

Electronic Personnel Action Form

Original Implementation: Unpublished

Last Revision: November 1, 2021

Purpose

This policy identifies the Electronic Personnel Action Form (EPAF) as the method used to document administrative approval and to notify payroll/human resources (HR) of changes in employment status for all employees, including graduate and undergraduate students.

General

EPAFs should be prepared for the following reasons:

1. Employment of exempt or non-exempt positions, including graduate 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 additional compensation;
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. Employees who originate and/or approve EPAFs must be trained and authorized by HR before being granted access to the EPAF through Self-Service Banner.

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 Committee

Revision History: February 2, 2021
January 30, 2018
January 27, 2015

January 28, 2014
January 25, 2011