Electronic Personnel Action Form (EPAF)

Approver Reference Guide
# Table of Contents

Introduction .................................................................................................................................................. 3  
Approver (and/or Proxy) Responsibilities .................................................................................................. 4  
Logging In and Getting Started .................................................................................................................. 5  
Viewing EPAF Transactions ...................................................................................................................... 6  
EPAF Approver Levels and Approval Routing ............................................................................................ 7  
EPAF Approver Actions ............................................................................................................................... 8  
Comments .................................................................................................................................................. 9  
Checking the Status of the EPAF ................................................................................................................ 11  
EPAF Terms & Definitions ......................................................................................................................... 12  
EPAF Status Definitions ............................................................................................................................ 14  
Searching for an EPAF ............................................................................................................................... 15  
Designating a Proxy Approver ..................................................................................................................... 16  
Acting as a Proxy ..................................................................................................................................... 17  
Removing a Proxy Approver Setting ......................................................................................................... 18
Introduction

Banner HR, Oklahoma State University’s Human Resources Information System (HRIS), allows designated end users to electronically process standard employment actions such as hiring or making personnel changes via an electronic Personnel Action Form (EPAF). The EPAF allows an originator to input all actions into an online form, which will then be sent automatically to the next designated approver in the routing queue until it is ultimately applied electronically to the appropriate Banner screen(s).

The EPAF system provides an end user with the ability to check the status of EPAFs at any time locating exactly where the EPAF is in the approval routing queue.

Prior to using the EPAF system, you should become familiar with employee class codes, your department/college home organization number(s), positions number(s), timekeeping categories, as well as the funding source for the personnel actions in which you will be originating or approving.

Important Note:

Oklahoma State University has chosen to use the Self Service Center as its EPAF processing forum. Since the Internet-native Banner (INB) is also available, users may receive notice upon log-in that indicates that there are transactions to be reviewed and/or approved and “Do you want to go there now?” - Always Click NO to this question.
Approver (and/or Proxy) Responsibilities

Each EPAF has an established default approval routing queue. As an approver and/or proxy, you must understand your role and responsibility as it relates to EPAF processing. As an authorized EPAF approver, you are expected to demonstrate full awareness of the importance of maintaining prudent fiscal operations in an effort to ensure the effective management of departmental financial resources as well as compliance with other applicable University policies.

The mandatory approval routing queue levels have been assigned with the minimum approvals needed from an audit perspective. While other University departments may review and approve the EPAF prior to your receiving it in your queue, your role as approver and/or proxy is to ensure that personnel data and other information contained in the EPAF is accurate and you approve the action being taken. Your approval will be electronically date and time stamped on the EPAF record and will be deemed as your electronic signature as part of the University’s signatory authority for audit purposes.
Logging In and Getting Started

To access the EPAFs, you must log in to the Self Service Banner (SSB).

1. Go to http://my.okstate.edu/ and log in with your O-Key Credentials.

2. Under the Applications Menu, click on the Self Service link.

3. The EPAF menu is found under the Employee Tab.

4. Select the Electronic Personnel Action Forms link from the menu.

5. The following links will be available from the EPAF menu:
Viewing EPAF Transactions

This electronic process within SSB will provide you the ability to view EPAFs submitted by originators. Your EPAF menu options will vary depending on your user roles and access levels.

1. Select the **EPAF Approval Summary**

![EPAF Approval Summary](image)

2. The **Current** tab will show transactions that need your immediate attention. In the Queue Status field, select **Pending** and then click **Go** to review transactions that are pending your approval.

![Current Tab](image)

3. Click on the employee’s name to review the EPAF. You may also review comments made by the EPAF originator or other approvers by clicking on the **Comments** link. A **Warning** link will also be available if there are warning notifications.

![EPAF Transactions](image)
EPAF Approver Levels and Approval Routing

Each EPAF Approval Category is routed for review by several approvers before updating employee records. It is mandatory to include some institutional approvers. Mandatory approver routing will be pre-populated and included by default for each approval category. Additional approvers may be added to the routing queue for all or some of the EPAF approval categories depending upon the specific personnel action and required approvals for the College/Division. Originators must select the individual user name for each approver level when submitting the EPAF.

- 5 – (DIVAG) Division of Ag Review
- 10 – (DEPTHD) Department Head Review
- 20 – (FWS) Federal Work Study
- 20 - (HRPS) HR – Partner Services
- 20 – (HRADMN) HR – Administration
- 20 – (BENEFT) OSU Benefits
- 20 – (PAYROL) Payroll
- 30 – (GRANTS) Grants and Contracts
- 40 – (DVHEAD) Division Head
- 50 – (ACDAFR) Academic Affairs
- 70 – (BENTEC) Benefits Technical
- 70 – (FACACT) Faculty Actions
- 90 – (APPLY) EPAF Appliers
EPAF Approver Actions

Please be reminded of your responsibility as a designated EPAF approver/proxy. It is incumbent upon you to review the information in the “New Value” column and consider any comments submitted with the EPAF as this may be important information for you to consider before approving this personnel action.

1. Select the transaction you wish to review.

![EPAF Transactions](image)

2. Based on the information provided, select the appropriate EPAF action:

   a. **Approve** – Choose this action if you approve and agree to sign off on the EPAF. This action allows the EPAF to move on to the next approver in the routing queue or allows the EPAF to be applied in the Banner system.

   b. **Disapprove** – Choose this action if you do not approve of the EPAF and do not wish to have any further action taken on the transaction. This action may also be chosen if there are errors on the EPAF that cannot be corrected by the originator (e.g. incorrect position number). Please include a comment explaining the reason for disapproval.

   c. **Return for Correction** – Choose this action if there is an error that needs to be corrected by the originator before the EPAF is applied to the system. Please include a comment explaining what needs to be corrected. Once the corrections have been made and the EPAF has been resubmitted by the originator, the transaction will return to your approval queue.
Comments

As an approver (or proxy), you may also add a comment to an EPAF. This can be very helpful to the originator or to the next approver, particularly if the EPAF is disapproved or returned for correction. Please be aware that comments made on an EPAF will become part of the permanent on-line record, and should be kept professional.

1. To add a comment, click on the Add Comment link.

2. Enter your comments then click SAVE.

3. Click the EPAF Preview link at the bottom of the page to return to the EPAF preview.

Once the appropriate Action has been taken, a message will be displayed at the top of the EPAF stating that the transaction has been successfully completed.
Transaction successfully completed.

**Name and ID:** Road Bogus Runner, A20020619  **Job and Suffix:** 703549-00. Stu Wkr

**Transaction:** 387  **Query Date:** May 23, 2016

**Transaction Status:** Approved  **Last Paid Date:**

**Approval Category:** Hourly - Add Job Record, ADDJBH
Checking the Status of the EPAF

The EPAF process will provide you with the ability to determine where any EPAF is located in the approval routing queue.

On the Self Service Banner main page, click the Employee tab → Electronic Personnel Action Forms → EPAF Approver Summary.

There are three tabs. Current, In My Queue, and History.

- The Current tab will display EPAFs that require your approval or FYI. You are encouraged to check your Current tab regularly to ensure that all pending EPAFS are submitted in a timely manner.

- The In My Queue tab will display EPAFS for which you have been selected as an approver. These transactions are currently sitting in the originator’s or another approval’s queue.

- The History tab will display EPAFS that you have approved or acknowledged. There are several transaction status options in this tab (Completed, Approved, Pending, Returned for Correction, Void and Rejected). You are encouraged to check your History tab regularly to determine what action, if any, is necessary to complete the EPAF process. The system stores all submitted EPAFS in this History for twenty-four (24) months.
## EPAF Terms & Definitions

<table>
<thead>
<tr>
<th>Term</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>AnnSalry/Contract Amt</td>
<td>The employee’s actual annual salary. For example, if a faculty member works the spring semester (5 pays, January – May) only and will receive $4,000 per month, the annual salary will be $20,000.</td>
</tr>
<tr>
<td>Appliers</td>
<td>The department/individual that will apply the EPAF transaction to Banner.</td>
</tr>
<tr>
<td>Approval Category</td>
<td>The Approval Category is the type of EPAF to use for the action.</td>
</tr>
<tr>
<td>Approver</td>
<td>The person listed in the EPAF routing queue to take action.</td>
</tr>
<tr>
<td>Approval Level</td>
<td>Represents the hierarchy structure of the organization starting from the lowest level that needs to approve an EPAF.</td>
</tr>
<tr>
<td>Contract Type</td>
<td>Indicates the type of assignment. <strong>Each employee can only have one primary job.</strong> Any jobs in addition to the primary job must have a secondary contract type. All other supplemental assignments should be selected as overload.</td>
</tr>
<tr>
<td>Factor</td>
<td>The number of pay periods between the beginning and end of the assignment are based on the payroll calendar. For example, if the monthly employee’s assignment is for the spring semester, the factor will be 5 months. (January – May)</td>
</tr>
<tr>
<td>FTE</td>
<td>Describes the Full-Time Equivalent and the percentage of a full-time appointment. An example would be a 100% appointment represents an FTE of 1.0, or a 50% appointment represents an FTE of .50. Do not use percent signs when completing EPAFs. Use the number with decimals. All FTE must be 1 or less.</td>
</tr>
<tr>
<td>FYI</td>
<td>Designee at level who reviews actions, but does not take action or approve.</td>
</tr>
<tr>
<td>Hours per day</td>
<td>The number of hours per day the employee will work. This should be reflective of the FTE. For example, 1.0 = 8 hour per day, 0.75 FTE = 6 hours per day, 0.50 FTE = 4 hours per day, 0.25 FTE = 2 hours per day.</td>
</tr>
<tr>
<td>Hours per pay</td>
<td>The total number of hours per pay for each job worked. Examples of the most commonly used Hours per Pay used for monthly and bi-weekly are:</td>
</tr>
</tbody>
</table>
|                       | **Monthly paid positions:**  
|                       | 1.0 FTE = 173.33 monthly hours per pay  
|                       | 0.75 FTE = 130.00 monthly hours per pay  
|                       | 0.50 FTE = 86.67 monthly hours per pay  
|                       | 0.25 FTE = 43.33 monthly hours per pay  
|                       | **Bi-weekly paid positions:**  
|                       | 1.0 FTE = 80 hours per pay  
|                       | 0.75 FTE = 60 hours per pay  
|                       | 0.50 FTE = 40 hours per pay  
|                       | 0.25 FTE = 20 hours per pay  
<p>| Job Change Reason     | Indicates the reason for the job change or action.                                                                                                                                                           |</p>
<table>
<thead>
<tr>
<th><strong>Jobs Begin Date</strong></th>
<th>The date the job assignment begins unless the employee has previously occupied his position. If the employee has been in the position before, this field does not have to be populated.</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Job Effective Date</strong></td>
<td>The date this action will affect payroll. If the action is for a future payroll, use the actual date in the future on which this action will be effective. For all job creation actions, this date should be the employee’s first day of work. Retroactive actions must be handled on an ENP.</td>
</tr>
<tr>
<td><strong>Last Paid Date</strong></td>
<td>Indicates the employee’s last paid date. <strong>The effective date cannot be earlier than the last paid date.</strong></td>
</tr>
<tr>
<td><strong>Originator</strong></td>
<td>Creates the EPAF and submits to approver.</td>
</tr>
<tr>
<td><strong>Pays</strong></td>
<td>The number of paychecks the employee will receive. A monthly paid employee that works the spring semester and will have a factor of 5 months will receive 5 monthly payments. Ongoing monthly employees will have 12 pays. Hourly employees will have 26 pays.</td>
</tr>
<tr>
<td><strong>Personnel Date</strong></td>
<td>This date does not affect pay but serves as an information field for historical, audit or reporting purposes. It is in the job information section of EPAFS and the End Job Assignment section. It should be completed in both sections to indicate when the work actually begins and ends or the actual update/change effective date.</td>
</tr>
<tr>
<td><strong>Proxy</strong></td>
<td>Designee who acts on behalf of the approver or applier.</td>
</tr>
<tr>
<td><strong>Query Date</strong></td>
<td>The date you want to query the database. This date defaults to today’s date. This date can be changed to the past or future so you can see information that is active as of the personnel date (date that the action is effective). When the EPAF is late, and the employee’s job is not updated on time, the employee might be underpaid or overpaid, and the department must take additional manual steps to rectify the situation.</td>
</tr>
<tr>
<td><strong>Suffix</strong></td>
<td>The position suffix should be 00 in most cases. Unless the employee has multiple assignment under one position number, then the suffix will be 01, 02 and so forth. This two character identifier can either be alpha and/or numeric. These assignments are primarily used for employees that are paid multiple pay rates under one assignment (Rancher’s club wait staff, Tutors, etc).</td>
</tr>
<tr>
<td><strong>Term Jobs Effective Date</strong></td>
<td>Date the job assignment actually ends.</td>
</tr>
<tr>
<td><strong>Term Personnel Date</strong></td>
<td>Actual date the employee leaves the assignment.</td>
</tr>
<tr>
<td><strong>Timesheet Orgn</strong></td>
<td>The specific department timesheet organizational number.</td>
</tr>
</tbody>
</table>
EPAF Status Definitions

The Transaction Status is displayed on the Originator Summary and also at the top of each EPAF transaction. The Transaction Status refers to the status of the EPAF transaction itself.

**Transaction Statuses** | **Definition**
--- | ---
Waiting | Transaction has been initiated, but not submitted.
Pending | Transaction has been submitted by the initiator and is pending review by an approver.
Approved | Transaction has been approved by an approver(s).
Complete | Transaction has been submitted and approved by all approvers in the routing queue, and applied.
Void | Transaction has been voided.
Disapproved | The EPAF has been disapproved by an Approver.
Partially Completed | Transaction required some fields to be fixed – only part of the transaction can be applied.
Return for Correction | The EPAF was returned to the originator for correction.
Cancelled | Transaction has been cancelled.

The Queue Status is displayed in the routing queue of the EPAF transaction and refers to the status of the EPAF transaction with regards to a specific approver in the approval queue.

**Queue Statuses** | **Definition**
--- | ---
Pending | Transaction is pending in the approvers queue.
FYI | A person in the approval queue who receives the EPAF action for informational purposes only.
Approved | The transaction has been approved by the current approver.
In the queue | Transaction is back in the routing queue waiting for the next approval level.
Void | Transaction was voided.
More Information | An approver has requested additional information before the EPAF can proceed.
Acknowledged | An FYI approver has received the EPAF and acknowledged receipt.
Return for Correction | The EPAF was returned to the originator for correction.
Overridden | A superuser has overridden one or more approval level.
Removed from queue | The transaction was removed from the approval queue (superuser).
Applied | All approvals in the routing queue are complete and the changes have been applied to the Banner system.
Searching for an EPAF

1. From the Approver Summary screen, click on the Search link.

2. Every saved and submitted EPAF can be found in the search by entering the appropriate criteria. Enter the name, Banner ID or transaction number. Click Go.
Designating a Proxy Approver

To ensure timely processing of EPAFS, every approver must establish a proxy. This designation allows an approver to authorize other designated individuals to take approval action in the approver’s absence.

If you, as an approver, are unavailable or planning to be out of the office (or are unexpectedly out of the office) for an extended period of time, please notify your proxy so that pending EPAF transactions do not sit in the queue.

1. Select the Employee tab then **Electronic Personnel Action Forms**.

2. Select **EPAF Proxy Records**.

3. Select the appropriate approval level then click **Go**.

4. Select the appropriate person from the drop down list. Then click **Save**.
Acting as a Proxy

If you are acting as a designated proxy, please follow the guidelines noted below.

1. Select the Employee tab then **Electronic Personnel Action Forms**.

2. Select **Act as a Proxy**.

3. Select the person for whom you are acting as a proxy and the date range for the transactions you wish to view. Click **Go**.

4. The approver summary will display the transactions pending approval for the selected date range. Click on the transaction you wish to review and follow the instructions for EPAF Approver Actions (page 6).
Removing a Proxy Approver Setting

To remove a proxy designation, please follow the guidelines noted below.

1. Select the Employee tab then Electronic Personnel Action Forms.

2. Select EPAF Proxy Records.

3. Check the box for the proxy you are removing and click Save.

Note: Once this action is completed, the person removed will no longer have access to view transactions designated for your approval in Self Service Banner.