UNIVERSITY OF HARTFORD

Electronic Personnel Action Form (ePAF) Approver Reference Manual

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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 all actions into an online form, which will then be sent automatically to the next designated approver in the routing queue until it is ultimately applied electronically to the appropriate BANNER screen(s).

The ePAF system provides an end user with the ability to check the status of ePAFs at any time, locating exactly where the ePAF is in the approval routing queue. This paperless process also allows for the intuitive workflow system to notify users of pending actions as well as creates an opportunity to achieve greater institutional efficiencies as well as reduces our carbon footprint.

Prior to beginning your use of ePAFs, you should become familiar with employee class codes, your department/college home organization number(s), 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 approving an ePAF. Your unit's reporting line, as well as the funding source for each personnel action, will dictate which ePAF the originator 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.*

Approver (and/or Proxy) Responsibilities

Each ePAF has an established default approval routing queue. It is incumbent upon you as an approver (and/or a proxy) to understand your role and responsibilities as it relates to ePAF processing. As an authorized ePAF approver, you are expected to demonstrate a full awareness of the importance of maintaining prudent fiscal operations in an effort to ensure the effective management of departmental financial resources as well as compliance with other applicable University policies.

The mandatory approval routing queue levels have been assigned with the minimum approval levels needed from an institution-wide audit perspective. While several other University departments will have reviewed and approved the ePAF prior to you receiving it in your queue, in your role as an approver (and/or proxy), you are ensuring that the personnel data and other information contained in the ePAF is accurate and that you approve of the action being taken. Your approval will be electronically date and time stamped on the ePAF and will be deemed as your electronic signature as a part of the University's signatory authority for audit purposes.

Logging In and Getting Started

To access eEPAFs, you must log onto the Self Service Center (SSC) using your University ID number and secure PIN. SSC can be found by navigating 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.

Please note: The PIN is case-sensitive.

This account will be disabled after FIVE unsuccessful attempts.

User ID:
PIN:

Login   Forgot PIN?

2. Select the **Employee** tab.

Personal Information   Employee

3. Select the **EPAFS** link from the menu.

EPAFS
Beta Release
Validate Student
Check student level and enrollment, and CWS eligibility
RELEASE: 8.9

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Viewing EPAF Transactions

This electronic process will provide you with the ability within the SSC to view ePAFs submitted by originators in your department/college. Your ePAF menu options will vary depending on your user roles and access levels.

1. Select the **EPAF Approver Summary** link.

2. The **Current** tab will show transactions that need your immediate attention. In the **Queue Status** field, select **Pending** and then click **Go** to review transactions that are pending your approval.

3. Click on the employee's name to review the ePAF. "**" indicates that comments exist for a particular transaction. You may also review comments made by the ePAF originator or other approvers by clinking on the **Comments** link.

	Name	ID	Transaction	Type of Change	Submitted Date	Effective Date	Required Action	Action	Links
⚑	Tull, Cherri-Anne P. Temp Staff Non Ex, 616300-00		1582	H - Hourly Staff/Non-WorkStudy ADDTL JOB Nongrant Admin	09/30/2013	09/30/2013	Approve	☐	Comments Warnings
⚑	Wagner, Denise C.		1581	G - End an Employee Job	09/30/2013	09/30/2013	Approve	☐	Comments

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Return to Top
**Comments Exist

Note: Only the originator of an ePAF can make a change to that ePAF. If an error is detected at any level in the default routing queue, the ePAF must be returned to the originator for correction.

EPAF Approver Actions

Please be reminded of your responsibilities as a designated ePAF approver/proxy. It is incumbent upon you to review the information in the "New Value" column and consider any comments submitted with the ePAF as this may be important information for you to consider before approving this personnel transaction.

1. Select the transaction you wish to review.

EPAF Transactions

	△ Name ▽	△ ID ▽	△ Transaction ▽
⚑	Alderson, Shawn C. ← Temp Staff Student, 551700-00		1641

1 - 1 of 1
Return to Top
**Comments Exist

2. Based on the information provided, select the appropriate ePAF Action:

   a. **Approve** – Choose this action if you approve and agree to sign off on the values entered in the *New Values* column of the ePAF detail. This action allows the ePAF to move on to the next approver in the default routing queue or allows the ePAF to be applied to the Banner System.

   b. **Disapprove** – Choose this action if you do not approve of the ePAF and do not wish to have any further action taken on the transaction. This action may also be chosen if there are errors on the ePAF that cannot be corrected by the originator (e.g. incorrect position number). Please include a comment explaining the reason for disapproval. (see the next section for instructions and guidelines for the Comments block).

   c. **Return for Correction** – Choose this action if there is an error that needs to be corrected by the originator before the ePAF is applied to the system. Please include a comment explaining what needs to be corrected. Once the correction(s) have been made and the ePAF has been resubmitted by the originator, the transaction will return to your approval queue.

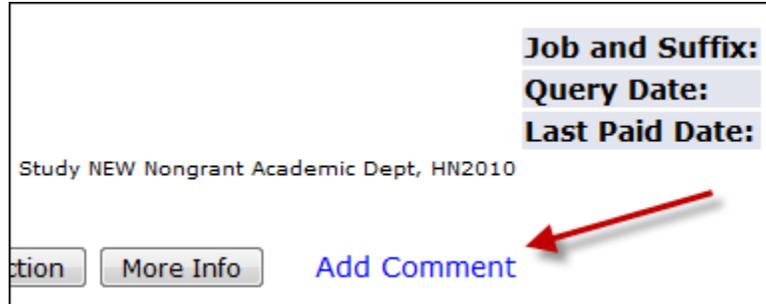| Approve | Disapprove | Return for Correction | More Info | Add Comment |

Comments

As an approver (or a proxy), you may also add a comment to an ePAF. This can be very helpful to the originator or to the next approver in the default routing queue, particularly if the ePAF is disapproved or returned for correction. **Please be aware that comments made on an ePAF will become part of the permanent on-line record, and should be kept professional and only be used if necessary**.
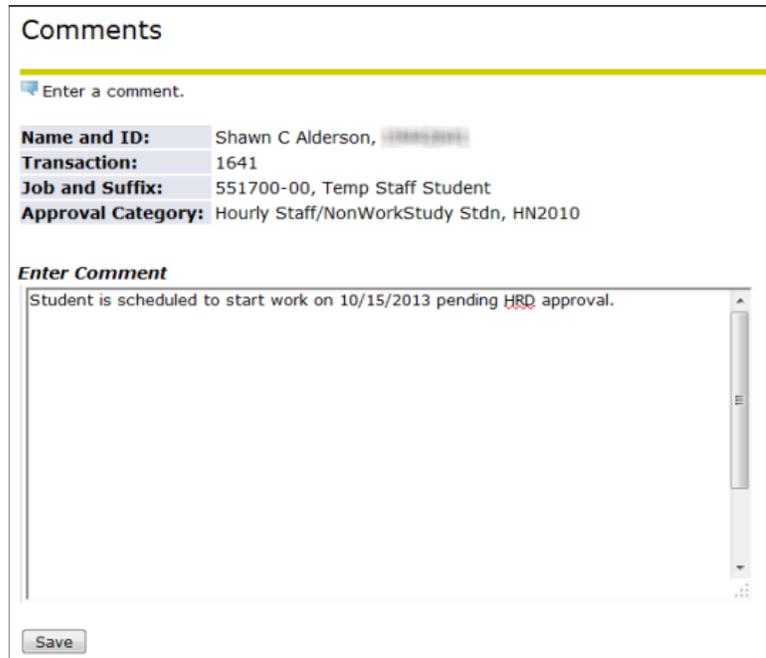
To add a comment:

1. Click on the **Add Comment** link

2. Enter your comments then click **Save**.

3. Click the ePAF Preview link at the bottom of the page to return to the ePAF preview.

Once the appropriate action has been taken, a message will be displayed at the top of the ePAF stating that the transaction has been successfully completed.

EPAF Preview

✔ You are acting as an Approver.
✔ Transaction successfully completed.

Name and ID:	Shawn C Alderson,
Transaction:	1641
Transaction Status:	Pending
Approval Category:	H - Hourly Staff/Non-WorkStudy NEW Nongrant

Checking the Status of the ePAF

The ePAF process will provide you with the ability within the SSC to determine where any ePAF is located in the approval routing queue.

On the Self Service main page, click the **Employee** tab, then choose **EPAF**, and finally click **EPAF Approver Summary**.

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

- The **Current** tab will display ePAFs that you have not yet reviewed and/or approved. 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 approved 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.

Routing Queue

| Approval Level	Name	Required Action	Queue Status	Action Date
HR Initial Review, 10	Tina J Berrien,	Approve	Approved	10/07/2013 11:10:43 AM
Budget Office, 10	Prashanie Silva,	Approve	Pending	
Payroll Office, 10	Cherri-Anne P Tull,	Approve	Pending	
Department Approver, 20	Lisa A Belanger,	Approve	In the Queue	
Academic Affairs, 30	James A Mello,	FYI	In the Queue	
EPAF Appliers, 90	Cherri-Anne P Tull,	Apply	In the Queue	

EPAF Status Definitions

Transaction Statuses	Definition	Queue Statutes	Definition
Waiting	The transaction has been initiated, but not submitted.	Pending	The transaction is pending in the approvers queue.
Pending	The transaction has been submitted by the initiator and is pending review by an approver.	FYI	A person in the approval queue who receives the EPAF action for information purposes only.
Approved	The transaction has been approved by an approver(s).	Approved	The transaction has been approved by the current approver.
Disapproved	The transaction has been disapproved by an approver.	Disapproved	The transaction has been disapproved by the current approver.
Complete	The transaction has been submitted and approved by all approvers in the routing queue.	In the queue	The transaction is back in the routing queue waiting for the next approval level.
Void	Transaction has been voided.	Void	The transaction was voided.
Partially Completed	The transaction requires some fields to be fixed – only part of the transaction can be applied.	More information	An approver has requested additional information before the EPAF can proceed.
Cancelled.	The transaction was cancelled.	Acknowledge	An FYI approver has reviewed the EPAF and acknowledged receipt.
Applied	All approvals in the routing queue are complete and HRIS or payroll has applied the changes to the system.	Return for Correction	The EPAF was returned to the originator for correction.
All	Includes all queue statuses	Overridden	A superuser has overridden one or more approval levels.
		Removed from queue	The transaction was removed from the approval queue (superuser)

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Designating a Proxy Approver

To ensure timely processing of ePAFs, **every approver must establish a proxy**. This designation allows an approver to authorize other designated individuals to take approval action in the approver's absence. Both the approver and the proxy must complete an ePAF Approver User Request Form (which is available on HRD's website at http://www.hartford.edu/hrd/ePAF.aspx and requires the signature of the Dean/Administrative Department Head and appropriate University Officer. Please be advised that a person designated as a proxy must be an active University of Hartford employee who is one level higher in your unit's organizational structure. You will want to determine an approval routing queue that will best serve your unit.

If you, as an approver, are planning to be out of the office (or are unexpectedly out of the office) for an extended period of time, please notify your proxy so that pending ePAF transactions do not sit in the queue. In addition, proxies will receive email notifications on your behalf until you remove their designation.

1. Select the **Employee** tab then **EPAFS**.
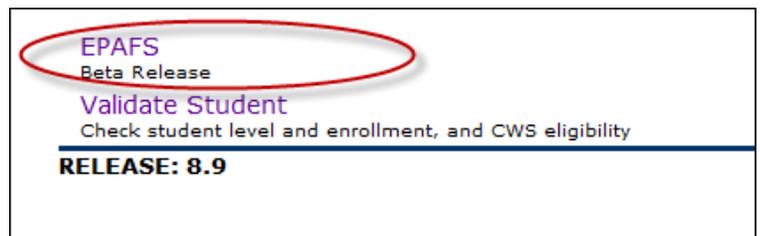
   EPAFS
   Beta Release
   Validate Student
   Check student level and enrollment, and CWS eligibility
   RELEASE: 8.9
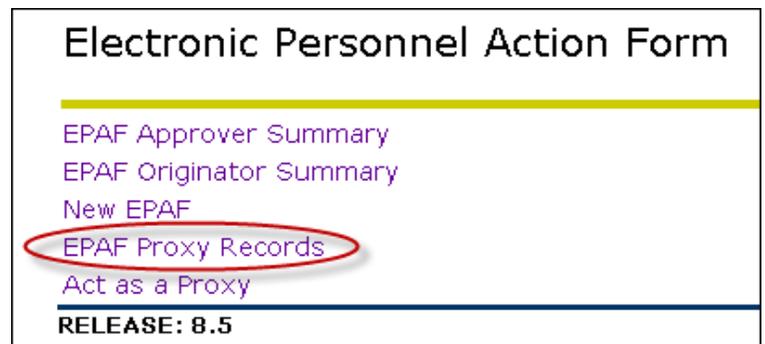
2. Select **EPAF Proxy Records** link.

   Electronic Personnel Action Form

   EPAF Approver Summary
   EPAF Originator Summary
   New EPAF
   EPAF Proxy Records
   Act as a Proxy
   RELEASE: 8.5

3. Select the appropriate approval level then click **Go.**

   EPAF Proxy Records

   Approval Level: Department Approver, DEPT ▼ Go

4. Select the appropriate person from the drop down list then click **Save**.
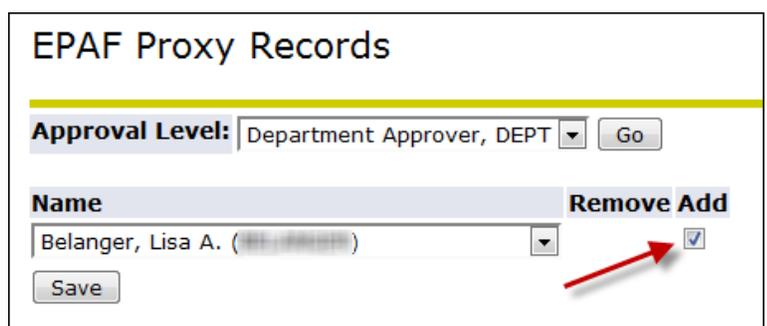
   EPAF Proxy Records

   Approval Level: Department Approver, DEPT ▼ Go

   Name   **Remove Add**
   Belanger, Lisa A. (   )   ▼   ☑
   Save

Acting as a Proxy

In the event that you are the designated proxy, please follow the guidelines noted below.

1. Select the **Employee** tab, then **EPAF**. In the EPAF menu, select **Act as a Proxy.**

2. Select the person for whom you are acting as a proxy and the date range for the transactions you wish to view. Click **Go.**

3. The approver summary will display the transactions pending approval for the selected date range. Click on the transaction you wish to review and follow the instructions for EPAF Approver Actions (located on page 7).
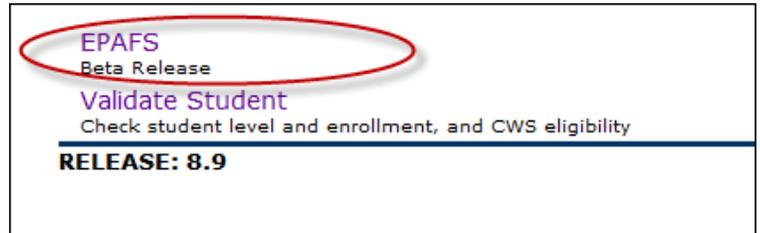

Note: Settings to act as a proxy are not saved; therefore, you will need to follow these steps every time you serve as an ePAF proxy.
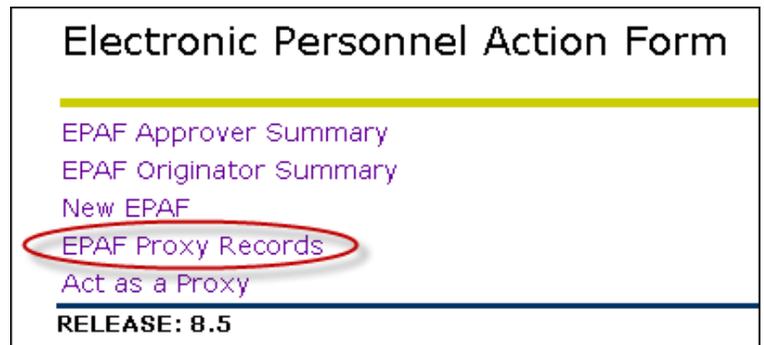
Removing Proxy Approver Setting

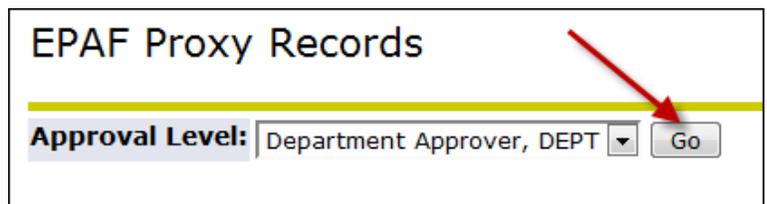To remove a proxy designation, please following the guidelines noted below
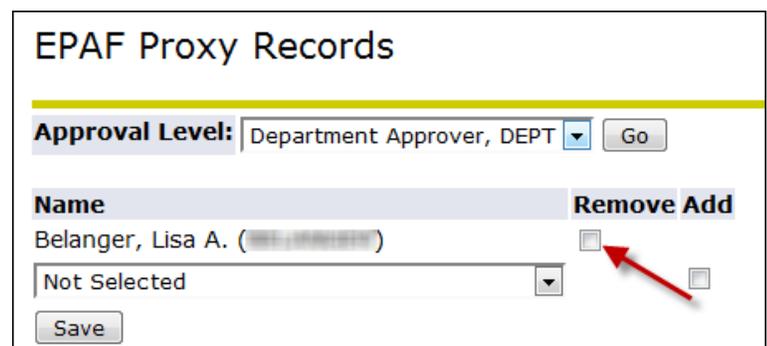
1. Select the **Employee** tab, then **EPAFS**.

   EPAFS
   Beta Release
   Validate Student
   Check student level and enrollment, and CWS eligibility
   RELEASE: 8.9

2. Select **EPAF Proxy Records** link.

   Electronic Personnel Action Form

   EPAF Approver Summary
   EPAF Originator Summary
   New EPAF
   EPAF Proxy Records
   Act as a Proxy
   RELEASE: 8.5

3. Select the appropriate approval level and then click **Go**.

   EPAF Proxy Records

   Approval Level: Department Approver, DEPT ▼   Go

4. Check the box for the proxy you are removing and then click **Save**.

   EPAF Proxy Records

   Approval Level: Department Approver, DEPT ▼   Go

Name	Remove	Add
Belanger, Lisa A. ( )	☐	
Not Selected ▼		☐

   Save

Note: Once this action is completed, the person removed will no longer be notified or have access to view transactions designated for your approval in the SSC.