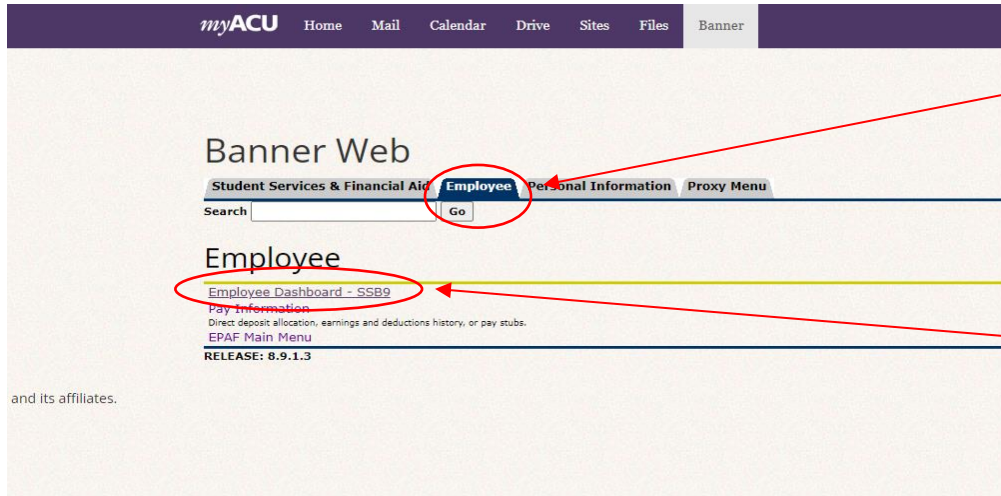
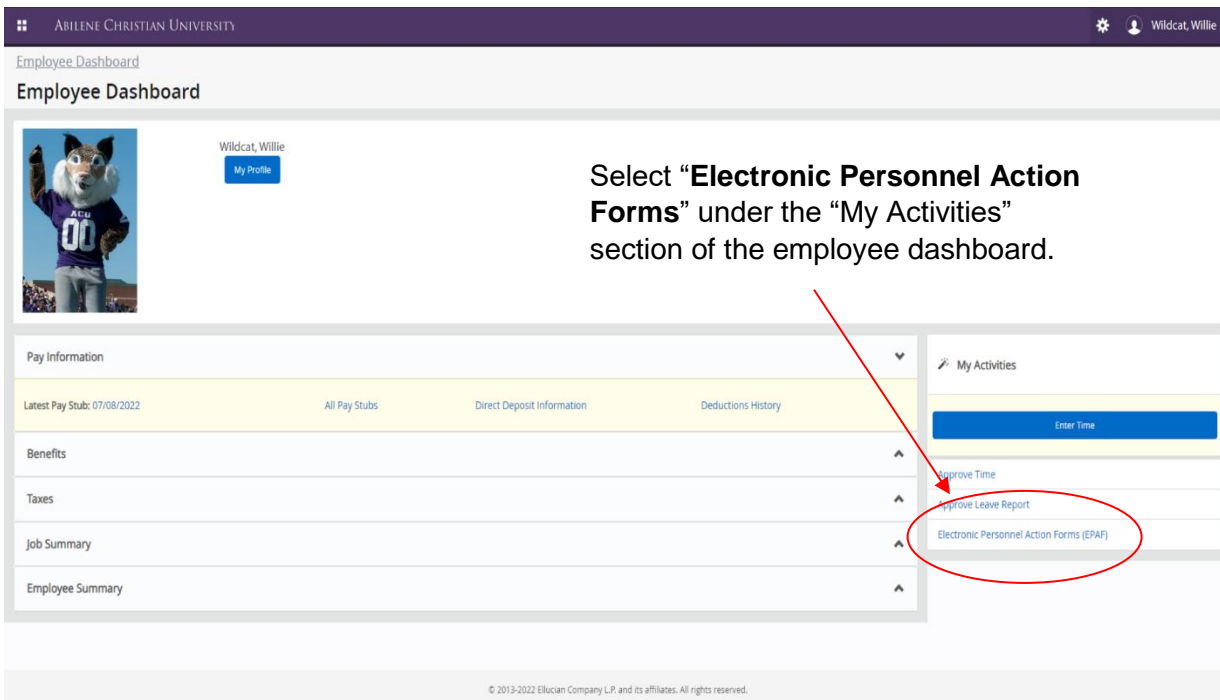


Faculty Department Chair



Navigate to the "Employee" tab in Banner

Open the "Employee Dashboard"



Select "Electronic Personnel Action Forms" under the "My Activities" section of the employee dashboard.

Electronic Personnel Action Forms

EPAF Originator Summary Displays only those EPAF transactions that you have originated.	New EPAF Allows you to create a new transaction.
Act as a Proxy Available to all self-service EPAF users who have been given proxy privilege.	

Click on the "New EPAF" tab to create a new transaction.

New EPAF Person Selection

Check the box to limit to search an Employee. Enter the Last Name and/or First Name, or enter an ID, or enter the SSN/SIN/TIN. Select Go. A percent sign may be used as a wildcard.

First Name	Last Name	<input type="checkbox"/> Is an employee	or	ID	or	SSN/SIN/TIN	Search
------------	-----------	---	----	----	----	-------------	--------

Enter or Generate New ID

* indicates a required field. 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.

ID *	000555933
	Willie Wildcat
Generate new ID	
Query Date *	09/13/2022
Approval Category *	FS - Department Chair, FSDCH

Go

You can either enter the student's banner ID # here, and click search

OR enter banner ID # here, then tab over

Enter the first day of work here
This date will need to be the first day of the first payroll period that the employee will start receiving pay. (Note: This date is always defaulted to the current date)

Click on the drop-down menus and select "FS – Department Chair"

Then, select the blue "go" button

Details

ID
Willie Wildcat, 000555933

Query Date
09/13/2022

Approval Category
FS - Department Chair, FSDCH

New 1X Pay Job, 1XJOB

Select	Type	Position	Suffix	Title	Time Sheet Organization	Start Date	End Date	Last Paid Date	Status
<input checked="" type="checkbox"/>	New Job	000007	40	Payroll Test Position	41030, Payroll				

Enter the position #

The suffix should be 40

Then click "go"

New 1X Pay Job, 000007-40 Payroll Test Position

Contract Type *

S

Old Value:

Job Begin Date

Jobs Effective Date *

Job Status *

A

Old Value:

FTE *

.2

Old Value:

Step *

0

Old Value:

Factor *

26

Old Value:

Pays *

26

Old Value:

Hours per Pay *

173.33

Old Value:

Annual Salary *

Timesheet Orgn *

Enter same date as the query if there is no "last paid date" next to the position above

Enter the same date as the query

The factor and pays will be defaulted as "26" – do NOT change this

Enter the entire annual salary

Enter department org # here

New

Effective Date MM/DD/YYYY

09/13/2022

COA	Index	Fund	Organization	Account	Program	Activity	Location	Project	Cost	Percent	Encumbrance Override End Date	Remove
1		100000	41030	5060	60					100		

+ Default from Index

+ Add Row

Current

The effective date is the same as the query date

Effective Date	Earnings	Hours or Units Per Pay	Deemed Hours	Special Rate	Shift	End Date
No Results Found						

Click the drop-down and select:
012, Department Chair

Enter "16"

New Value

Effective Date	Earnings	Hours or Units Per Pay	Deemed Hours	Special Rate	Shift	End Date	Remove
					1		

+ Add Row

Routing Queue

Approval Level	User Name	Required Action	Remove
40 - (APPR1) 1st Approver-Level 4 or Higher	Not Selected	Approve	
50 - (APPR2) 2nd Approver-Level 3 or Higher	Not Selected	Approve	
60 - (BUDGET) Budget Approval	Not Selected	Approve	
80 - (HR) Human Resources Approval	Not Selected	Approve	
95 - (APPLY) Payroll	Not Selected	Approve	

+ Add Row

Comments

Add Comment

Remaining Characters : 4000

Save

New EPAF - EPAF Originator Summary

Click the drop-down boxes to find the appropriate approver for each category

Add any necessary comments here

Click "Save"

Comments

Made By
Wille Wildcat

Date
07/21/2022 12:50 PM

Comment
Comments will show up here.

Add Comment

Remaining Characters : 4000

Delete

Save

Submit

After you save, click the "submit" button

Next to Transaction Status, which is located at the top of each ePAF, it should say "Pending". If it shows a "Waiting" status there are errors that need to be fixed

If you have errors, review the instructions and make corrections. If you still cannot fix the problem, call HR at x2359.

[New EPAF](#) · [EPAF Originator Summary](#)