EPAF Frequently Asked Questions

1. **What is an EPAF?**

An EPAF is an Electronic Personnel Action Form that replaces paper personnel action forms for students and graduate assistants.

2. **Who can initiate an EPAF?**

Only authorized employees with access in Self Service Banner (SSB) to originate EPAFs can create an EPAF. EPAF Originators will have to complete EPAF Originator Training prior to being able to generate an EPAF.

3. **What should an EPAF Originator do when they realize a submitted EPAF transaction has errors?**

If the transaction status is **Waiting**, the originator can correct the error on the transaction in SSB. If the transaction status is **Pending**, the originator should go to the Originator Summary, view the EPAF, and return the transaction for correction. Once it has been returned the originator can correct the error. If the transaction status is **Approved** or **Complete** the originator will have to contact their payroll office for assistance.

4. **Is it possible for an Approver to approve an EPAF if an approver at a lower level still needs to approve it?**

No. Banner sends transactions sequentially through the approval queue, so the first approver must take action before the second approver can, and so on.

5. **What should an Approver do if he or she discovers an error on an EPAF awaiting their approval?**

The Approver should add a comment with information about the error and return the EPAF for correction.

6. **Can an EPAF be disapproved after it has been approved?**

No. Not by an approver who has already approved the EPAF. The next approver or a superuser should be contacted and asked to return the EPAF for correction. The originator can then take the appropriate action.

7. **How does one know if there are EPAFs awaiting approval?**

Approvers can look at their Approver Summary to see all EPAFs awaiting approval. As a courtesy, a brief daily e-mail will be sent to approvers who have EPAFs awaiting approval.

8. **Should EPAF Originators set up Default Routing Queues?**

Setting up Default Routing Queues for Approval Categories is optional. However, if Default Routing Queues for Approval Categories are not setup, every time the user enters an EPAF transaction using that Approval Category they will have to manually enter USER IDs for all the approval levels before submitting the EPAF.

9. **Can the query date on an EPAF be changed?**

Once an EPAF has been saved (the transaction status = Waiting), the query date cannot be changed. If the query date is incorrect, the EPAF will have to be deleted and re-entered.

10. How often must a Background Check and I9 Employment and Eligibility Verification Form be completed for a Student and/or Grad Assistant?

Departments who desire to hire students and/or grad assistants who have never worked on campus must complete a Background Check and I9 **before** working the employee. Background Checks and I9's must completed by the department, signed by the student, submitted to student financial aid, and processed **before** the student begins work. It is the hiring department's responsibility to make sure that the student's Background Check and I9 is in order before working the student.

If the student has been employed within the 12 months prior to the student's end date, a new I9 and Background Check will NOT need to be completed. Otherwise, both will need to be completed.

11. Upon submission of the EPAF, I received an error indicating the Effective Date must be >= to the Last Paid Date. How do I correct this?

Change the Effective Date to be greater than the Last Paid Date. Save and submit.

12. Upon submission of the EPAF, I received an error stating "Error: This employee already has a primary job". How do I correct this?

In the EPAF details, return to the Contract Type field, and change to "Secondary". Save and submit.

13. Upon submission of the EPAF, I received an error stating "Error: ID not defined as employee". How do I correct this?

EPAF Approval Category must be for a First Hire. Delete EPAF, and reenter using the correct Approval Category.

14. Upon submission of the EPAF, I received an error stating "The Future Dates Job Record must be Deleted before Ending Job.". How do I correct this?

Contact the Payroll Office and ask that the future dated job record be deleted.

15. My EPAF has been pending approval from Student Financial Aid. Why is it taking so long?

Student Financial Aid will check for the student's Background Check and I9 before approving the student's EPAF. Contact Student Financial Aid to inquire if additional documentation is needed before the EPAF can be approved.