

UNIVERSITY OF HARTFORD

Electronic Personnel Action Form (ePAF) Originator Reference Manual

July 2017

Table of Contents

Logging In and Getting Started.....	3
Initiating Any ePAF.....	4
Choosing The ePAF type.....	4
Commonly Required Field Names.....	5
New Hire ePAFs (Exempt, Non-exempt, Faculty and Workstudy).....	6
New Additional Job ePAFS (Exempt, Faculty and Non-exempt).....	10
Terminate Existing Job.....	12
Job Hourly or Salary Rate Change (Staff or Faculty).....	15
Labor Distribution Change.....	18
Job Transfer (Exempt or Non-exempt).....	21

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

<http://www.hartford.edu/selfserve/default.aspx>. The ePAF menu is

found on the Employee tab.

1. Enter your username and password for SSC

Please note: The PIN/Password is case-sensitive.

Your account will be disabled after **FOUR** unsuccessful attempts.

If you are faculty, staff, or a student and require assistance, please call the Help Desk at x5907 or (860)765 5907.

If you are a member of the Hartt Community Division, please contact 860-768-4451, or email harttcomm@hartford.edu.

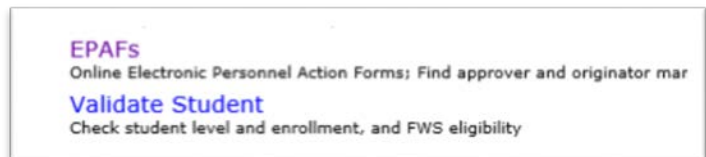
UoH ID#:

PIN:

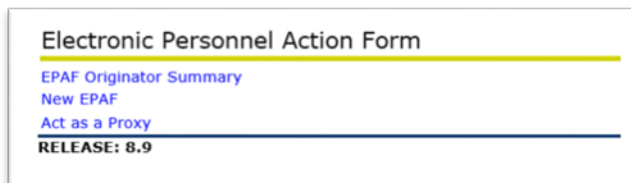
2. Select the Employee tab



3. Select the ePAFs link from the menu



4. Select New ePAF



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 personnel record.

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

1. Employee name and university ID
2. Employee class code
3. Position Number & suffix
4. Rate of Pay (for non-exempt/hourly employees) or annualized salary (exempt employees)
5. Date employee will start
6. Title of Position
7. Administrative Org numbers - Appendix B provides Home, Timesheet, & Distribution Org

CHOOSING THE EPAF TYPE

Below is the list of codes to choose from. Make sure that you choose the correct option for your new employee. (NOTE: For students **not funded** by Federal Work Study, use HIRENE)

Not Selected
New Hire Exempt, HIREEX
New Hire Non Exempt Hourly, HIRENE
New Hire Faculty, NEWFAC
New Hire Fed Work Study, WKSTDY
New Additional Job Exempt, NWJOBEX
New Additional Job Faculty, NWJOBFA
New Addition Job Non-Exempt, NWJOBNA
Terminate Existing Job, JBTERM
Job Hourly Rate Change, JOBRAT
Job Salary Change (Exempt), JOBSAL
Labor Distribution Change, LABOR
Job Transfer Exempt, XFEREX
Job Transfer Non Exempt, XFERNE
Job Salary Change Faculty, JOBFAC

COMMONLY REQUIRED FIELD NAMES

Below are the definitions for the most commonly used field names in generation of ePAFs.

Employee Class – See Appendix A

Home Organization – This is the organization number associated with your department.

Distribution Orgn – This is the organization number of your department where a physical paycheck would be sent. (Usually the same as the Home Organization)

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

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

Contract Begin Date: For faculty positions only. The contract begin date for full time faculty positions is 9/1/xx and adjunct positions should follow the payroll calendar (see Payroll website)

Contract End Date: For faculty positions only. The contract end date for full time faculty will be 6/30/xx and adjunct positions should follow the payroll calendar (see Payroll website)

Contract Type – Choices are Primary (regular job), Secondary (additional job) or Overload (for full time faculty adjunct jobs during an academic semester).

Job Effective Date: MM/DD/YYYY – This date is the date the employee will begin working in the position.

Job Begin Date: MM/DD/YYYY – This date is the date the job will begin.

Factor – The factor is the number of pays the position was originally set up for (20 or 24 for exempt positions and 22 or 26 for non exempt positions). This will default to the position setup, however may be changed in the ePAF, when necessary.

Pays – This field will reflect the number of pays the employee will actually receive in a given year (20 or 24 for exempt) and (22 or 26 for non-exempt). This will default to the position setup, however may be changed in the ePAF when necessary.

Annual Salary – Enter the annualized salary for the new staff member.

Defer Pay Auto Setup – This will automatically set up an academic year (10 month) exempt employee on the deferred pay schedule (24 pays). This option can only be used if the position begins by the first pay of the deferred pay cycle.

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

NEW HIRE EPAFS (HIREEX, HIRENE, NEWFAC, WKSTDY)

This group of ePAFs should be used when hiring an individual into any position at the University, whether or not the individual has held the position prior. This group of epafs assigns a **PRIMARY** job to an employee, additional jobs are described in a later section.

HIREEX – New hire, exempt/salary staff member

HIRENE – New hire, non-exempt/hourly employee (staff, student or temporary)

NEWFAC – New hire, full time faculty

WKSTDY – New hire, Federal Work Study Student employee

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

New ePAF Person Selection

Enter an ID, select the link to search for an ID, or generate an ID. Enter the Query Date and select the Approval Category. Select Go.

* - indicates a required field.

ID: * 🔍

Query Date: MM/DD/YYYY *

Approval Category: *

Go

2. Select the appropriate ePAF option from the drop-down menu. Click 'Go'.

New ePAF Person Selection

Enter an ID, select the link to search for an ID, or generate an ID. Enter the Query Date and select the Approval Category. Select Go.

* - indicates a required field.

ID: * 🔍

Query Date: MM/DD/YYYY *

Approval Category: *

Go

⚠️ There are no active jobs based on the Query Date.

All Jobs

EPAF Oria

3. Enter the Position Number and suffix (usually 00). Click 'Go'.

ID: Lynn M Thibodeau, XXXXXXXXXX
Query Date: 04/04/2017
Approval Category: New Hire Exempt, HIREEX

Create New Job Assignment - Exempt, JOBNEW

Search	Type	Position	Suffix	Title	Time Sheet	Organization	Start Date	End Date	Last Paid Date	Status	Select
<input type="text"/>	New Job	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	*

▲ There are no active jobs based on the Query Date.

Reminder: All items that have a red asterisk are required fields.

[Jump to Bottom](#)

* - indicates a required field.

Create New Employee Record

Item	Current Value	New Value
Employee Class Code: *	F3, Faculty Part Time	<input type="text"/>
Home COAS: *(Not Enterable)	A	<input type="text" value="A"/>
Home Organization: *	6050, HUMAN RESOURCES DEVELOPMENT	<input type="text"/>
Distribution COA: *(Not Enterable)	A	<input type="text" value="A"/>
Distribution Orgn: *	6050, HUMAN RESOURCES DEVELOPMENT	<input type="text"/>
Current Hire Date: MM/DD/YYYY *	08/06/2007	<input type="text"/>

Create New Job Assignment - Exempt, 999974-00 Other Rank, Hartt

Item	Current Value	New Value
Job Begin Date: MM/DD/YYYY *		<input type="text"/>
Contract Type: *	Primary	<input type="text" value="Primary"/>
Contract Begin Date: MM/DD/YYYY		<input type="text"/>
Contract End Date: MM/DD/YYYY		<input type="text"/>
Jobs Effective Date: MM/DD/YYYY *		<input type="text"/>
Step: *(Not Enterable)	0	<input type="text" value="0"/>
Factor: *	24	<input type="text" value="24"/>
Pays: *	24	<input type="text" value="24"/>
Annual Salary: *		<input type="text"/>
Defer Pay Auto Setup:	No	<input type="text" value="No"/>
Title:		<input type="text"/>
Job Change Reason: *	NEW, New Hire	<input type="text" value="NEW, New Hire"/>

- Comments – Please include any information that is relevant to the employee personnel record, including the name of the timesheet and leave supervisor. If there is none, please leave this field blank.

Comment

[Approval Types](#) | [Routing Queue](#) | [Comments](#) | [Transaction History](#)

- Add the correct names to the Routing Queues. If the position being set up is a grant funded position, add an additional approval level indicating the Grants Department as an Approver.

Routing Queue

Approval Level	User Name	User Name	Required Action
10 - (DEPT) Department Head/Chair	<input type="text" value="BELANGER"/>	Lisa A Belanger-Buoniconti	<input type="button" value="Approve"/>
20 - (BUDGET) Budget Approval	<input type="text" value="DUHAIME"/>	Joshua Duhaime	<input type="button" value="Approve"/>
50 - (HRD) Human Resources Department	<input type="text" value="BERRIEN"/>	Tina J Berrien	<input type="button" value="Approve"/>
98 - (APPLY) EPAF Applier	<input type="text" value="JCONLEY"/>	Jennifer A Conley	<input type="button" value="Apply"/>
Not Selected	<input type="text"/>		<input type="button" value="Not Selected"/>
Not Selected	<input type="text"/>		<input type="button" value="Not Selected"/>
Not Selected	<input type="text"/>		<input type="button" value="Not Selected"/>
Not Selected	<input type="text"/>		<input type="button" value="Not Selected"/>

- Save and submit your work.

Electronic Personnel Action Form

✔ Your change was saved successfully.

📄 Enter the information for the EPAF and either Save or Submit

Name and ID: Lynn M Thibodeau, [REDACTED]

Transaction: 60917 **Query Date:** 04/19/2017

Transaction Status: Waiting

Approval Category: New Hire Exempt, HIREEX

A

NEW ADDITIONAL JOB EPAFS (NWJOB, NWJOB, NWJOB)

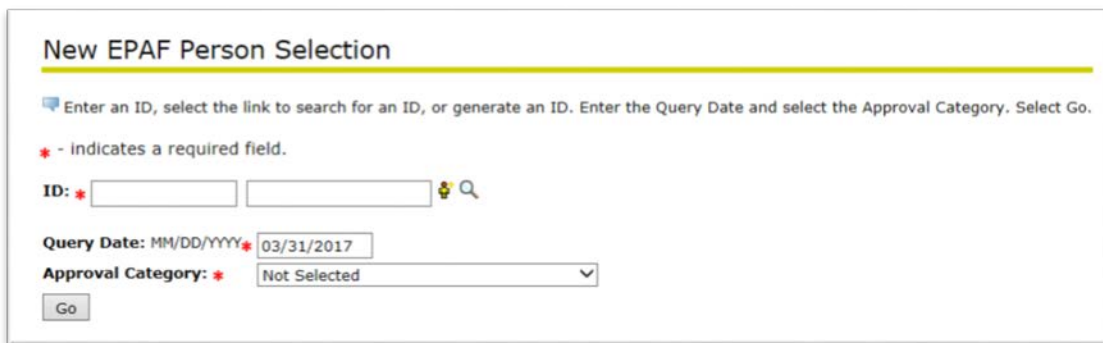
This group of ePAFs should be used when assigning an additional job to a staff or faculty employee. These jobs will be assigned as **SECONDARY** jobs.

NWJOB – Additional exempt-level job being assigned to an exempt staff employee

NWJOB – Additional faculty (non-teaching) job being assigned to a full time faculty employee

NWJOB – Additional non-exempt level job being assigned to a staff employee (including students not funded by Federal Work Study)


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




New EPAF Person Selection

Enter an ID, select the link to search for an ID, or generate an ID. Enter the Query Date and select the Approval Category. Select Go.

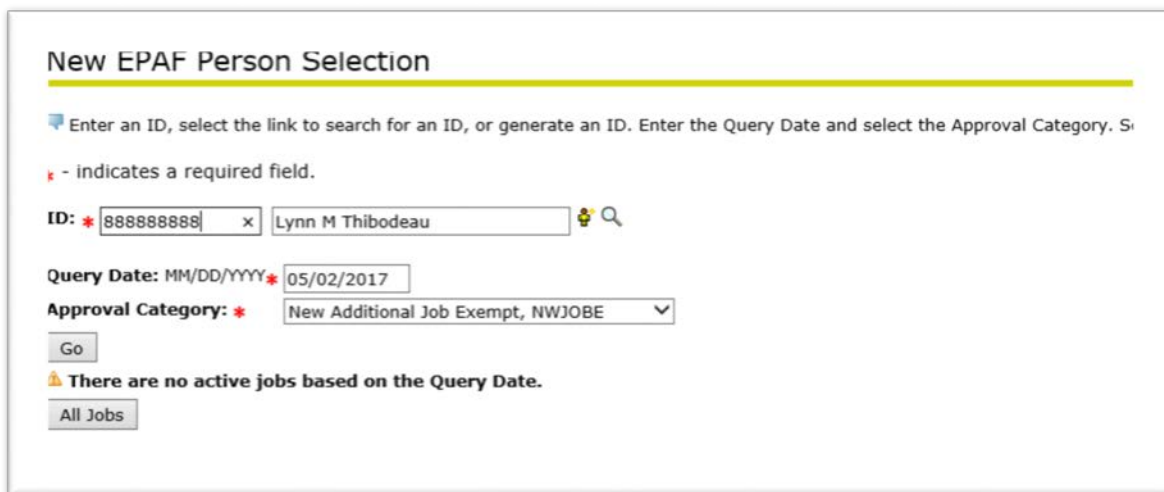
* - indicates a required field.

ID: * 

Query Date: MM/DD/YYYY *

Approval Category: * 


2. Select the appropriate ePAF option from the drop-down menu. Click ‘Go’.




New EPAF Person Selection


Enter an ID, select the link to search for an ID, or generate an ID. Enter the Query Date and select the Approval Category. S

* - indicates a required field.

ID: * 

Query Date: MM/DD/YYYY *

Approval Category: * 

 **There are no active jobs based on the Query Date.**

3. Enter the Position Number and suffix (usually 00). Click 'Go'.

Create New Job Assignment - Non Exempt, JOBNEEX

Search	Type	Position	Suffix	Title	Time Sheet	Organization	Start Date	End Date	Last Paid Date	Status	Select
<input type="text"/>	New Job	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input checked="" type="radio"/>

⚠ There are no active jobs based on the Query Date.

Reminder: All items that have a red star are required fields.

Item	Current Value	New Value
Job Begin Date: MM/DD/YYYY*		<input type="text"/>
Contract Type: *(Not Enterable)	S	<input type="text"/>
Contract Begin Date: MM/DD/YYYY		<input type="text"/>
Contract End Date: MM/DD/YYYY		<input type="text"/>
Jobs Effective Date: MM/DD/YYYY*		<input type="text"/>
Step: *(Not Enterable)	0	<input type="text"/>
Factor: *	24	<input type="text"/>
Pays: *	24	<input type="text"/>
Annual Salary: *		<input type="text"/>
Defer Pay Auto Setup: (Not Enterable)	N	<input type="text"/>
Title:		<input type="text"/>
Job Change Reason: *	Not Selected	<input type="text"/>

4. Comments - Please include any information that is relevant to the employee personnel record including the name of the time sheet and leave supervisor. If there is none, please leave this field blank.

Comment

[Return to Top](#)

5. Add the correct names to the Routing Queues. If the position being set up is a grant funded position, add an additional approval level indicating the Grants Department as an Approver.

Routing Queue

Approval Level	User Name		Required Action
10 - (DEPT) Department Head/Chair	BELANGER	Lisa A Belanger-Buoniconiti	Approve
20 - (BUDGET) Budget Approval	DUHAIME	Joshua Duhaime	Approve
50 - (HRD) Human Resources Department	BERRIEN	Tina J Berrien	Approve
98 - (APPLY) EPAF Applier	JCONLEY	Jennifer A Conley	Apply
Not Selected			Not Selected
Not Selected			Not Selected
Not Selected			Not Selected
Not Selected			Not Selected

Save and Add New Rows

6. Save and submit your work.

Electronic Personnel Action Form

✓ Your change was saved successfully.

Enter the information for the EPAF and either Save or Submit

Name and ID: Lynn M Thibodeau, [REDACTED]

Transaction: 60917 **Query Date:** 04/19/2017

Transaction Status: Waiting

Approval Category: New Hire Exempt, HIREEX

Save Submit Delete

Aç

TERMINATE EXISTING JOB

This ePAF should be used to terminate any job.

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

New EPAF Person Selection

Enter an ID, select the link to search for an ID, or generate an ID. Enter the Query Date and select the Approval Category. Select Go.

* - indicates a required field.

ID: * 🔍

Query Date: MM/DD/YYYY *

Approval Category: *

2. Select the **Terminate Existing Job, JBTERM** option from the drop-down menu. Click ‘Go’.

New EPAF Person Selection

Enter an ID, select the link to search for an ID, or generate an ID. Enter the Query Date and select the Approval Category. Select Go.

* - indicates a required field.

ID: * x 🔍

Query Date: MM/DD/YYYY *

Approval Category: *

⚠️ There are no active jobs based on the Query Date.

3. Enter the Position Number and suffix (usually 00). Click ‘Go’.

Create New Job Assignment - Non Exempt, JOBNE

Search	Type	Position	Suffix	Title	Time Sheet	Organization	Start Date	End Date	Last Paid Date	Status	Select
<input type="text"/>	New Job	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input checked="" type="radio"/>

⚠️ There are no active jobs based on the Query Date.

Reminder: All items that have a red star are required fields.

The termination date of the job should reflect the first day the person should no longer be paid.
 Example – if the employee’s last work date is 5/16/17, the effective date should be 5/17/17.

Terminate Existing Job, PF2060-00 Part Time Faculty, A&S

Item	Current Value	New Value
Job Effective Date: MM/DD/YYYY*		<input type="text"/>
Job Status: *(Not Enterable)	T	<input type="text"/>
Job Change Reason: *		VTERM, Voluntary Termination

4. Comments - Please include any information that is relevant to the employee personnel record including the name of the time sheet and leave supervisor. If there is none, please leave this field blank.

Comment

5. Add the correct names to the Routing Queues. If the position being set up is a grant funded position, add an additional approval level indicating the Grants Department as an Approver.

Routing Queue

Approval Level	User Name	Required Action
10 - (DEPT) Department Head/Chair	BELANGER x Lisa A Belanger-Buoniconti	Approve
20 - (BUDGET) Budget Approval	DUHAIME Joshua Duhaime	Approve
50 - (HRD) Human Resources Department	BERRIEN Tina J Berrien	Approve
98 - (APPLY) EPAF Applier	JCONLEY Jennifer A Conley	Apply
Not Selected		Not Selected
Not Selected		Not Selected
Not Selected		Not Selected
Not Selected		Not Selected

6. Save and submit your work.

Electronic Personnel Action Form

✓ Your change was saved successfully.
Enter the information for the EPAF and either Save or Submit

Name and ID: Lynn M Thibodeau, [REDACTED]
Transaction: 60917 **Query Date:** 04/19/2017
Transaction Status: Waiting
Approval Category: New Hire Exempt, HIREEX

Aç

JOB HOURLY OR SALARY RATE CHANGE (JOB RAT, JOBSAL AND JOBFAC)

This group of ePAFs should be used to change the hourly rate for a non-exempt staff, student or temporary employee or the annualized salary for an exempt employee or a faculty employee.

JOB RAT – changes the hourly rate for a non-exempt staff, student or temporary employee

JOBSAL – changes the annualized salary for an exempt staff employee

JOBFAC – changes the contracted salary for a full time faculty employee

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

New ePAF Person Selection

Enter an ID, select the link to search for an ID, or generate an ID. Enter the Query Date and select the Approval Category. Select Go.

* - Indicates a required field.

ID: *

Query Date: MM/DD/YYYY *

Approval Category: *

2. Select the appropriate ePAF option from the drop-down menu. Click ‘Go’.

New ePAF Person Selection

Enter an ID, select the link to search for an ID, or generate an ID. Enter the Query Date and select the Approval Category. Select Go.

* - Indicates a required field.

ID: *

Query Date: MM/DD/YYYY *

Approval Category: *

There are no active jobs based on the Query Date.

3. Enter the Position Number and suffix (usually 00). Click ‘Go’.

Create New Job Assignment - Non Exempt, JOBNEX

Search	Type	Position	Suffix	Title	Time Sheet	Organization	Start Date	End Date	Last Paid Date	Status	Select
	New Job										<input checked="" type="radio"/>

There are no active jobs based on the Query Date.

Reminder: All items that have a red star are required fields.

Change Job Hourly Rate - Non Exempt, 999610-00 Skills Specialist

Item	Current Value	New Value
Jobs Effective Date: MM/DD/YYYY *		<input type="text"/>
Job Change Reason: *		Not Selected <input type="button" value="v"/>
Regular Rate: *		<input type="text"/>

4. Comments - Please include any information that is relevant to the employee personnel record including the name of the time sheet and leave supervisor. If there is none, please leave this field blank.

Comment

[Return to Top](#)

5. Add the correct names to the Routing Queues. If the position being set up is a grant funded position, add an additional approval level indicating the Grants Department as an Approver.

Routing Queue

Approval Level	User Name	Required Action
10 - (DEPT) Department Head/Chair	BELANGER <input type="button" value="x"/>	Lisa A Belanger-Buoniconti Approve <input type="button"/>
20 - (BUDGET) Budget Approval	DUHAIIME	Joshua Duhaime Approve <input type="button"/>
50 - (HRD) Human Resources Department	BERRIEN	Tina J Berrien Approve <input type="button"/>
98 - (APPLY) EPAF Applier	JCONLEY	Jennifer A Conley Apply <input type="button"/>
Not Selected <input type="button" value="v"/>	<input type="text"/>	Not Selected <input type="button" value="v"/>
Not Selected <input type="button" value="v"/>	<input type="text"/>	Not Selected <input type="button" value="v"/>
Not Selected <input type="button" value="v"/>	<input type="text"/>	Not Selected <input type="button" value="v"/>
Not Selected <input type="button" value="v"/>	<input type="text"/>	Not Selected <input type="button" value="v"/>

6. Save and submit your work.

Electronic Personnel Action Form

✔ Your change was saved successfully.
🔔 Enter the information for the EPAF and either Save or Submit

Name and ID: Lynn M Thibodeau, [REDACTED]
Transaction: 60917 **Query Date:** 04/19/2017
Transaction Status: Waiting
Approval Category: New Hire Exempt, HIREEX

[Aç](#)

LABOR DISTRIBUTION CHANGE

This ePAF should be used to change the labor distribution assigned to a position.

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

New EPAF Person Selection

Enter an ID, select the link to search for an ID, or generate an ID. Enter the Query Date and select the Approval Category. Select Go.

* - indicates a required field.

ID: *

Query Date: MM/DD/YYYY: *

Approval Category: *

2. Select the **Labor Distribution Change, LABOR** option from the drop-down menu. Click ‘Go’.

New EPAF Person Selection

Enter an ID, select the link to search for an ID, or generate an ID. Enter the Query Date and select the Approval Category. Select Go.

* - indicates a required field.

ID: * x

Query Date: MM/DD/YYYY: *

Approval Category: *

There are no active jobs based on the Query Date.

3. Enter the Position Number and suffix (usually 00). Click ‘Go’.

Create New Job Assignment - Non Exempt, JOBNE

Search	Type	Position	Suffix	Title	Time Sheet	Organization	Start Date	End Date	Last Paid Date	Status	Select
	New Job	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input checked="" type="radio"/>

There are no active jobs based on the Query Date.

6. Save and submit your work.

Electronic Personnel Action Form

✓ Your change was saved successfully.
Enter the information for the EPAF and either Save or Submit

Name and ID: Lynn M Thibodeau, [REDACTED]
Transaction: 60917 **Query Date:** 04/19/2017
Transaction Status: Waiting
Approval Category: New Hire Exempt, HIREEX

Aç

JOB TRANSFER EPAFS (XFEREX AND XFERNE)

This group of ePAFs should be used to transfer full time employees to new positions within the same employee class (ie, exempt position to exempt position). This will not be used when transferring from one class to another (ie, non-exempt to exempt) – in this instance, a terminate job and a new job ePAF should be utilized:

XFEREX – to transfer an exempt employee from one exempt job to another

XFERNE – to transfer a non-exempt employee from one non-exempt job to another

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

New EPAF Person Selection

Enter an ID, select the link to search for an ID, or generate an ID. Enter the Query Date and select the Approval Category. Select Go.

* - indicates a required field.

ID: *

Query Date: MM/DD/YYYY *

Approval Category: *

2. Select the appropriate ePAF option from the drop-down menu. Click ‘Go’.

New EPAF Person Selection

Enter an ID, select the link to search for an ID, or generate an ID. Enter the Query Date and select the Approval Category. Select Go.

* - indicates a required field.

ID: *

Query Date: MM/DD/YYYY *

Approval Category: *

There are no active jobs based on the Query Date.

3. Enter the Position Number and suffix (usually 00). Click ‘Go’.

Create New Job Assignment - Non Exempt, JOBNE

Search	Type	Position	Suffix	Title	Time Sheet	Organization	Start Date	End Date	Last Paid Date	Status	Select
	New Job	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input checked="" type="radio"/>

There are no active jobs based on the Query Date.

Reminder: All items that have a red star are required fields.

Terminate Existing Job, 999999-00 President		
Item	Current Value	New Value
Jobs Effective Date: MM/DD/YYYY*		<input type="text"/>
Job Status: *(Not Enterable)		T
Job Change Reason: *(Not Enterable)		XFER

Create New Job Assignment - Exempt, 999999-00 President		
Item	Current Value	New Value
Job Begin Date: MM/DD/YYYY*		<input type="text"/>
Contract Type: *		Primary
Contract Begin Date: MM/DD/YYYY		<input type="text"/>
Contract End Date: MM/DD/YYYY		<input type="text"/>
Jobs Effective Date: MM/DD/YYYY*		<input type="text"/>
Step: *(Not Enterable)		0
Factor: *		24
Pays: *		24
Annual Salary: *		<input type="text"/>
Defer Pay Auto Setup:		No
Title:		<input type="text"/>
Job Change Reason: *		Not Selected

4. Comments - Please include any information that is relevant to the employee personnel record, including the name of the time sheet and leave supervisor. If there is none, please leave this field blank.

Comment
<input type="text"/>
<input type="button" value="Save"/>

5. Add the correct names to the Routing Queues. If the position being set up is a grant funded position, add an additional approval level indicating the Grants Department as an Approver.

Routing Queue

Approval Level	User Name		Required Action
10 - (DEPT) Department Head/Chair	BELANGER	Lisa A Belanger-Buoniconti	Approve
20 - (BUDGET) Budget Approval	DUHAIME	Joshua Duhaime	Approve
50 - (HRD) Human Resources Department	BERRIEN	Tina J Berrien	Approve
98 - (APPLY) EPAF Applier	JCONLEY	Jennifer A Conley	Apply
Not Selected			Not Selected
Not Selected			Not Selected
Not Selected			Not Selected
Not Selected			Not Selected

Save and Add New Rows

6. Save and submit your work.

Electronic Personnel Action Form

✓ Your change was saved successfully.
 Enter the information for the EPAF and either Save or Submit

Name and ID: Lynn M Thibodeau, [REDACTED]
Transaction: 60917 **Query Date:** 04/19/2017
Transaction Status: Waiting
Approval Category: New Hire Exempt, HIREEX

Save Submit Delete

A