

Electronic Personnel Action Form (EPAF)

Glossary of Terms & Definitions

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| Approver | The person listed in the EPAF routing queue to take action. The required actions are: <ul style="list-style-type: none"> • Approve • Disapprove • Return for Correction |
| Approval Category | The different types of EPAFs that can be selected by the EPAF Originator based on the purpose of the specific personnel action. The EPAF Originator selects a person, a position number, and an EPAF Approval Category to originate an EPAF transaction. The Approval Categories are: <ul style="list-style-type: none"> • End Job Record Early • Pay Change for Grad • Rate Change for Hourly/Student • Rehire New Position/Grad/Hourly/Student • Rehire Same Position/Grad/Hourly/Student • Term Employee/Grad/Hourly/Student • Terminate Job Record/Grad/Hourly/Student |
| Approval Level | Represents the hierarchy structure of the organization starting from the lowest level that needs to approve an EPAF. |
| Apppliers | Student Employment or Human Resources personnel will review the EPAF and apply the EPAF transaction to Banner. |
| Contract Type | Primary: <ul style="list-style-type: none"> • The Primary job is the first active job. Secondary: <ul style="list-style-type: none"> • The Secondary job is the second active job. |
| Effective Date | Date when action takes effect in Banner. |
| EPAF | Electronic Personnel Action form is a paperless method to submit employee changes for Student Hourly, Graduate Assistant, and Hourly employees electronically to Human Resources and/or Student Employment. |
| EPAF Approver Summary | A summary page that is available to all EPAF approvers and has three tabs. <ul style="list-style-type: none"> • The Current tab displays EPAF transactions that are currently awaiting action by you as an approver. • The In my Queue tab displays EPAF transactions displayed to you. |

Queue Status: