ELECTRONIC PERSONNEL ACTION FORM (EPAF)

Faculty EPAF Process

Jessica Miller, Academic Affairs
Agenda

• What is an EPAF?
• Who creates an EPAF?
• Why an EPAF should be submitted?
• When should an EPAF be submitted?
• How is an EPAF completed?
WHAT IS AN EPAF?
What is an EPAF?

- **Electronic Personnel Action Form**
- Streamlined method for submitting personnel actions electronically
- EPAF$s replaced the PD-7 for these personnel actions
  - Hiring Part Time Faculty
  - Special Payments
EPAFs Permit Users To:

- Enter personnel payment actions to upload into Banner
- Automatically routes actions for approval
- Track actions as they flow through the process
- Disapprove or return personnel actions that need corrections
- View a one year history of all personnel actions
Why use an EPAF?

- More efficient than manually completing forms.
- Risk of data entry errors reduced.
- Routed electronically, which means no “lost” paperwork or “looking” for your forms. You know where the EPAF is at all times.
- Reduced time to takes to get actions approved and entered into Banner.
When should an EPAF be submitted for faculty?

- Hiring adjunct / part-time faculty
- A one-time or special payment that needs to be paid to full-time faculty
What are Other Advantages of Using EPAFs?

- Personnel actions are 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.
EPAF BASICS
**EPAF Roles**

**Originator**
- The person who creates the EPAF

**Approver**
- Reviews and Approves (or disapprove) EPAF
- Can return to the Originator for correction or forward to next Approver

**Proxy**
- 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)
- Only views the details of an EPAF

**Applier**
- An HR user who applies the EPAF data to Banner
- Final Step in EPAF process
Originator Responsibilities

• Gather all information needed to create an EPAF
• Identify the approvers in the routing queue for your area
• Determine if other approvers outside of the mandatory routing queue need to be added
• Add “Grants & Contracts Administration” approval to all transactions that are grant-funded
• Monitor EPAF to prevent “bottlenecks” in the approval process
Approver Responsibilities

• Review all information in an EPAF for accuracy
• Approve, disapprove or return an EPAF for correction.
• Contact the Initiator of the 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.
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
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.
The Proxy Process?

• Approvers set their proxies by using the “EPAF Proxy Records” link on the main menu.

• Proxy approvers use the “Act as a Proxy” link on the menu to take action on an EPAF.

• The name of the proxy approver, date and time are displayed in the EPAF Summary section, when a proxy approves an EPAF.
What Cannot Be Done on EPAFs?

- You update employee positions.
- You cannot change a job assignment.
- Changes are still processed on a superseding PD-7.
- You must continue to use the PD-7 for actions not available on EPAFs.
How to Get EPAF Access

• A business manager or supervisor must fill out the EPAF request form:  https://hr.uncc.edu/webform/epaf-access
LOGGING IN
How do I login?

Log in to my.uncc.edu using your NinerNet ID and password.
How do I login? cont.

Select Banner Self Service
How to get to the EPAF Menu?

- Select the Employee tab
- Then choose EPAF–Electronic Personnel Action Form
EPAF Menu

**Approver Summary:** View EPAFs needing your approval

**Originator Summary:** View all EPAFs you have originated

**New EPAF:** Create a new EPAF

**EPAF Proxy Records:** Designate a proxy or view users who are listed as your proxy

**Act as a Proxy:** Log in as a proxy to approve an EPAF
Originator & Approver Summary

**Current** tab: EPAFs you need to correct (Originator) or approve (Approver). Similar to an “inbox”

**History** tab: EPAFs that have been completed.

**In My Queue**: EPAFs that you will need to approve, but are not to that point yet.
### Originator & Approver Summary

<table>
<thead>
<tr>
<th>Name</th>
<th>UNCC ID</th>
<th>Transaction</th>
<th>Type of Change</th>
<th>Submitted Date</th>
<th>Effective Date</th>
<th>Required Action</th>
<th>Action</th>
<th>Links</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cahill, Michelle A.</td>
<td>800954928</td>
<td>96787</td>
<td>Hire Part Time Faculty</td>
<td>Apr 07, 2016</td>
<td>Apr 10, 2016</td>
<td>Approve</td>
<td></td>
<td><strong>Comments</strong></td>
</tr>
</tbody>
</table>

#### Details:
- **Name, UNCC ID, and position number**
- **Type of EPAF and Transaction Number**
- **EPAF Status**
- **View Comments**
- **The Effective date or the 1st day of the pay cycle the employee will be paid**
# Transaction Status in the Summary

<table>
<thead>
<tr>
<th>Transaction Status</th>
<th>Definition</th>
</tr>
</thead>
<tbody>
<tr>
<td>Approved</td>
<td>The EPAF has been approved by all approvers in the routing queue, but has not been applied to Banner by Human Resources.</td>
</tr>
<tr>
<td>Complete</td>
<td>The EPAF has been applied to Banner by Human Resources.</td>
</tr>
<tr>
<td>Disapproved</td>
<td>The EPAF has been disapproved by an approver in the routing queue.</td>
</tr>
<tr>
<td>Pending</td>
<td>The EPAF is waiting for the next approver in the queue to take action.</td>
</tr>
<tr>
<td>Return for Correction</td>
<td>The EPAF has been returned to the originator for correction by an approver in the routing queue.</td>
</tr>
<tr>
<td>Void</td>
<td>The EPAF has been voided by the originator.</td>
</tr>
<tr>
<td>Waiting</td>
<td>The EPAF is in the process of being created and has not been submitted yet.</td>
</tr>
</tbody>
</table>
DEFAULT ROUTING
QUEUE
Default Routing Queue

• A Default Routing Queue allows the user to customize the routing queue for every type of EPAF that they create.

• Should be done before the first EPAF is created.
Setting up a Default Routing Queue

Select: **EPAF Originator Summary**

Then select: **Default Routing Queue**
Setting up a Default Routing Queue

- Select the **Approval Category (EP AF type)** from dropdown list.
- Click **Go**.
Setting up a Default Routing Queue

- Choose the users for each **Approval Level**
- Then Click **Save and Add New Rows** when complete
ADDING A PROXY
Adding a Proxy

- Choose **EPAF Proxy Records**
- Then choose **Approval Level** and click **Go**
### Adding a Proxy

<table>
<thead>
<tr>
<th>Name</th>
<th>Remove</th>
<th>Add</th>
</tr>
</thead>
<tbody>
<tr>
<td>Keidel, Ellen S. (ESKEIDEL)</td>
<td></td>
<td>✓</td>
</tr>
</tbody>
</table>

- Choose a name from the dropdown list
- Then check the box in the **Add** column
- Click **Save**
HOW TO CREATE AN EPAF
Before entering an EPAF think about this!

What is today’s date?
• EPAF deadlines are:
  • 1st day of month to be paid in the 15th payroll
  • 16th of the month to be paid in the End of the Month payroll

Payroll deadlines
• Is this EPAF going to get approved before the payroll deadline?

Is the employee full time or part time?
• Full time faculty receive special payments. Part time don’t.

Is an Approver out of the office?
• If the approver is out of the office the EPAF may not be approved in time
Approval Categories

- **Hire Part Time Faculty, E50PTF**
  - Used to hire Adjunct / Part-time Faculty

- **Special Payment for Full Time Employee, E45SP**
  - Use if a full-time faculty member is getting additional compensation

- **Hire Continuing Education Part Time Employee, E50CE**
  - Used by CE for Summer School payments
How Do I Begin an EPAF?

1. Click **New EPAF** in the EPAF menu.
2. Enter UNCC ID.
3. Query Date must be the 1st or the 16th.
4. Choose Approval Category.
5. Once Approval Category is chosen, all active jobs will appear.
Query Date & Approval Category

• **Query Date** – The first day of the pay period the employee will be paid.
  - Pay date = 15\(^{th}\) of month $\rightarrow$ Query date = 1\(^{st}\) day of month
  - Pay date = last day of month $\rightarrow$ Query date = 16\(^{th}\) of month

• **Approval Category** – The type of EPAF you would like to complete.
Completing an EPAF

- **Click Active Jobs** to see the employee’s past and current jobs.
- Enter the position number and the two digit suffix, then Tab.
  - Remember you can’t use the same position number and suffix combination more than once.
- **Click Go** to continue.
EPAF Details

The top portion of the EPAF provides information entered on the previous screen.
EPAF Sections – Employee Information

- Enter the information requested for each field
- The “Employee Information” section sets the employee up on PEAEMPL in Banner

<table>
<thead>
<tr>
<th>Enter Changes</th>
<th>Current Value</th>
<th>New Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Employee Class Code:</td>
<td>50, EPA Temporary</td>
<td>50, EPA Temporary</td>
</tr>
<tr>
<td>Home COAS:</td>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td>Home Organization:</td>
<td>18400, Language and Culture Studies</td>
<td>18400, Language and Culture Studies</td>
</tr>
<tr>
<td>Employee Status:</td>
<td>Active</td>
<td>Active</td>
</tr>
<tr>
<td>Current Hire Date:</td>
<td>08/24/2015</td>
<td>08/24/2015</td>
</tr>
</tbody>
</table>

- Fields may vary between different EPAFs.
EPAF Sections – Create & End Assignment

- The “Create Assignment” and “Assignment End Date” sets up and terminates the job record on NBAJOBS in Banner
The “Funding Source” populates NBAJOBS in Banner. If split funding enter each funding source on separate lines.

Click **Default from Index** once the Index has been entered.
EPAF Sections – Routing Queue

The Routing Queue determines the approval workflow.

Click **Save and Add New Rows** once the approvers have been entered.

If you set up your Default Routing Queue the routing section will be complete.

Can add additional approvers if needed.
EPAF Sections - Comments

• Comments are always needed and are used to enter additional information and provide explanations for actions concerning the EPAF.
• Comments can be added at any time as the EPAF moves through the workflow.
• Click Save once the comments have been entered. Then Submit to route the EPAF for approval.

Once Comments are saved they appear in the Comments section.

Click Save once your comments have been entered.

Click Submit to route the EPAF for Approval
Submitting the EPAF

• Once the originator clicks Submit the EPAF has moved to the first Approver for Approval.
• If the EPAF is submitted successfully you will receive:
  • A confirmation message at the top of the screen
  • A “Transaction” number
  • “Transaction Status” will change to Pending.

Confirmation Message that EPAF submitted successfully
Submitting the EPAF

- If there are any data validity issues within the EPAF, Banner will display two types of messages:
  - ERROR - Error messages will not allow the EPAF to progress to the approval levels. Errors must be corrected. Read the details provided, and correct the errors as indicated.
  - WARNING - Warning messages simply deliver information, and allow the EPAF to progress successfully.
What if I need help?

• Training Manuals for EPAFs:
  • Financial Services Website: http://finance.uncc.edu/resources/training-materials/electronic-personnel-action-form
    • EPAF General Instructions
    • Hire Adjunct / Part-time Faculty
    • Special Payments for Full Time Faculty & EPA Staff
    • Hire Temporary EPA Staff
  • Academic Budget & Personnel Website: http://provost.uncc.edu/academic-budget-personnel/training
    • Today’s presentation
    • EPAF Cheat sheet
QUESTIONS OR COMMENTS?
THANK YOU!

Jessica Miller – Technology Support Analyst
704-687-5771
jcharper@uncc.edu