



# **Electronic Personnel Action Form (EPAF)**

## **Approver Reference Guide**

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## Introduction

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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

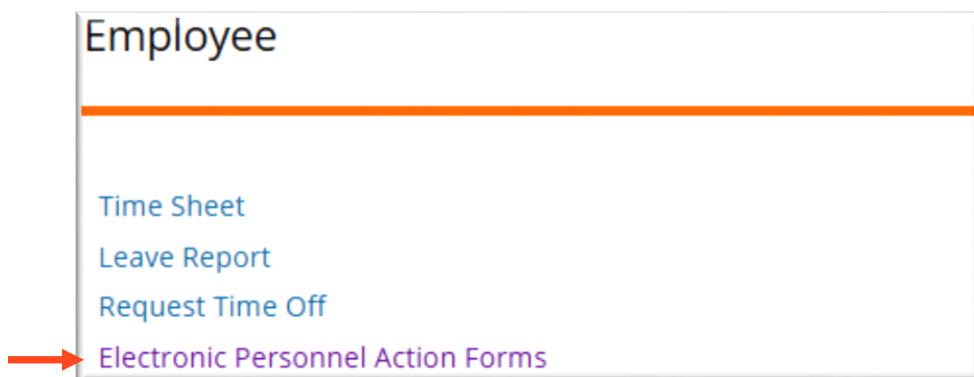
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To access the EPAFs, you must log in to the Self Service Banner (SSB).

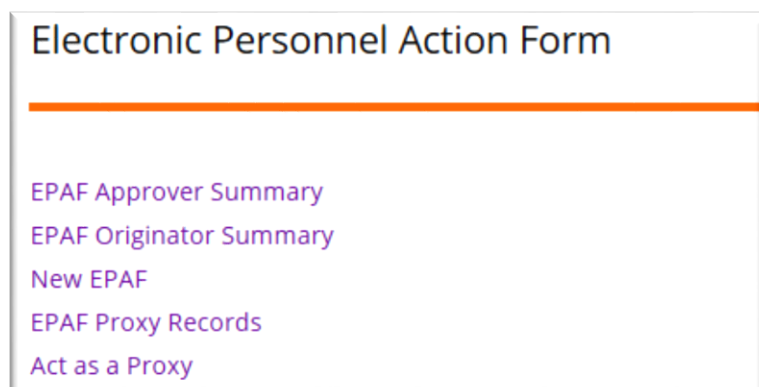
1. Go to <http://my.okstate.edu/> and log in with your O-Key Credentials.
2. Under the Applications Menu, click on the Self Service link.
3. The EPAF menu is found under the **Employee** Tab.



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



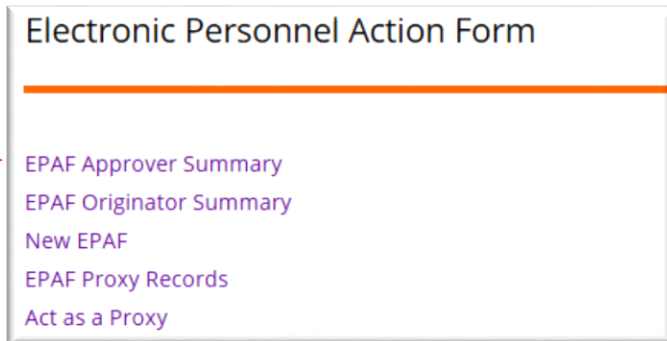
5. The following links will be available from the EPAF menu:



## 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.

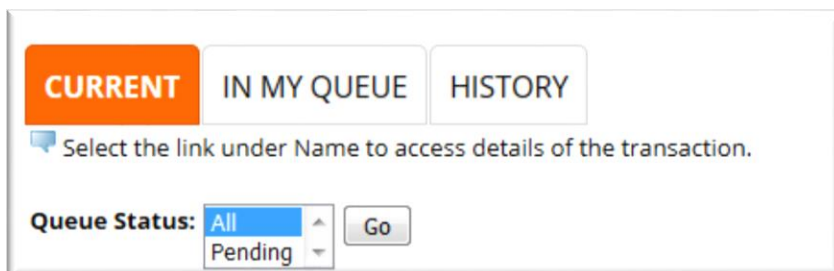
1. Select the **EPAF Approval Summary**



Electronic Personnel Action Form

- EPAF Approver Summary
- EPAF Originator Summary
- New EPAF
- EPAF Proxy Records
- Act as a Proxy

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.

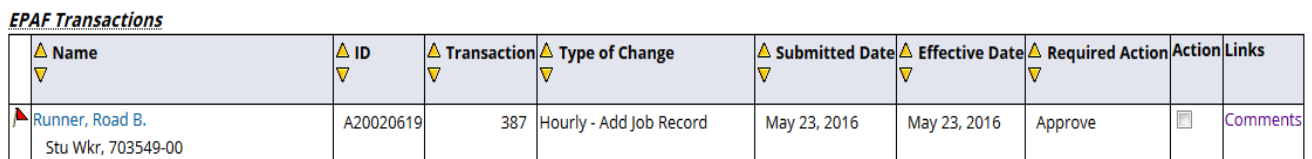


**CURRENT** IN MY QUEUE HISTORY

Select the link under Name to access details of the transaction.

Queue Status: All Pending Go

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**

Name	ID	Transaction	Type of Change	Submitted Date	Effective Date	Required Action	Action	Links
Runner, Road B. Stu Wkr, 703549-00	A20020619	387	Hourly - Add Job Record	May 23, 2016	May 23, 2016	Approve		<a href="#">Comments</a>

## **EPAF Approver Levels and Approval Routing**

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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.

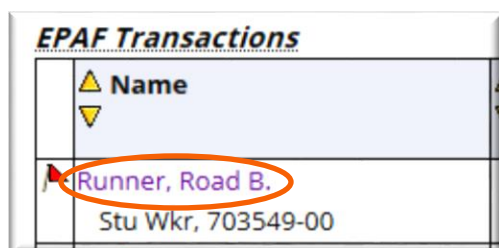
- 5 – (DIVAG) Division of Ag Review
- 10 – (DEPTHD) Department Head Review
- 20 – (FWS) Federal Work Study
- 20 - (HRPS) HR – Partner Services
- 20 – (HRADMN) HR – Administration
- 20 – (BENEFT) OSU Benefits
- 20 – (PAYROL) Payroll
- 30 – (GRANTS) Grants and Contracts
- 40 – (DVHEAD) Division Head
-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

## EPAF Approver Actions

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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.



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.

Approve	Disapprove	Return for Correction	More Info	Add Comment
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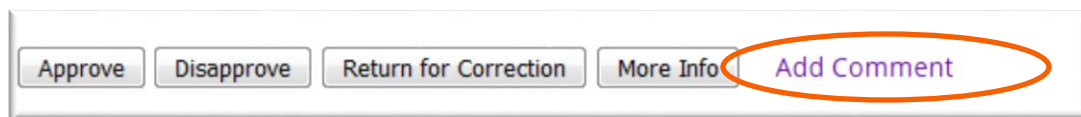


## Comments

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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.

A form window showing EPAF details and a comment entry section. The details include: Name and ID: Road Bogus Runner, A20020619; Transaction: 387; Job and Suffix: 703549-00, Stu Wkr; Approval Category: Add Job Record Hourly, ADDJBH. The 'Enter Comment' section has a text area containing 'Student's secondary assignment during summer months.' and a 'Save' button at the bottom left.

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:**

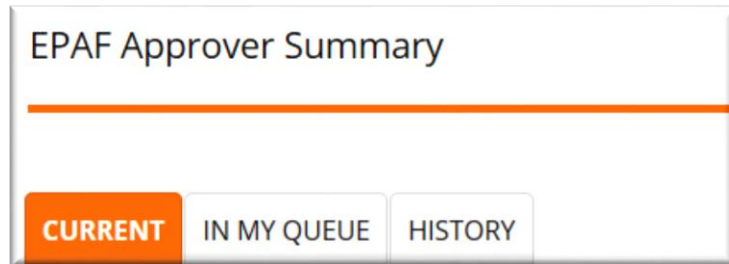
**Approval Category:** Hourly - Add Job Record, ADDJBH

## Checking the Status of the EPAF

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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

AnnSalary/Contract Amt	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.
Appliers	The department/individual that will apply the EPAF transaction to Banner.
Approval Category	The Approval Category is the type of EPAF to use for the action.
Approver	The person listed in the EPAF routing queue to take action.
Approval Level	Represents the hierarchy structure of the organization starting from the lowest level that needs to approve an EPAF.
Contract Type	Indicates the type of assignment. <b><u>Each employee can only have one primary job.</u></b> Any jobs in addition to the primary job must have a secondary contract type. All other supplemental assignments should be selected as overload.
Factor	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)
FTE	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.
FYI	Designee at level who reviews actions, but does not take action or approve.
Hours per day	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.
Hours per pay	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: <u>Monthly paid positions:</u> 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 <u>Biweekly paid positions:</u> 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
Job Change Reason	Indicates the reason for the job change or action.

Jobs Begin Date	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.
Job Effective Date	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.
Last Paid Date	Indicates the employee's last paid date. <b><u>The effective date cannot be earlier than the last paid date.</u></b>
Originator	Creates the EPAF and submits to approver.
Pays	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.
Personnel Date	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.
Proxy	Designee who acts on behalf of the approver or applier.
Query Date	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.
Suffix	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).
Term Jobs Effective Date	Date the job assignment actually ends.
Term Personnel Date	Actual date the employee leaves the assignment.
Timesheet Orgn	The specific department timesheet organizational number.

## EPAF Status Definitions

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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.

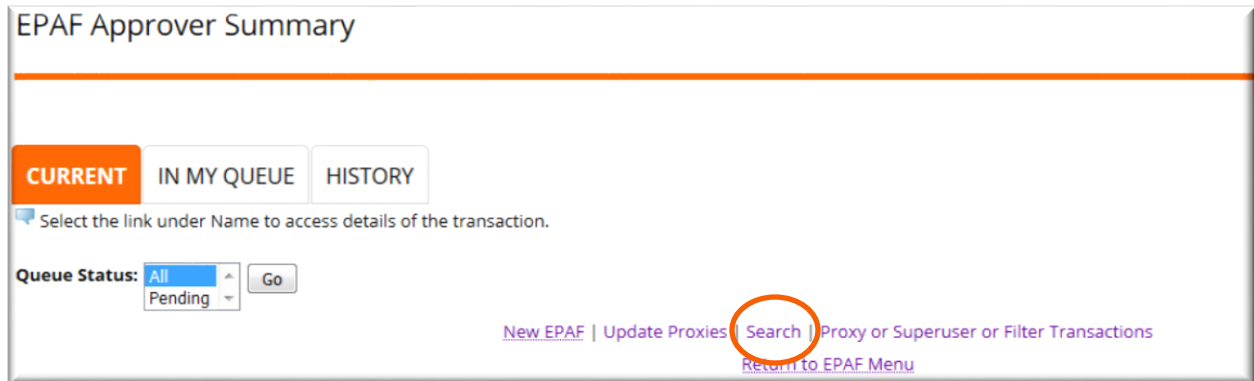
Transaction Statuses	Definition
Waiting	Transaction has been initiated, but not submitted.
Pending	Transaction has been submitted by the initiator and is pending review by an approver.
Approved	Transaction has been approved by an approver(s).
Complete	Transaction has been submitted and approved by all 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.
Acknowledge	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.



EPAF Approver Summary

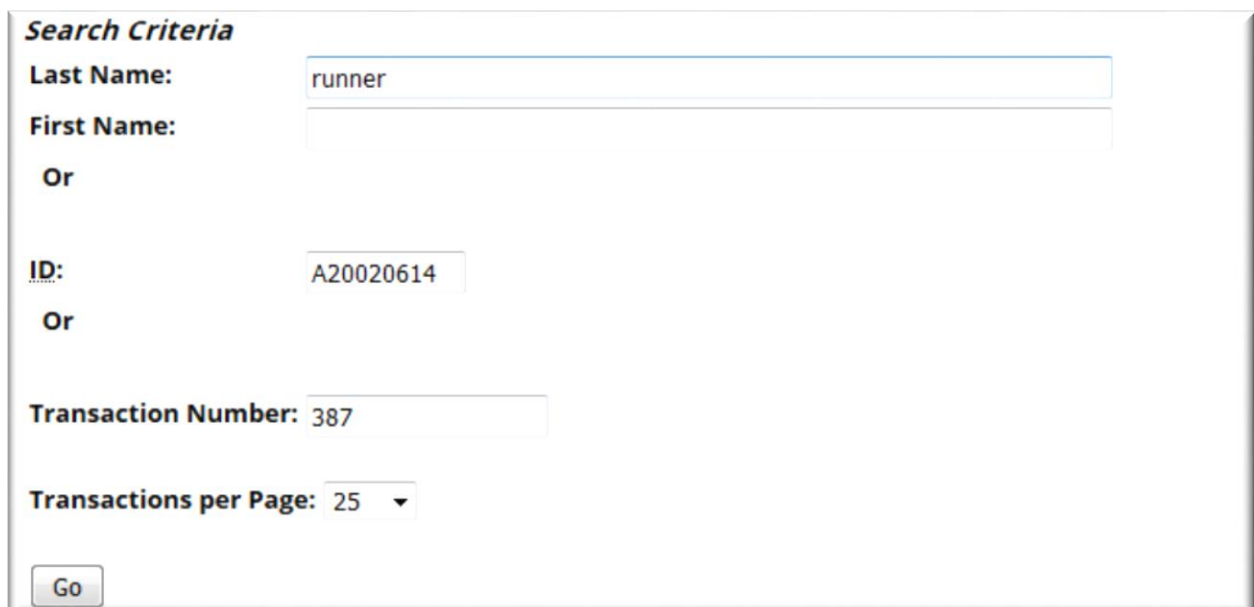
**CURRENT** IN MY QUEUE HISTORY

Select the link under Name to access details of the transaction.

Queue Status: All Pending

[New EPAF](#) | [Update Proxies](#) | [Search](#) | [Proxy or Superuser or Filter Transactions](#)  
[Return to EPAF Menu](#)

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.



**Search Criteria**

Last Name:

First Name:

Or

ID:

Or

Transaction Number:

Transactions per Page: 25 ▼

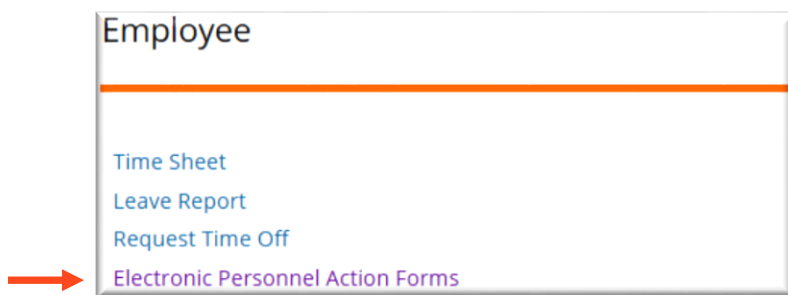
## Designating a Proxy Approver

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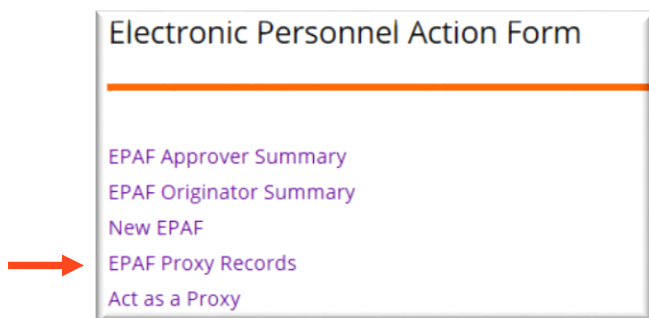
To ensure timely processing of EPAFS, every approver must establish a proxy. This designation allows an approver to authorize other designated individuals to take approval action in the approver's absence.

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.

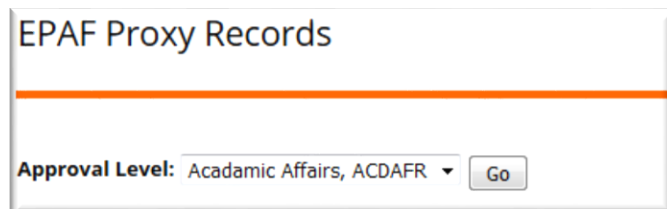
1. Select the Employee tab then **Electronic Personnel Action Forms**.



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**.

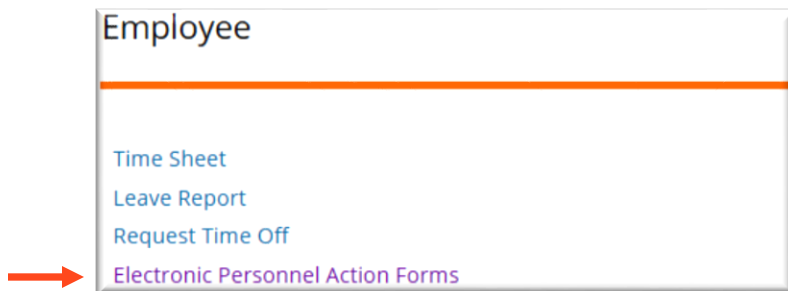


## Acting as a Proxy

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

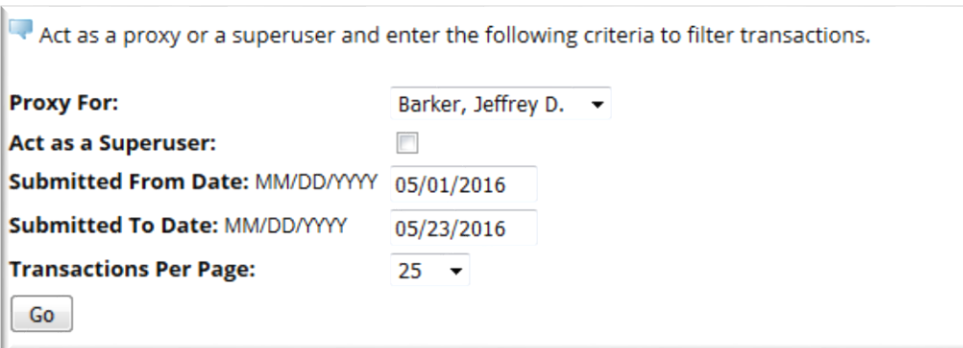
1. Select the Employee tab then **Electronic Personnel Action Forms**.



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**.



A screenshot of a web application form titled 'Act as a proxy or a superuser and enter the following criteria to filter transactions.' The form contains the following fields and controls:

- Proxy For:** A dropdown menu with 'Barker, Jeffrey D.' selected.
- Act as a Superuser:** A checkbox that is currently unchecked.
- Submitted From Date:** A date input field with the value '05/01/2016'.
- Submitted To Date:** A date input field with the value '05/23/2016'.
- Transactions Per Page:** A dropdown menu with the value '25' selected.
- Go:** A button to submit the form.

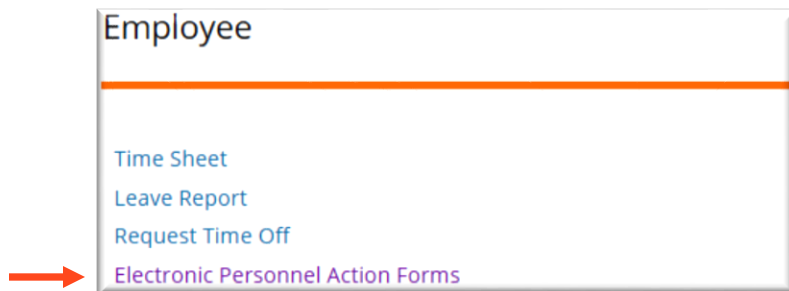
4. The approver summary will display the transactions pending approval for the selected date range. Click on the transaction you wish to review and follow the instructions for EPAF Approver Actions (page 6).

## Removing a Proxy Approver Setting

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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.