Electronic Personnel Action Form (EPAF) User Guide

Introduction

An EPAF is an Electronic Personnel Action Form; an online form, originated by a department to submit employment data changes. EPAFs replace paper forms in processes such as hiring a student employee, updating job labor distribution, replacing some letters of offer, and more.

Each EPAF action has pre-assigned approval levels, which represent electronic signatures approving the transaction.

EPAF User Types

There are three different types of EPAF users:

- **Originators** – users who begin an EPAF action
- **Approvers** – users who must approve an EPAF action
- **Proxies** – users who are designated by an Approver with specific authority to approve actions on the Approver’s behalf

EPAF User Guide Menu

**Accessing EPAF**

**EPAF Menu**

**Originator Summary**

- **How to Originate an EPAF**
- **Updating Default Labor Distribution**
- **How to Terminate a Job**
- **Errors & Warnings**

**Approver Summary**

- **Approving an EPAF**

**New EPAF**

**Act as a Proxy**

**Proxy Setup**

**Default Routing Queue**
Accessing EPAF

To access EPAF:

1. Log into the PSU Information System (https://banweb.pdx.edu).

PSU Information System

- Please enter your PSU ID Number or Odin ID and your password. Then click Login.
- To protect your privacy, please exit and then close your browser when you are finished using the PSU Information System.
- *Forgot your password?* Enter your PSU ID Number or Odin ID, then click Forgot password.

By logging into the PSU Information System, you indicate that you have agreed to the PSU Acceptable Use Policy.

*Portland State's portal, myPSU, is here!*

Students and employees can now join the myPSU portal. This interface is a one-stop site for all PSU information and common employee information, and other news. First-time users of the portal need to synchronize their Portland State computer at CAMP (Odin Account Manager). Then, using the Odin ID and new password, students and employees can go to myPSU (http://my.pdx.edu) customize their portal site.

Sign in using your ODIN information
2. Choose the Employee Services tab.
3. From the Employee Services tab, select “EPAF: Electronic Personnel Action Form.”
EPAF User Guide

EPAF Menu

Based on your EPAF role, you will be granted access to one or more of the following EPAF links:

- EPAF Approver Summary
- EPAF Originator Summary
- New EPAF
- Act as a Proxy
- Proxy Setup
- Default Routing Queue

PSU Information System

Electronic Personnel Action Form
EPAF User Guide

EPAF Originator Summary

The EPAF Originator Summary displays only those transactions that you have originated that are still waiting to be approved or applied. This page contains two tabs: Current and History.

**Current Tab**

The Current tab shows two types of EPAFs: *Waiting* and *Return for Correction*.

- **Waiting** – If an EPAF has been created and saved but not submitted, it remains in the *Waiting* status. You can submit the EPAF later by clicking on the EPAF and submitting.

- **Returned for Correction** - If an EPAF contains an error or incorrect data, the Approver can return it for correction. To view a returned EPAF, click on the employee’s name. The Originator will be given three options: Delete, Void or Update.
EPAF User Guide

EPAF Preview

- You are acting as an Originator.

Name and ID: Christina Annette Kraus, 941328522  Job and Suffix: D97877-00, HRC S Student Regular
Transaction: 54543  Query Date: 01-AUG-2012
Transaction Status: Waiting  Last Paid Date:
Approval Category: Student Regular Hire, SHRHR

Delete  Void  Update | Add Comment

- * indicates a required field.

- Click on “Delete” to delete the EPAF before it is submitted.
- Click “Void” if you would like to delete the EPAF after it has been submitted.
- Click “Update” to make changes to the EPAF.

NOTE: Only the Originator can make changes to the EPAF. If changes are made, the Originator must send and submit the EPAF for re-approval at all levels.

History Tab

All EPAFs created by the Originator are stored in the History tab. To check on the status of an EPAF, click on the History tab and view the status under “Transaction Status”.

EPAF Originator Summary

<table>
<thead>
<tr>
<th>Transaction Status</th>
<th>Pending</th>
<th>01-AUG-2012 01-AUG-2012 Pending</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name</td>
<td>941328522</td>
<td>54544  Student Regular Hire 09-AUG-2012 01-AUG-2012 Pending</td>
</tr>
</tbody>
</table>

Updated 10/29/2012
Transaction Statuses

- **Pending** – EPAF is pending approval
- **Complete** – EPAF has been completed and applied to the employee’s record
- **Returned** – EPAF has been returned for correction
- **Voided** – EPAF was voided
- **Overridden** – EPAF was overridden and approved at the HR level
- **Removed from Queue** – EPAF has been returned to the Originator for correction, thus is removed from the Approval Queue
New EPAF

The New EPAF screen is where an EPAF is created by an Originator.

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:  

Effective Date: MM/DD/YYYY: 08/01/2012

Approval Category: Not Selected

Go
How to Originate an EPAF (For a Student Hire)

On the EPAF menu, select “New EPAF.”

**Employee Selection**

Enter the employee’s PSU ID into the ID field. If you do not know their ID number, you can search for it by clicking on the magnifying glass icon.

**Effective Date**

The effective date is the date this transaction is effective (for example: the first day of work must be used for a student hire date). This date field will default to today’s date and YOU MUST update it to reflect the actual action’s effective date.
Approval Category

Select the Approval Category that is appropriate for the transaction you are initiating. Click “Go”.

PSU Information System

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.

* - indicates a required field.

ID: *

Effective Date: MM/DD/YYYY
10/29/2012

Approval Category: *

No end date indicates that the position is still active.

Select Search

New EPAF Job Selection

This screen will show you a list of all positions the employee has held at PSU. It will also indicate whether they are still active or not.

If you are re-hiring the employee for a position listed on this screen, select the position number and click “Go”.

If this is a new position for the employee, as indicated by the position number not being listed, input the position number and suffix (00) into the Position and Suffix fields and click “Go”.

No end date indicates that the position is still active.

Select
If you do not know the position number, you can search for it by clicking on the magnifying glass icon. This will redirect you to the “New Position Selection” page.

New Position Selection

Enter search criteria and select Go. Then select the link under Position to select it.

Search Criteria
Position Number:

Employee Class:
- UW, Univ Wage Appointment Salaried
- UW, Univ Wage Appointment Hourly
- XA, Student Employees
- XB, Grad Assist and Fellows

COA:
- All
- D, OUS PSU Chart

Budget Organization:
- All
- 100001, POF President’s Office
- 100100, AFM Affirmative Action Office
- 100200, GOV Government Relations

Once you have selected your search criteria, click “Go”. A list of available positions to choose from will be displayed. Click on the appropriate position number link. This will take you back to the New EPAF Job Selection page. Click “Go”.

New Position Selection

Enter search criteria and select Go. Then select the link under Position to select it.

Search Criteria
Position Number:

Employee Class:
- UW, Univ Non-Teach 12mo < 5 FTE
- UW, Univ Wage Appointment Salaried
- UW, Univ Wage Appointment Hourly
- XA, Student Employees

COA:
- All
- D, OUS PSU Chart

Budget Organization:
- 600026, SUS Sustainability Office
- 600039, FAD Assoc VP Finance & Controller
- 600080, CSS Campus Security
- 600300, HRC Human Resource Center

Be sure to select the correct position number for the type of student you are hiring (workstudy vs. regular). Students will always be XA. Select appropriate Org Code.
Completing the EPAF

The next screen will allow you a final opportunity to change the effective date if needed. It will also ask you to determine whether the contract type is “Primary” or “Secondary”. The position will only be Primary if the employee has no other active positions on campus. Note that many of the data fields are not enterable.

Electronic Personnel Action Form

- Enter the information for the EPAF and either Save or Submit.

**Name and ID:**

**Transaction:**

**Transaction Status:**

**Approval Category:** Student Regular Hire, SHRHR

Save

Approval Types | Account Distribution | Routing Que

* - Indicates a required field.

**Hire into Hourly Job, D97877-00 HRC S Student Re**

<table>
<thead>
<tr>
<th>Item</th>
<th>Current Value</th>
<th>New Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Job Begin Date: MM/DD/YYYY*</td>
<td></td>
<td>08/01/2012</td>
</tr>
<tr>
<td>Jobs Effective Date: MM/DD/YY**</td>
<td></td>
<td>08/01/2012</td>
</tr>
<tr>
<td>Personnel Date: MM/DD/YY**</td>
<td></td>
<td>08/01/2012</td>
</tr>
<tr>
<td>Contract Type: *</td>
<td></td>
<td>Secondary</td>
</tr>
<tr>
<td>Accrue Leave: (Not Enterable)</td>
<td></td>
<td>N</td>
</tr>
<tr>
<td>Timesheet Orgn:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Job Change Reason: * (Not Enterable)</td>
<td></td>
<td>AAHR</td>
</tr>
<tr>
<td>Regular Rate: * (Not Enterable)</td>
<td></td>
<td>0</td>
</tr>
<tr>
<td>Hours per Pay: * (Not Enterable)</td>
<td></td>
<td>173.33</td>
</tr>
<tr>
<td>Factor: * (Not Enterable)</td>
<td></td>
<td>12</td>
</tr>
<tr>
<td>Pays: * (Not Enterable)</td>
<td></td>
<td>12</td>
</tr>
<tr>
<td>Job Status: * (Not Enterable)</td>
<td></td>
<td>A</td>
</tr>
<tr>
<td>Step: * (Not Enterable)</td>
<td></td>
<td>0</td>
</tr>
</tbody>
</table>

At this point you can update the effective date, but unless you are rehiring, all three dates must be the same.

If employee has no other active jobs on campus, this should be updated to Primary.
If the employee has already held the position before, there will be a “current value” listed. You must change the “New Value” to match the current value. For example:

Routing Queue

This step will determine who will approve the EPAF transaction. Each EPAF has a pre-established set of approval levels assigned to the action. The Originator must select the appropriate individuals for each level. If you have set up a default routing queue through the main EPAF menu, the users and levels you selected will auto-populate into the Routing Queue’s fields.
All approval levels automatically listed on the EPAF must have a User Name field populated. Click on the magnifying glass to select from the list of names associated with each level. Do not add any other approval levels.

To route an EPAF for online approvals, click “Save” and then “Submit”. Once you have submitted your transaction without errors you will receive the following message: “The EPAF is now pending approvals”.
EPAF Approver Summary

The EPAF Approver Summary page is visible to all users designated as an EPAF Approver. This page contains three tabs: Current, In My Queue, and History. This screen shows all actions that the Approver needs to take action on.

**Current Tab**

The Current tab is your EPAF inbox. This is where EPAFs appear that need your approval, and where you receive EPAF FYIs.

**In My Queue**

The In My Queue tab shows EPAFs that are still routing through the queues of your selected Approvers. These EPAFs are either submitted but not yet at the Approver level, or have been approved by the Approver, but are waiting other approvals or for HR to apply.

**History**

The History tab shows EPAFs that have been approved by the Approver.

Updated 10/29/2012
Approving an EPAF

Once an EPAF has been successfully submitted, the Dept. Admin listed in the routing queue must then go in and approve the EPAF. This needs to be done even if the initiator is also the Dept. Admin.

On the EPAF Menu, choose “EPAF Approver Summary.”

Electronic Personnel Action Form

If you want to approve an individual EPAF, click on the employee’s name:
Click “Approve”:

**EPAF Preview**

You are acting as an Approver.

**Name and ID:**

<table>
<thead>
<tr>
<th>Transaction</th>
<th>Type of Change</th>
<th>Submitted Date</th>
<th>Effective Date</th>
<th>Required Action</th>
<th>Approve</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>504436136</td>
<td>Hire a Regular Wage Employee</td>
<td>14-SEP-2012</td>
<td>06-SEP-2012</td>
<td>Approve</td>
<td>✔️</td>
<td>Comments</td>
</tr>
<tr>
<td>931440128</td>
<td>Hire a Regular Wage Employee</td>
<td>19-SEP-2012</td>
<td>30-SEP-2012</td>
<td>Approve</td>
<td>✔️</td>
<td>Comments</td>
</tr>
<tr>
<td>990099957</td>
<td>Hire a Regular Wage Employee</td>
<td>21-SEP-2012</td>
<td>17-SEP-2012</td>
<td>Approve</td>
<td>✔️</td>
<td>Comments</td>
</tr>
<tr>
<td>938412801</td>
<td>Hire a Regular Wage Employee</td>
<td>21-SEP-2012</td>
<td>10-SEP-2012</td>
<td>Approve</td>
<td>✔️</td>
<td>Comments</td>
</tr>
<tr>
<td>915300019</td>
<td>Hire a Regular Wage Employee</td>
<td>20-SEP-2012</td>
<td>10-SEP-2012</td>
<td>Approve</td>
<td>✔️</td>
<td>Comments</td>
</tr>
<tr>
<td>974912293</td>
<td>Hire a Regular Wage Employee</td>
<td>10-SEP-2012</td>
<td>09-SEP-2012</td>
<td>Approve</td>
<td>✔️</td>
<td>Comments</td>
</tr>
<tr>
<td>971175037</td>
<td>Hire a Regular Wage Employee</td>
<td>14-SEP-2012</td>
<td>07-SEP-2012</td>
<td>Approve</td>
<td>✔️</td>
<td>Comments</td>
</tr>
<tr>
<td>907075924</td>
<td>Hire a Regular Wage Employee</td>
<td>19-SEP-2012</td>
<td>10-SEP-2012</td>
<td>Approve</td>
<td>✔️</td>
<td>Comments</td>
</tr>
<tr>
<td>950389200</td>
<td>Hire a Regular Wage Employee</td>
<td>21-SEP-2012</td>
<td>17-SEP-2012</td>
<td>Approve</td>
<td>✔️</td>
<td>Comments</td>
</tr>
<tr>
<td>979235735</td>
<td>Hire a Regular Wage Employee</td>
<td>14-SEP-2012</td>
<td>05-SEP-2012</td>
<td>Approve</td>
<td>✔️</td>
<td>Comments</td>
</tr>
<tr>
<td>968207117</td>
<td>Hire a Regular Wage Employee</td>
<td>10-SEP-2012</td>
<td>13-SEP-2012</td>
<td>Approve</td>
<td>✔️</td>
<td>Comments</td>
</tr>
</tbody>
</table>

If you have multiple EPAFs to approve, click the check box under “Action” and then click “Save”:
Act as a Proxy

This page is only available to users who have been given access to approve actions on the behalf of an Approver. This page allows the proxy Approver to only access relevant EPAF transactions for approval.

Proxy or Superuser or Filter Transactions

Act as a proxy or a superuser and enter the following criteria to filter transactions.

Proxy For: [Self]
Act as a Superuser: [ ]
Submitted From Date: [MM/DD/YYYY]
Submitted To Date: [MM/DD/YYYY]
Transactions Per Page: [25]

Go
Default Routing Queue

This feature allows you to set up a default routing queue specific to the EPAFs you routinely originate so that you don’t need to select Approvers each time you originate the EPAF. You can establish a default routing queue specific to each type of EPAF you routinely originate.

EPAF Default Routing Queue

PSU Information System

Electronic Personnel Action Form

Select the Approval Category for which you would like to save the routing queue and then click “Go”. Please note that you can only save one default per approval category.

EPAF Default Routing Queue

Select an Approval Category and Go. Once the page refreshes, select the Approval Level, User ID and action.
Select the appropriate person for each approval level by clicking the magnifying glass.

### EPAF Default Routing Queue

<table>
<thead>
<tr>
<th>Approval Level</th>
<th>User Name</th>
<th>Required Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>10 - (OPTADM) Department Admin</td>
<td>Brenna Deanne Kutch</td>
<td>Approve</td>
</tr>
<tr>
<td>90 - (HEMRL) Employment Team</td>
<td>Christina Annette Kraus</td>
<td>Approve</td>
</tr>
<tr>
<td>99 - (PAYAPL) Payroll Apply</td>
<td>Pamela Jean Hutchins</td>
<td>Apply</td>
</tr>
<tr>
<td>Not Selected</td>
<td>Not Selected</td>
<td>Not Selected</td>
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<td>Not Selected</td>
<td>Not Selected</td>
<td>Not Selected</td>
</tr>
</tbody>
</table>

Click “Save and Add New Rows.” Now every time you originate an EPAF for that Approval Category, your routing queue will be automatically populated for you.

### Changing a User Name in the Default Routing Queue

Go back into the Default Routing Queue and select the Approval Category you would like to update and click “Go”.

Click on the magnifying glass for the Approval Level you would like to change, select the correct person, and then “Save and Add New Rows”.

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Updated 10/29/2012
Updating Default Labor Distribution

The EPAF system now allows you to override the default labor distribution. The position will automatically pull in the department’s default index code, or in the case of rehiring on the same position number, the last index code used on their job record. To override the index code, click on the index code listed and overwrite it with the correct index. If you need to add multiple index codes, click “Save and Add New Rows”. *Once you have added all additional index codes, click “Default from Index”.

*Take note of the “Account” code before you “Default from Index” - you will need to re-enter it.

For student employee job records the account codes will always be:

- 10501 for regular students, and
- 10503 for workstudy students.

Be sure that the sum of labor distribution percentages equal 100%.

Change Labor Distribution, D97877-00 HRC S Student Regular

<table>
<thead>
<tr>
<th>COA</th>
<th>Index</th>
<th>Fund</th>
<th>Organization</th>
<th>Account</th>
<th>Program</th>
<th>Activity</th>
<th>Location</th>
<th>Project</th>
<th>Cost</th>
<th>Percent</th>
<th>Encumbrance</th>
<th>Override</th>
<th>End Date</th>
<th>Remove</th>
</tr>
</thead>
<tbody>
<tr>
<td>0</td>
<td>HRC01</td>
<td>001100</td>
<td>600300</td>
<td>10501</td>
<td>01000</td>
<td>10500</td>
<td>10500</td>
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<tr>
<td>0</td>
<td>HRC01</td>
<td>001100</td>
<td>502600</td>
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<td>100.00</td>
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</tr>
</tbody>
</table>

Account codes:
- 10501 – Regular student
- 10503 – Workstudy student
Errors and Warnings

Once you submit the EPAF, if there are any issues within the EPAF, the screen will show one of two message types:

- **Warning** – Warnings simply deliver information to the user, but will still allow the EPAF to process successfully.
- **Error** – Error messages will not allow the EPAF to progress to the approval levels. Errors must be corrected.

These errors indicate that the employee needs to come to HR to complete or update their new employee mandatory paperwork:

- *ERROR* ID is not defined as an employee. Establish Employee Record.
- First Name, SSN/SIN, Birth Date or Gender incomplete.
- *ERROR* Job Begin Date cannot be after Employee’s Termination Date.
- *ERROR* New Effective Date cannot be after Employee’s Termination Date.

This error means that the employee already has a job in Banner with this position number:

- *ERROR* Begin Date must equal the first Jobs Effective Date.

This error means that the action being initiated has an effective date prior to the last paid date on this job record. Review and correct the entered effective date as needed. If this action is retroactive HR will need to delete the EPAF and enter the action manually.

- *ERROR* New effective date must be greater than last date of xxxxxx.
How to Terminate a Job

On the EPAF Menu, select New EPAF.

**PSU Information System**

Electronic Personnel Action Form

- **ID**

Enter the employee’s PSU ID into the ID field. If you do not know their ID number, you can search for it by clicking on the magnifying glass icon.

**Effective Date**

The effective date is the date this transaction is effective (for example: the last day of work). This date field will default to today’s date and YOU MUST update it to reflect the actual action’s effective date.
Approval Category

Select “Employee Job Termination” and 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 App

* indicates a required field.

ID: *

Effective Date: MM/DD/YYYY* 10/29/2012

Approval Category: *

Go

No end date indicates that the position is still active.

Select the appropriate position

New EPAF Job Selection

This screen shows you a list of all positions the employee has held at PSU. It will also indicate whether they are still active or not.

Select the position number of the job that you are terminating and click “Go”.

Updated 10/29/2012
Completing the EPAF

Enter the effective date of the termination (last day worked) if different than what you entered on the previous screen. Please note that this must be after the Last Paid Date.

- indicates a required field.

**Terminate Job, D98831-00 HRC UU Employment Manager, Last Paid Date: 30-SEP-2012**

<table>
<thead>
<tr>
<th>Item</th>
<th>Current</th>
<th>Value</th>
<th>New Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Jobs Effective Date: MM/DD/YYYY</td>
<td>02/01/12</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Personnel Date: MM/DD/YYYY</td>
<td>01/01/12</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Job Change Reason: (Not Enterable)</td>
<td>FEQTY</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Job Status: (Not Enterable)</td>
<td>Active</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Routing Queue**

This step will determine who will approve the termination. Each EPAF has a pre-established set of approval levels assigned to the action. The Originator must select the appropriate individuals for each level. If you have set up a default routing queue through the main EPAF menu, the users and levels you selected will auto-populate into the Routing Queue’s fields.

<table>
<thead>
<tr>
<th>Approval Level</th>
<th>User Name</th>
<th>Required Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>10 - (OPTD) Department Admin</td>
<td></td>
<td>Approve</td>
</tr>
<tr>
<td>80 - (HREMPL) Employment Team</td>
<td></td>
<td>Approve</td>
</tr>
<tr>
<td>99 - (PAYAPL) Payroll Apply</td>
<td></td>
<td>Approve</td>
</tr>
<tr>
<td>Not Selected</td>
<td></td>
<td>Not Selected</td>
</tr>
<tr>
<td>Not Selected</td>
<td></td>
<td>Not Selected</td>
</tr>
<tr>
<td>Not Selected</td>
<td></td>
<td>Not Selected</td>
</tr>
<tr>
<td>Not Selected</td>
<td></td>
<td>Not Selected</td>
</tr>
</tbody>
</table>

All Approval levels listed on the EPAF must have a User Name field populated. Click on the magnifying glass to select from the list of names associated with each level. Do not add any other Approval Levels.

To route an EPAF for on-line approvals, click “Save” and then “Submit”. Once you have submitted your transaction without errors you will receive the following message: “The EPAF is now pending approvals”.

The Dept. Admin will now need to go into their Approver Summary to approve the EPAF.
Terminate Job (Workstudy Only)

All workstudy jobs require a default end date of June 15th or before. If you know when you would like the job to end and it is before June 15th, enter the date in both of the date fields. Both date fields must match.

Terminate Job, D97877-00 HRC S Student Regular

<table>
<thead>
<tr>
<th>Item</th>
<th>Current Value</th>
<th>New Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Jobs Effective Date: MM/DD/YYYY</td>
<td></td>
<td>06/15/2013</td>
</tr>
<tr>
<td>Personnel Date: MM/DD/YYYY</td>
<td></td>
<td>06/15/2013</td>
</tr>
<tr>
<td>Job Change Reason: (Not Enterable)</td>
<td></td>
<td>TERMJ</td>
</tr>
<tr>
<td>Job Status: (Not Enterable)</td>
<td></td>
<td>T</td>
</tr>
</tbody>
</table>

Update future termination date here. Can only be changed to a date before June 15th.