

What is an EPAF?

An EPAF is an Electronic Personnel Action Form. It will replace the STAF for Student and Temporary/Hourly Employees. You can see from the example on the next page that the EPAF content is very similar to the current STAF.

Who will use the EPAFs?

An EPAF will be created by an “Originator” who types the job information into the EPAF and submits it. The EPAF will then go through the approval process electronically, and be applied to the payroll database.

- For Student EPAFs the required approvers are: Student Employment, and the Student Only Appointing Authority.
- For Temporary/Hourly EPAFs the required approvers are: Human Resources, the Appointing Authority, and the Budget Officer.

How is an EPAF created?

EPAFs are created in my.evergreen.edu Banner Self Service module. The EPAF option will not be available until after training when the user has been granted permissions to the EPAF. After access is granted the originator will be able to navigate to the EPAF page, select the employee and position, complete the job information, and submit the EPAF for approval.

When can I start using EPAFs?

After an originator and all of the required approvers have been trained and granted access to the EPAF, they can begin submitting EPAFs instead of STAFs for all student and temporary/hourly employees.

How do I request training?

Please visit the [Payroll Training and Events webpage](#) for more information and training dates.

Before requesting training check your access to my.evergreen.edu and the Adminweb reports - [EPAF Work Areas](#) and [EPAF Hourly and Student Positions](#). Report any additional needs at the time that you request your EPAF training.

What do the EPAFs look like?

EPAFs have all of the same information as STAFs. There is an example on the next page.

Approval Categories: Student Action Form (STU-AF) & Temp/Hourly Action Form (TMP-AF)

Create/ Update Employee Record

Item	Current Value	New Value
Home COAS: (Not Enterable)	E	<input type="text" value="E"/>
Check Distribution: (Not Enterable)	32, Director of Business Services	<input type="text" value="32"/>
Employee Status: *(Not Enterable)	Active	<input type="text" value="A"/>
I9 Form Indicator: (Not Enterable)	Not Received	(Not Enterable) Use indicator to see I-9 status
I9 Date: MM/DD/YYYY(Not Enterable)		Submit I-9 to HR/SEO if status is Not Received
Home Organization: *	3226, Mail Services	Fill in the Org number for this job
Employee Class Code: *	S1, Student - Institutional	For Students: Fill in Employee Class of this job For Others: Employee's Primary EClass (confirm w/ HR)
Current Hire Date: MM/DD/YYYY *	01/01/2013	Date of hire into current position

Create/ Update Job Record


Item	Current Value	New Value
Base Job Begin Date: MM/DD/YYYY	01/01/2013	<ul style="list-style-type: none"> Leave blank if Current Value is filled Use job begin date if Current Value is blank
Jobs Effective Date: MM/DD/YYYY *	01/01/2013	Fill in the start date of this job or this extension
Personnel Date: MM/DD/YYYY *	01/01/2013	Fill in the start date of this job or this extension
Contract Type: *	Primary	Use Primary. If you get the message "employee has primary job" then switch to Secondary
Timesheet Orgn: *	3226	Fill in the Org number for this job
Job Status: *(Not Enterable)	Active	<input type="text" value="A"/>
Title: *	Assistant	Fill in Title Hint: you can copy/paste from the Current Value
Job Change Reason: *(Not Enterable)		<input type="text" value="SJOB"/>
Step: *(Not Enterable)	0	<input type="text" value="0"/>
Hourly Rate: *	9.19	Fill in the hourly rate of pay for this job
Hours per Pay Period: *	17	Fill in the average expected hours per 1/2 month

Job Status Change Record

Item	Current Value	New Value
Jobs Effective Date: MM/DD/YYYY *	01/01/2013	Fill in the end date of this job or this extension
Personnel Date: MM/DD/YYYY *	01/01/2013	Fill in the end date of this job or this extension
Job Status: *(Not Enterable)	Active	<input type="text" value="T"/>
Job Change Reason: (Not Enterable)		<input type="text" value="ENDJ"/>

Routing Queue - required approval levels differ according to EPAF type. This is an example of STU-AF queue.

Approval Level (cannot change these)	User Name	Required Action
10 - (10STU) Student Employment Data Review	<input type="text"/>	Approve
30 - (30STU) Student Only Appointing Author	<input type="text"/>	Approve
99 - (99) Database Applier	<input type="text"/>	Apply

~Your Routing/Approval Queue will be filled in if you have set up your defaults.
~You can make changes to the names if they are appropriate.
~Use the  to search for names.