

Electronic Personnel Action Form

Original Implementation: Unpublished

Last Revision: January 27, 2015

The Electronic Personnel Action Form (EPAF) is used to obtain administrative approval and to notify payroll/human resources (HR) of changes in employment status for all employees, including graduate and undergraduate students. Detailed instructions for the completion of the EPAF are available from HR.

Originators and approvers of EPAFs must be trained and complete authorization forms before they will be allowed to access the EPAF through Self-Service Banner. Further information regarding this training and the proper forms can be obtained from HR.

EPAFs should be prepared for the following reasons:

1. Employment of exempt or non-exempt positions including graduate students and undergraduate students;
2. A change in the employee's title, salary (outside of the annual budget process), FTE percentage, funding, department, or if an employee is being reappointed, has an overload, or is receiving a salary supplement;
3. Whenever an employee is separating from employment with the university including retirements, voluntary and involuntary terminations, and at the end of an assignment when the employee will not be returning the next semester; or
4. Reemployment of those employees not included in the budget process each fiscal year, such as grant employees.

EPAFs should be completed, electronically approved, and routed to HR before the employee starts to work, immediately at the time of the change of status, or immediately at the end of the assignment. Failure to complete the EPAF process in a timely manner may be cause for disciplinary action by the supervisor. An employee who has questions regarding the procedures may contact HR for assistance.

Cross Reference: None

Responsible for Implementation: Vice President for Finance and Administration

Contact for Revision: Director of Human Resources

Forms: Electronic Personnel Action Form available through Self Service Banner

Board Committee Assignment: Academic and Student Affairs