePAF, you would then have to save it and resubmit.
REACTIVATE (Non-grant/Grant) (26 Pay) (Admin/Academic) ePAF

The REACTIVATE regular full-time, full-year exempt and non-exempt staff employee ePAF will be used when an individual is returning to the University of Hartford in the same position with less than a one year break in service.

In an effort to streamline the re-employment process and assist in the timely payment of wages for a re-hired regular full-time, full-year exempt or non-exempt staff employee, at this time your HR Manager will originate the reactivate ePAF. This ePAF will route through a pre-established default routing queue, including the designated departmental approver. Your designated department approver will be notified via the automated workflow process when the ePAF is ready for review and approval.

Your designated HR Service Partner will again ensure that your re-hire has completed and submitted all required re-hire paperwork including, but not limited to, the federally-mandated Employment Eligibility Verification, Form I-9 within the timeframe designated by law.

If you have any questions regarding this ePAF, please contact your designated HR Service Partner.
ADDITIONAL JOB (Non-grant/Grant) (26 Pay) (Admin/Academic) ePAF
The ADDITIONAL regular full-time, full-year exempt and non-exempt staff employee ePAF will be used when an individual is transferred or promoted or has been re-employed in a different position at the University of Hartford.

In an effort to streamline the employment process and assist in the timely payment of wages for a regular full-time, full-year exempt or non-exempt staff employee, at this time your HR Manager will originate the additional job employee ePAF. This ePAF will route through a pre-established default routing queue, including the designated departmental approver. Your designated department approver will be notified via the automated workflow process when the ePAF is ready for review and approval.

Your designated HR Service Partner will ensure that any required paperwork including, but not limited to, the federally-mandated Employment Eligibility Verification, Form I-9, is completed within the timeframe designated by law and/or University policy.

If you have any questions regarding this ePAF, please contact your designated HR Service Partner.
REGULAR FULL-TIME LESS THAN FULL-YEAR NON-EXEMPT STAFF (N2 AND N4)

Definition of ePAF Fields
The following is a list of fields that can be found on the full time, full year exempt and non-exempt ePAFs. Please refer to this list when completing your ePAF forms.

Current Hire Date: MM/DD/YYYY – This date must be the day of the first shift (first shift start date) that the employee will work.

Employee Class – Full-time full-year employees may be classified as N2 and N4.

Home Organization – This is the organization number associated with your department. If you know your home organization, enter it. If you do not know or are unsure of the home organization, refer to Appendix B.

Distribution Orgn – This is the organization number of your department where a physical paycheck would be sent. If you do not know your distribution organization number please refer to Appendix B.

Employee Status & Home COAS – will default to “A” and cannot be changed.

Job Effective Date: MM/DD/YYYY –
This date will vary dependent upon the type of ePAF and nature of the personnel action being made. Please refer to the Chart entitled Choosing the Date for your ePAF (Appendix M) to ensure the dates you are inputting are accurate and reflect the appropriate action dates.

Personnel Date: MM/DD/YYYY –
This date will vary dependent upon the type of ePAF and nature of the personnel action being made. Please refer to the Chart entitled Choosing the Date for your ePAF (Appendix M) to ensure the dates you are inputting are accurate and reflect the appropriate action dates.

Job Begin Date: MM/DD/YYYY –
This date will vary dependent upon the type of ePAF and nature of the personnel action being made. Please refer to the Chart entitled Choosing the Date for your ePAF (Appendix M) to ensure the dates you are inputting are accurate and reflect the appropriate action dates.

Regular Rate – If this is a change to a non-exempt hourly staff member is being made, enter the new hourly rate.

Annual Salary – This field is not enterable.
**Pays** – This field will reflect the number of weeks per year that the less than full year (9, 10- or 11-month work schedule) staff employee will work in a fiscal year. Divide the number of weeks by two to calculate the pays (ex, a 44-week position should be input as 22 pays).

**Factor** – This field will be the same as the Pays field.

**Supervisor ID** – If this is a change being made, enter the new supervisor’s ID. Please remember to list the new supervisor’s name in the Comments block.

**Timesheet Org** – This is the org number of the employee’s position/assignment. Enter the org from current value if the location where the employee will be physically working has not changed. Refer to Appendix B if the employee’s physical location is changing.

**Job Location** – refers to the method of time recording the employee will be expected to utilize. If this is the change being made, enter the new time recording method, TC for time clock or WC for web clock.

**Job Change Reason** – choose the most appropriate job change reason from the drop down list for the change being made.

**Job Leave Begin** section of the ePAF will denote the first date out of work consistent with the work schedule noted in the Comments block. This section will alert Payroll when the staff member begins his/her inactive employment (unpaid) status.

**Comments**

Please record the name of the supervisor who will be responsible for approving this employee’s hours/time in the Comments block.

Comments will become part of the permanent on-line record, and should be kept professional and only be used if necessary, such as detail which will assist the next approver in the queue.
NEW (Non-grant/Grant) (<26 Pay) (Admin/Academic) ePAF

The NEW non-exempt, less than full year (9, 10- or 11-month work schedule) staff employee ePAF will be used when hiring an individual who has never worked and been paid via Payroll at the University of Hartford OR when an individual has had more than one year break in service from the University of Hartford.

In an effort to streamline the employment process and assist in the timely payment of wages for our regular full-time less than 26 pay non-exempt staff employees, at this time your HR Manager will originate the new employee ePAF. Your HR Manager will contact the hiring manager to obtain the work schedule for this less than full year regular staff position. These dates must be included in the NEW ePAF so that Payroll can accurately reflect the work schedule and pay the employee accordingly. This ePAF will route through a pre-established default routing queue, including the designated departmental approver. Your designated department approver will be notified via the automated workflow process when the ePAF is ready for review and approval.

**NOTE:** After your HR Manager completes the initial set-up of your new staff employee, it will be the responsibility of the department to originate a REACTIVATE ePAF annually, denoting the work schedule for your non-exempt, less than full year staff employee. This should be submitted no later than May 15th of each fiscal year. Please see the REACTIVATE ePAF for instructions on completion of this ePAF.

Your designated HR Service Partner will ensure that your new hire has completed and submitted all required new hire paperwork including, but not limited to, the federally-mandated Employment Eligibility Verification, Form I-9 within the timeframe designated by law.

If you have any questions regarding this ePAF, please contact your designated HR Service Partner.
CHANGE (Non-grant/Grant) (<26 Pay) (Admin/Academic) ePAF

The CHANGE non-exempt, less than full year (9, 10- or 11-month work schedule) staff employee ePAF will be used when there is a change in (but not limited to) supervisor, time reporting method (timeclock vs. webclock vs. timesheet), work schedule and/or hourly pay rate. See also Appendix H-2 ePAF Flow Chart.

Note: If a labor distribution change is required (most often with salary increases or grant changes), please utilize the comment box to specify a labor distribution change. The Budget Office will then initiate the appropriate change in labor distribution.

1. Enter the Position and Suffix.
2. Click Go.

All jobs that are currently active or were previously active for this employee will display. Use the “Select” radio button to choose the appropriate position that you will be changing.

3. Click Go.
All fields denoted with a red * indicate a required field.

All current personnel data associated with this employee’s position which you have been authorized to view will be displayed under the “Current Value” column.

Electronic Personnel Action Form

Enter the information for the ePAF and either Save or Submit.

Name and ID: [Redacted]  
Transaction:  
Transaction Status:  
Approval Category: H - Hourly Staff/Non-WorkStudy CHANGE Nongrant Academic Dept, HR2020

Query Date: 03/01/2014  
Last Paid Date: 03/09/2014

Note: It is critical that the work schedule identified in the original ePAF submitted to establish this employee’s fiscal year schedule is consistent with the first date the employee will begin inactive employment (unpaid) status noted on the CHANGE ePAF.

4. Click Save.

Once the ePAF has been saved, a message will be displayed at the top of the ePAF stating either that the ePAF has been successfully saved or that there are errors preventing it from doing so. Keep in mind that SAVE will only save the information entered to that point, allowing an originator to step away from the ePAF but not lose their work. For the ePAF to move on to the next level (the approval routing queue), it must be submitted.

5. Click Submit.

Once you have submitted your ePAF, you may receive one or more WARNING messages. Warning messages will not prevent the transaction from continuing.

**ERROR messages will stop the transaction from continuing.** If you receive an ERROR message, the system is alerting you that an error(s) has been detected. This error(s) must be corrected before the ePAF can be submitted. Once errors have been corrected, you must re-save the ePAF. At this time, the ePAF is saved in your History. It will not move on to the next approval levels until you click submit.

Once the ePAF has been submitted, a message will be displayed at the top of the ePAF stating that the ePAF has been successfully submitted. The status of the ePAF will change from waiting to pending. At this point, the next individual(s) assigned in your default approval routing queue will be notified via email that the ePAF is pending action on their part.

**As the originator of an ePAF, you are the only person who can make a change to that ePAF.** At any point after your ePAF has been submitted into the approval routing queue,
it can be returned to you for correction if an error is detected. Once you have corrected the ePAF, you must save it and resubmit.

Note: If you determine that you input incorrect information in an ePAF after you submitted it to the approval routing queue, you can return your own ePAF to you for correction. Once you have corrected the ePAF, you would then have to save it and resubmit.
**REACTIVATE (Non-grant/Grant) (<26 Pay) (Admin/Academic) ePAF**

The REACTIVATE non-exempt, less than full year (9, 10- or 11-month work schedule) staff employee ePAF will be used to reactivate active employment status and identify the next fiscal year’s work schedule for non-exempt, less than full year (9, 10- or 11-month work schedule) staff employees.

1. Enter the Position and Suffix.

2. Click **Go**.

   ![New EPAF Job Selection](image)

   All jobs that are currently active or were previously active for this employee will display. Use the “Select” radio button to choose the appropriate position that you will be changing.

3. Click **Go**.

   ![New EPAF Job Selection](image)

   All fields denoted with a red * indicate a required field.
All current personnel data associated with this employee’s position which you have been authorized to view will be displayed under the “Current Value” column.

Note: It is critical that the work schedule identified in the original ePAF submitted to establish this employee’s fiscal year schedule is consistent with the first date the employee will begin inactive employment (unpaid) status noted on the CHANGE ePAF.

4. Click **Save**.

Once the ePAF has been saved, a message will be displayed at the top of the ePAF stating either that the ePAF has been successfully saved or that there are errors preventing it from doing so. Keep in mind that **SAVE** will only save the information entered to that point, allowing an originator to step away from the ePAF but not lose their work. For the ePAF to move on to the next level (the approval routing queue), it must be submitted.

5. Click **Submit**.

Once you have submitted your ePAF, you may receive one or more **WARNING** messages. Warning messages will not prevent the transaction from continuing.

**ERROR messages will stop the transaction from continuing.** If you receive an ERROR message, the system is alerting you that an error(s) has been detected. This error(s) must be corrected before the ePAF can be submitted. Once errors have been corrected, you must re-save the ePAF. At this time, the ePAF is saved in your History. It will not move on to the next approval levels until you click submit.

Once the ePAF has been submitted, a message will be displayed at the top of the ePAF stating that the ePAF has been successfully submitted. The status of the ePAF will change from waiting to pending. At this point, the next individual(s) assigned in your default approval routing queue will be notified via email that the ePAF is pending action on their part.

**As the originator of an ePAF, you are the only person who can make a change to that ePAF.** At any point after your ePAF has been submitted into the approval routing queue, it can be returned to you for correction if an error is detected. Once you have corrected the ePAF, you must save it and resubmit.

Note: If you determine that you input incorrect information in an ePAF after you submitted it to the approval routing queue, you can return your own ePAF to you for correction. Once you have corrected the ePAF, you would then have to save it and resubmit.
ADDITIONAL JOB (Non-grant/Grant) (<26 Pay) (Admin/Academic) ePAF

The ADDITIONAL non-exempt, less than full year (9, 10- or 11-month work schedule) staff employee ePAF will be used when an individual is transferred or promoted or has been re-employed in a different position at the University of Hartford.

In an effort to streamline the employment process and assist in the timely payment of wages for our regular full-time less than 26 pay non-exempt staff employees, at this time your HR Manager will originate the additional job ePAF. Your HR Manager will contact the hiring manager to obtain the work schedule for this less than full year regular staff position. These dates must be included in the ADDITIONAL JOB ePAF so that Payroll can accurately reflect the work schedule and pay the employee accordingly. This ePAF will route through a pre-established default routing queue, including the designated departmental approver. Your designated department approver will be notified via the automated workflow process when the ePAF is ready for review and approval.

**NOTE:** After your HR Manager completes the initial set-up of your transferred/promoted staff employee, it will be the responsibility of the department to originate a REACTIVATE ePAF annually, denoting the work schedule for your non-exempt, less than full year staff employee. This should be submitted no later than May 15th of each fiscal year. Please see the REACTIVATE ePAF for instructions on completion of this ePAF.

Your designated HR Service Partner will ensure that any required paperwork including, but not limited to, the federally-mandated Employment Eligibility Verification, Form I-9, is completed within the timeframe designated by law and/or University policy.

If you have any questions regarding this ePAF, please contact your designated HR Service Partner.
END JOB EPAFS (ALL EMPLOYEE CLASSES)
These ePAFs are used when the employee’s position is terminated, whether voluntarily or involuntarily, and the employee used all of and/or more than the encumbered dollar amount for this position. Submitting an End Job ePAF will not release any remaining unexpended encumbrance amount. If you have to release these unexpended funds, you must use the End Job with Encumbrance Release ePAF after all wages earned have been paid. The University of Hartford pays wages earned one week in arrears for all employees; therefore, it is recommended that you originate this ePAF approximately one month after the end date of the position.

Definition of ePAF Fields
The following is a list of fields that can be found on the full time, full year exempt and non-exempt ePAFs. Please refer to this list when completing your ePAF forms.

Jobs Effective Date and Personnel Date-
For End Job ePAFs without encumbrance release (GENDJB or GENDGU) the dates would represent the employee’s actual last day worked in the position. These dates should not be prior to the last paid date.

For End Job ePAFs with encumbrance release (GENDHR, GENDGR or GENDWS) the dates would represent the employee’s actual last day worked in the position and the employee has received their final pay. These dates should not be prior to the last paid date.

Salary Encumbrance – enter the total dollar value that has been paid to this work-study employee. Contact Financial Aid for this amount after all wages have been paid out. Please refer to Appendix K.

Job Change Reason – will default to JBEND, Job End, but can be changed if needed.

Job Status – will default to T (terminate) and cannot be changed.

Comments
Comments will become part of the permanent on-line record, and should be kept professional and only be used if necessary, such as detail which will assist the next approver in the queue.
END Job ePAF

1. Enter the Position and Suffix.

2. Click **Go**.

   ![Image of Position Number Lookup](image)

   All jobs that are currently active or were previously active for this employee will display. Use the “Select” radio button to choose the appropriate position that you will be changing.

3. Click **Go**.

   ![Image of Approval Types](image)

   Enter all required data as specified on the ePAF.

4. Click **Save**.

   Once the ePAF has been saved, a message will be displayed at the top of the ePAF stating either that the ePAF has been successfully saved or that there are errors preventing it from doing so. Keep in mind that **SAVE** will only save the information entered to that point, allowing an originator to step away from the ePAF but not lose their work. For the ePAF to move on to the next level (the approval routing queue), it must be submitted.
5. Click **Submit**.

Once you have submitted your ePAF, you may receive one or more WARNING messages. Warning messages will not prevent the transaction from continuing.

**ERROR messages will stop the transaction from continuing.** If you receive an ERROR message, the system is alerting you that an error(s) has been detected. This error(s) must be corrected before the ePAF can be submitted. Once errors have been corrected, you must re-save the ePAF. At this time, the ePAF is saved in your History. It will not move on to the next approval levels until you click submit.

Once the ePAF has been submitted, a message will be displayed at the top of the ePAF stating that the ePAF has been successfully submitted. The status of the ePAF will change from waiting to pending. At this point, the next individual(s) assigned in your default approval routing queue will be notified via email that the ePAF is pending action on their part.

**As the originator of an ePAF, you are the only person who can make a change to that ePAF.** At any point after your ePAF has been submitted into the approval routing queue, it can be returned to you for correction if an error is detected. Once you have corrected the ePAF, you must save it and resubmit.

**Note:** If you determine that you input incorrect information in an ePAF after you submitted it to the approval routing queue, you can return your own ePAF to you for correction. Once you have corrected the ePAF, you would then have to save it and resubmit.
**END Job with Encumbrance Release ePAF**

This ePAF should be used when the employee’s position is terminated and you want to release the balance of the encumbrance value prior to the end of the fiscal year for a non-work study position.

Please note that End Job with Encumbrance Release ePAF should be completed only after the employee has been paid in full for any and all hours worked. The University of Hartford pays wages earned one week in arrears for all employees; therefore, it is recommended that you originate this ePAF approximately one month after the end date of the position.

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You should review your department’s encumbrance report to determine the available commitment to be released. Please note, however, that the encumbrance report will not reflect any payments to the employee that are pending in an upcoming payroll that have not yet been processed. An encumbrance report can be obtained from the Budget Office upon request via email at budget@hartford.edu, and will be provided upon receipt of a completed ‘Authorization to Access Encumbrance Reports Form’. Based on the University’s payroll calendar, you are strongly encouraged to request the encumbrance report the Monday following the previous Friday’s pay day of the last pay the employee is due to ensure that all of the hours that your employee worked have been paid.
END Work Study Job with Encumbrance Release ePAF
This ePAF should be used when the student’s work-study position is terminated and you want to release the balance of the financial aid encumbrance value prior to the end of the academic year. Contact Financial Aid the Monday following the previous Friday’s pay day to ensure that all of the hours that your student employee worked have been paid.
RETURNING AN EPAF FOR CORRECTION

As an originator you are the only person who can make a change to the ePAF you created. If you notice an error after submitting the ePAF you can return it to yourself for correction.

To return an ePAF for correction:

1. Go to the ePAF menu and Select ‘EPAF Originator Summary’

2. Click on the ‘History’ Tab

   Electronic Personnel Action Form
   
   EPAF Approver Summary
   EPAF Originator Summary
   New EPAF
   EPAF Proxy Records
   Act as a Proxy
   
   RELEASE: 8.9

   EPAF Originator Summary
   
   Current History
   
   Select the link under Name to access details of the transaction, or select from the list below.

   Transaction Status: All Go

   ! No transactions found in your queue.
3. Select the ePAF you wish to return for correction

4. Click the ‘return for correction’ to remove the ePAF from the approval queue

5. Click ‘Update’ to make the necessary changes to the ePAF and indicate in the comments section what changes were made. Click the ‘Save’ button below the comments box then click ‘Submit’ to return your ePAF to the approval queue. If your error cannot be corrected or you no longer wish to submit the ePAF you can select ‘void’, circled in the previous image.
CHECKING THE STATUS OF THE EPAF

On the Self Service main page, click on EPAF, and then click **EPAF Originator Summary**.

The Transaction Status option allows you to filter your search criteria by the status of the ePAFs. There are two tabs – current and history – which electronically store the ePAFs you’ve originated.

- The Current tab will display ePAFs that you have not yet submitted for approval or those that have been returned to you for correction. You are encouraged to check your Current tab regularly to ensure that all pending ePAFs are submitted in a timely manner.

- The History tab will display ePAFS that you have submitted as well as the status of that ePAF. There are several transaction status options in this tab – Completed, Approved, Pending, Returned for Correction, Void and Rejected. You are encouraged to check your History tab regularly to determine what action, if any, is necessary to complete the ePAF process. The system will store all submitted ePAFS in this History tab for twenty-four (24) months.

To view the status of an ePAF:

1. Click on the ePAF menu then click ‘ePAF Originator Summary’.

2. Click on the ‘History’ Tab to view the list of your previously submitted transactions.
3. Click on the appropriate transaction.

4. On the ‘EPAF Preview’ Page, scroll to the bottom of the page to the ‘Routing Queue’ section to view the status of ePAF.
## EPAF Status Definitions

<table>
<thead>
<tr>
<th><strong>Transaction Statuses</strong></th>
<th><strong>Definition</strong></th>
<th><strong>Queue Statutes</strong></th>
<th><strong>Definition</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>Waiting</td>
<td>The transaction has been initiated, but not submitted.</td>
<td>Pending</td>
<td>The transaction is pending in the approvers queue.</td>
</tr>
<tr>
<td>Pending</td>
<td>The transaction has been submitted by the initiator and is pending review by an approver.</td>
<td>FYI</td>
<td>A person in the approval queue who receives the EPAF action for information purposes only.</td>
</tr>
<tr>
<td>Approved</td>
<td>The transaction has been approved by an approver(s).</td>
<td>Approved</td>
<td>The transaction has been approved by the current approver.</td>
</tr>
<tr>
<td>Disapproved</td>
<td>The transaction has been disapproved by an approver.</td>
<td>Disapproved</td>
<td>The transaction has been disapproved by the current approver.</td>
</tr>
<tr>
<td>Complete</td>
<td>The transaction has been submitted and approved by all approvers in the routing queue.</td>
<td>In the queue</td>
<td>The transaction is back in the routing queue waiting for the next approval level.</td>
</tr>
<tr>
<td>Void</td>
<td>Transaction has been voided.</td>
<td>Void</td>
<td>The transaction was voided.</td>
</tr>
<tr>
<td>Partially Completed</td>
<td>The transaction requires some fields to be fixed – only part of the transaction can be applied.</td>
<td>More information</td>
<td>An approver has requested additional information before the EPAF can proceed.</td>
</tr>
<tr>
<td>Cancelled</td>
<td>The transaction was cancelled.</td>
<td>Acknowledge</td>
<td>An FYI approver has reviewed the EPAF and acknowledged receipt.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Return for Correction</td>
<td>The EPAF was returned to the originator for correction. Please review the Comment field for specific correction instructions.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Overridden</td>
<td>A super user has overridden one or more approval levels.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Removed from queue</td>
<td>The transaction was removed from the approval queue (super user)</td>
</tr>
<tr>
<td>All</td>
<td>Includes all queue statuses</td>
<td></td>
<td></td>
</tr>
<tr>
<td>-----------</td>
<td>-----------------------------</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Applied</td>
<td>All approvals in the routing queue are complete and HRIS or payroll has applied the changes to the system.</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
WORKFLOW NOTIFICATION PROCESS
The ePAF process partners with the University’s Workflow system, which will automatically alert the next designated approver within the ePAF approval routing queue of action required (see Appendix D). Email notifications will be sent based on the status of the ePAF as follows:

- Pending work
- FYI
- Returned for correction
- Disapproved
- Completed

An example of this automatic email notification that will be sent to the approver appears below.

From: its@hartford.edu
Title: EPAF:Pending: John Starks 17643232

You have an EPAF pending for work.

Epafl Specifics:

Activity Date: 🄸-JUN-13
Transaction #: 141
Name: John Starks
Employee ID: 17643232
Originator Email: hrdepaf@hartford.edu
Acat Desc: Hourly Staff/NonWorkStudy Stdn
In Queue: BUDGET
Queue Status: P - Pending

Please see Appendix D, ePAF Notifications and Audit System, for additional details on the Workflow process.
SEARCHING FOR INDIVIDUAL EPAF TRANSACTIONS

To search for an ePAF Transaction:

1. On the ePAF menu click ‘EPAF Originator Summary’ then click ‘Search’

2. Enter the search criteria then click ‘Go’