

Electronic

Personnel

Action

Forms

Presented by
Department of Human Resources

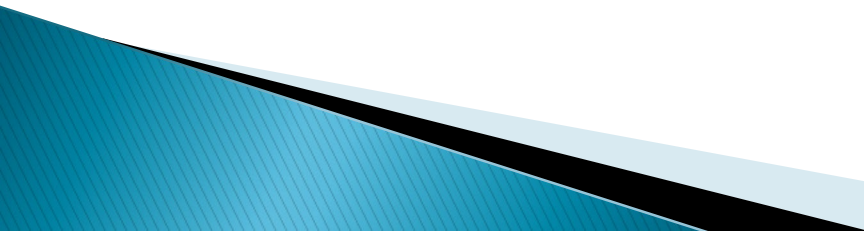
What is an EPAF?

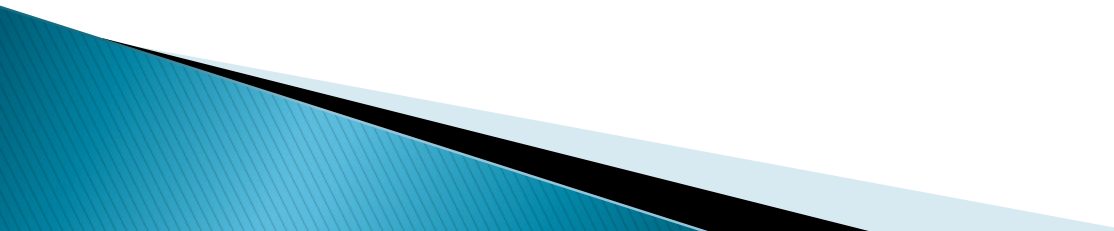
- Streamlined method for composing, submitting, and approving personnel actions electronically
- EPAFs are a function of Banner that is accessed in Self-Service Banner (SSB).
- EPAF has replaced the PR-4(Separation Transfer Notice) completely. And has replaced many personnel actions on the PR-40(Personnel Action)
- EPAFS are another step in achieving a paperless personnel action process that supports the “GREEN” initiatives of the RU Campus Sustainability Policy.

Actions Available in EPAF

Job Terminations– Full-time & Part-time	Department Change
Supervisor Change	Department & Budget/FOAP Change
Job Title Change	Budget/FOAP Change
Transfer to another Department	Grant Continuation without Budget/FOAP Change
Adjunct Reappointment	Grant Continuation with Budget/FOAP Change
	Wage continuation
	Hourly Rate Change

Why Use EPAFs?

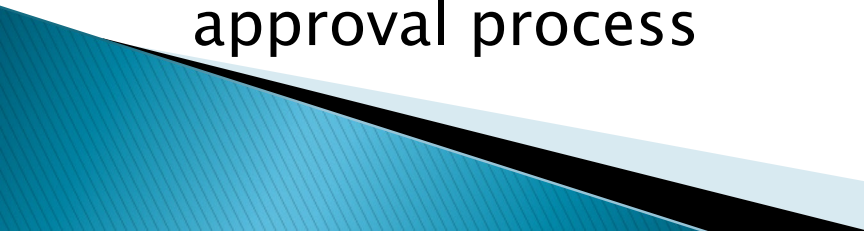
- ▶ EPAFs are more efficient than manually completing and signing forms.
 - ▶ No “lost” paperwork or “hunting” for forms – you know where an EPAF is “sitting” at all times.
 - ▶ Reduced time it takes to get personnel actions approved and updated in Banner
 - ▶ The risk of data entry and transcription errors will be substantially decreased.
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- ▶ Personnel actions will be processed much quicker and more efficiently than the current paperwork process.
 - ▶ Originators can add additional approvers to the routing queues of EPAFs, if needed.
 - ▶ Transactions can be returned for correction or cancelled electronically.
 - ▶ An audit trail of each EPAF's transaction history is provided.
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What are EPAF roles?

- ▶ Roles are used to grant permission to users to either create or approve EPAFs:
 - **Originator** – the person who creates an EPAF
 - **Approver** – someone who electronically agrees (or disagrees) with an EPAF transaction
 - **Proxy Approver** – someone who has been delegated proxy access by an approver and has the same authority as the approver in making decisions on personnel transactions
 - **FYI** (For Your Information) – someone who only views the details of an EPAF transaction
 - **Applier** – an HR user who applies the EPAF transaction data to Banner

What are Originator Responsibilities?

- ▶ Gather all information needed to create an EPAF
 - ▶ Identify the approvers in the routing queue for your area
 - ▶ Set up a default routing queue for each EPAF
 - ▶ Determine if other approvers outside of the mandatory routing queue need to added
 - ▶ Add “Sponsored Programs” approval level to all transactions that are grant-funded
 - ▶ Monitor EPAFs to prevent “bottlenecks” in the approval process
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What are Approver Responsibilities?

- ▶ Review all information in an EPAF for accuracy
 - ▶ Approve, disapprove or return an EPAF for correction.
 - ▶ Add comments to EPAFs you are not approving to explain your action.
 - ▶ Approve your EPAFs in a timely manner.
 - ▶ Set up Proxy Approver access as soon as possible.
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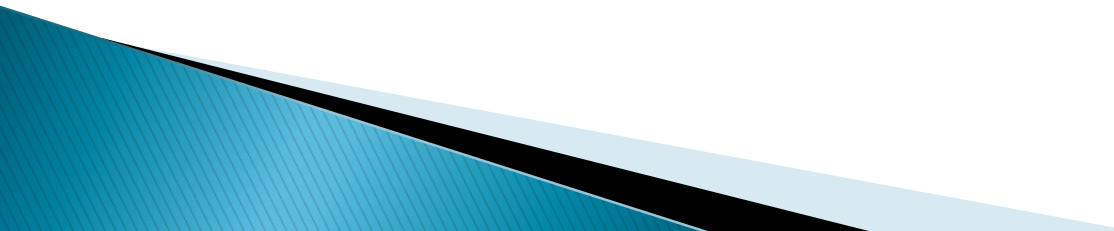
What are the Approver Levels?

- ▶ Levels of authorization that an EPAF must go through in order to be completed
- ▶ Four levels are assigned outside of HR:
 - Level 2: Dean, Director, Department/Division Head (DDD)
 - Level 3: Vice President (VP)
 - Sponsored Programs
 - Budget
- ▶ Each EPAF has a mandatory routing queue with one or more of these levels assigned.

EPAF Approver Buttons

- ▶ **“Approve”**
 - Forwards the EPAF to the next level and attaches your “signature” electronically
 - ▶ **“Disapprove”**
 - Cancels the EPAF transaction and removes it from the approval routing queue
 - ▶ **“Return For Correction”**
 - Sends an EPAF back to the Originator to be corrected and removes it from the approval routing queue
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What is a Proxy Approver?

- ▶ An approver who is given access to approve EPAFs for someone else
 - ▶ A proxy has the same level of authority in approving personnel transactions as the approver who delegated the proxy access.
 - ▶ Proxies are only set up for Approvers, not for Originators.
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What is the Proxy Process?

- ▶ Approvers set their proxies by using one of two links on the main menu: “EPAF Proxy Records” or “Proxy Setup for New Users”
- ▶ Proxy approvers use the “Act as a Proxy” link on the menu to take action on the EPAFs they can approve.
- ▶ When a proxy approves an EPAF, the name, date and time are displayed in the EPAF Summary section.

Special EPAF Circumstances

- ▶ Transfer to another department at RU
 - The department no longer needs to do a PR4 (Separation/Transfer Notice).
 - The hiring department will enter the Hiring Proposal into PeopleAdmin.
 - HR Consultant will create a Job Transfer EPAF from the hiring proposal, which only requires HR approval before being applied.
- ▶ An EPAF user is both an Originator and a DDD Level 2 Approver

EPAF Approval Levels

Type of EPAF	Description	Level 2 (DDD)	HR Consultant	HR Approver	Leave Analyst	EEO	Acad Budget	HR Applier	Payroll (Created After Applied)	Budget (Created After Applied)
FTTERM	Job Termination – Full-time Employee	X	X		FYI			X	FYI	FYI
PTTERM	Job Termination – Part-time Employee	X		X				X	FYI	FYI
SUPV	Supervisor Change	X	FYI			FYI		X		
TITLE	Job Title change	X	FYI					X		
ADJREP	Adjunct Reappointment	X					X	X		
TRTERM	Job Termination – Transfer to Other Department		Originate & Approve					X	FYI	FYI

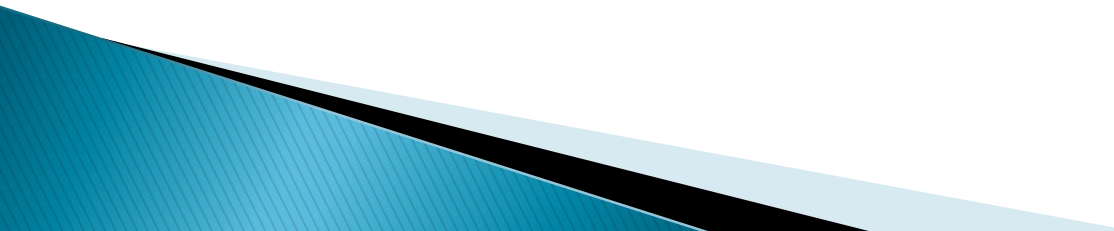
Approval Levels

Type of EPAF	Description	MANDATORY APPROVAL LEVELS						Payroll (Created After Applied)	Budget (Created After Applied)
		DDD – Level 2	VP – Level 3	Spons. Pgms	Budget	HR Consultant	HR Applier		
DEPT	Dept Change	X	X			FYI	APPLY		
DPFOAP	Dept & Budget/FOAP Change	X	X		X	FYI	APPLY	FYI	FYI
FOAP	Budget/FOAP Change	X	X		X		APPLY	FYI	FYI
GCONT	Grant Cont Without Budget/FOAP Change	X	X	X	X	FYI	APPLY	FYI	FYI
GCONT2	Grant Cont and Budget/FOAP Change	X	X	X	X	FYI	APPLY	FYI	FYI
WCONT	Wage Continuation	X	X		X		APPLY	FYI	FYI
WGCHG	Hourly Rate Change	X	X		X		APPLY	FYI	FYI

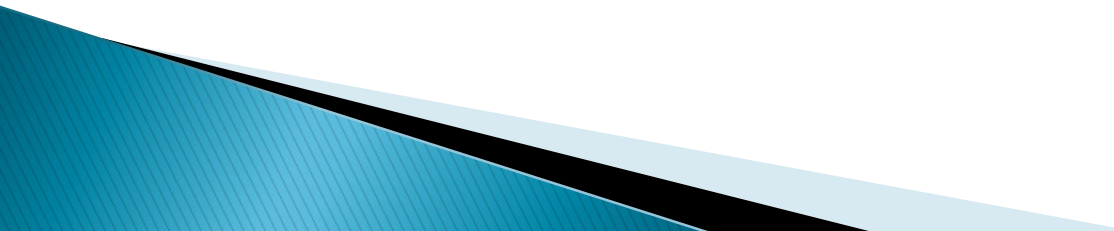
EPAF Email Notifications

- ▶ Notify users of actions needed to move an EPAF through the approval queue. They also report the current status of EPAFs and include:
 - A daily list to EPAF approvers of pending actions
 - Notices to current supervisors of employees who are being terminated or transferred to another department with a link to the separation checklist
 - Message to a full-time employee who is to be terminated with a link to the exit packet on the HR website
 - Immediate notice to the originator when an EPAF is applied
 - Immediate notice to the originator and approvers in the queue when an EPAF is Disapproved, Voided or Returned for Correction

Important Reminders

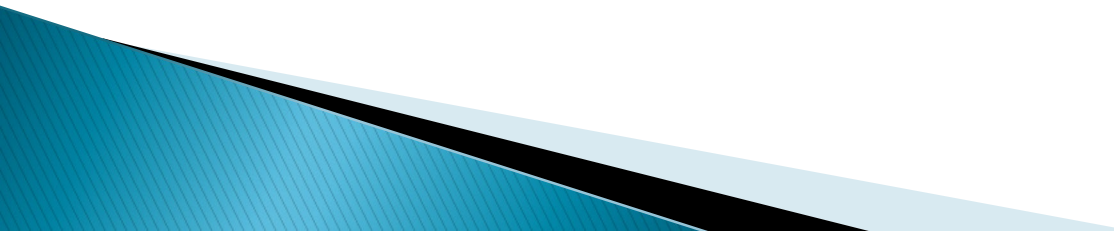
- ▶ For every EPAF, add FOAP in the comments section
 - ▶ All EPAF transactions that are grant-funded need to have the “Sponsored Programs” approval level added to their routing queues.
 - ▶ Always SAVE and SUBMIT an EPAF
 - ▶ Effective Date and Personnel Date must always be the same(unless it is a late entry)
 - ▶ Set up default routing queue for every EPAF
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EPAF Documentation

- ▶ [Quick Sheet on How to do a New EPAF \[PDF\]](#)
 - ▶ [List of Actions That Should be Completed on EPAF \[PDF\]](#)
 - ▶ [How to do a Wage Continuation EPAF \[PDF\]](#)
 - ▶ [EPAF FAQs \[PDF\]](#)
 - ▶ [Adjunct Reappointment Process \[PDF\]](#)
 - ▶ [How to Approve or Acknowledge EPAF \[PDF\]](#)
 - ▶ [Instructions for EPAF Users \[PDF\]](#)
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EPAF Examples

Budget FOAP Change

- ▶ Any regularly-funded (not grant) position that has a funding change in the Budget/FOAP.
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Budget/FOAP Change

Approval Category: Budget/FOAP Change, FOAP

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Save

Approval Types ■ Account Distribution ■ Routing Queue ■ Comments ■ Transaction History

New EPAF ■ EPAF Originator Summary

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* - indicates a required field.

Job Labor Distribution-Job Rec, C00085-00 Communications Officer

Item	Current Value	New Value	
Job Change Reason: *(Not Enterable)	40000	<input type="text" value="30400"/>	Labor Distr Chg -Org,Fund,Acct
Jobs Effective Date: MM/DD/YYYY*	01/01/2015	<input type="text" value="01/28/2015"/>	
Personnel Date: MM/DD/YYYY*	01/01/2015	<input type="text"/>	

Current

Effective Date: 01/01/2015

COA	Index	Fund	Organization	Account	Program	Activity	Location	Project	Cost	Percent	Encumbrance Override	End Date
R		F11020	20006	611230	P10600					100.00		

New

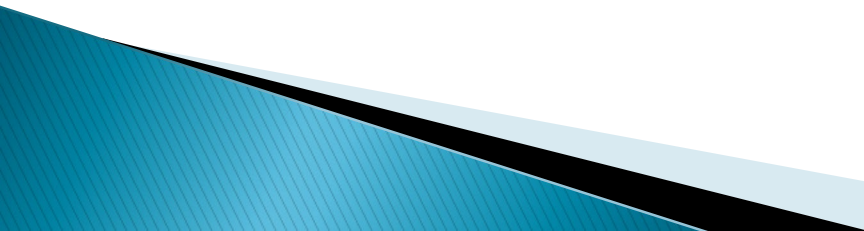
Effective Date: MM/DD/YYYY

COA	Index	Fund	Organization	Account	Program	Activity	Location	Project	Cost	Percent	Encumbrance Override	End Date
R		F11020	20006	611230	P10600					100.00		

Total: 100.00

✔ Defaulting values for Labor Distribution from the Job records.

Grant Continuation without Budget/FOAP Change

- ▶ Grant-funded positions have end dates on them when the funding runs out.
 - ▶ When the funding is there to continue the position, a grant continuation must be done in order to continue the position.
 - ▶ This EPAF is done when the grant is continued for a specified time period but the funding (Budget/FOAP) stays the same.
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Grant Continuation without Budget/FOAP Change

Name and ID: Ronald McDonald, 900798309

Transaction:

Query Date: Jan 28, 2015

Transaction Status:

Approval Category: Grant Cont Without Budget/FOAP Change, GCONT

Save

Approval Types ■ Routing Queue ■ Comments ■ Transaction History

New EPAF ■ EPAF Originator Summary

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* - indicates a required field.

Continuation of Grant Funds, C00085-00 Communications Officer

Item	Current Value	New Value	
Jobs Effective Date: MM/DD/YYYY*	01/01/2015	<input type="text" value="01/28/2015"/>	
Personnel Date: MM/DD/YYYY*	01/01/2015	<input type="text" value="01/28/2015"/>	
Job Status: *(Not Enterable)	Active	<input type="text" value="A"/>	
Job Change Reason: *(Not Enterable) 40000		<input type="text" value="28000"/>	Continuation of Grant Funds

Job Termination, C00085-00 Communications Officer

Item	Current Value	New Value	
Jobs Effective Date: MM/DD/YYYY*	01/01/2015	<input type="text"/>	
Personnel Date: MM/DD/YYYY*	01/01/2015	<input type="text"/>	
Job Status: *(Not Enterable)	Active	<input type="text" value="T"/>	
Job Change Reason: *(Not Enterable) 40000		<input type="text" value="71200"/>	Sep-Contract/Job End

Routing Queue

Approval Level	User Name	Required Action
21 - (DDD) Level 2 (DDD)	<input type="text"/>	Approve
50 - (VP) Level 3 (VP)	<input type="text"/>	Approve

Wage Continuation

- ▶ Wage positions are approved for the fiscal year only.
- ▶ Each year a wage continuation needs to be done to continue the position into the next year.

Wage Continuation

Approval Category: Wage Continuation, WCONT

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Save

Approval Types ■ Routing Queue ■ Comments ■ Transaction History

New EPAF ■ EPAF Originator Summary

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* - indicates a required field.

Wage Continuation, T99965-00 Student Temporary Wage

Item	Current Value	New Value	
Jobs Effective Date: MM/DD/YYYY*	01/01/2015	<input type="text" value="01/28/2015"/>	
Personnel Date: MM/DD/YYYY*	01/01/2015	<input type="text" value="01/28/2015"/>	
Job Status: *(Not Enterable)	Active	<input type="text" value="A"/>	
Job Change Reason: *(Not Enterable) 41000		<input type="text" value="28500"/>	Wage/Temp Appointment Cont

Job Termination, T99965-00 Student Temporary Wage

Item	Current Value	New Value	
Jobs Effective Date: MM/DD/YYYY*	01/01/2015	<input type="text"/>	
Personnel Date: MM/DD/YYYY*	01/01/2015	<input type="text"/>	
Job Status: *(Not Enterable)	Active	<input type="text" value="T"/>	
Job Change Reason: *(Not Enterable) 41000		<input type="text" value="71200"/>	Sep-Contract/Job End

Routing Queue

Approval Level	User Name
21 - (DDD) Level 2 (DDD)	<input type="text"/>
50 - (VP) Level 3 (VP)	<input type="text"/>
70 - (BUDGET) Budget Approval	<input type="text"/>
90 - (HRAPPL) HR Applier	<input type="text"/>
Not Selected <input checked="" type="checkbox"/>	<input type="text"/>

QUESTIONS?

A decorative graphic at the bottom of the slide consisting of a dark blue wavy shape on the left, a black horizontal bar, and a light blue wavy shape on the right.