

# EPAF

## Electronic Personnel Action Forms

### Graduate Assistants (GA)

### Quick Reference

#### EPAF Actions (Approval Categories):

Graduate Assistant Actions		
Rehire new position	RHIRNG	This process is to rehire an employee in a position they have not worked in before or in the last year. The employee has worked at ODU within the last year. This process is keyed by semester or academic year. There is a begin date and end date with factor/pays (# of pays).
Rehire same position	RHIRSG	This process is to rehire an employee in a position they have worked in the last year. The employee has worked at ODU within the last year. This process is keyed by semester or academic year. There is a begin date and end date with factor/pays (# of pays).
End Job Record Early	ENDJOB	This process is to remove the job end date in order to make a change during the semester or academic year. Originator will receive automatic email when job end date is removed.
Pay Change	PAYGRD	This process is to change the stipend amount for a GA. A comment is required in the comment field to indicate the amount of the increase or decrease.
Terminate job record	TERMJG	This process is to end the job of an employee. The employee stays active, but the job will not be active.
Terminate employee	TERMEG	This process is to terminate the employee at ODU. They will no longer be active in the system.
<b>Note:</b> Graduate Assistants processes are sent to E1s Processing (Brenda Blount or Joyce Thornton).		

**All EPAFS are started and approved in Leo-Online.**

#### Logging into Leo-Online and EPAFS:

- Go to URL: <https://Leoonline.odu.edu>
- Select Enter LEO Online News and Secure Area
- Select Key, enter secure area
- Type Midas username, password, select Login
- Select Employee
- Select EPAF – Electronic Approvals

#### Originating an EPAF:

- Select New EPAF from the Electronic Approvals menu in Leo-Online
- Enter employee's UIN or use the search feature
- Enter query date
  - Query date will be the effective date
- Select approval category from menu, select Go
- Complete required fields,
- Define your approval queue by selecting the appropriate Approver at each level. (This is not necessary if you set up a default routing queue)
- Save the action
- Submit the action

### **Default routing queue Set-up (Originator):**

- Set up a default routing queue for each approval category
- Select EPAF Originator Summary
- Select Default Routing Queue
- Select approval category from drop down list
- Select approval level, username, and required action
- Select Save and add new rows
- **Note:** Department level is approve for required action. Payroll level is for apply for required action.

### **Tracking your EPAF (Originator):**

- Select EPAF Originator Summary
- Select the employee name you want to track
- Scroll down to the Routing Queue section
- The Queue Status will show the status of the EPAF
- Scroll to Transaction History section
- Transaction History shows when EPAF was created and submitted

### **Voiding a process (Originator):**

- Select EPAF Originator Summary
- Select the employee name you want to review
- Select void and type a comment
- Receive a message that the transaction successfully completed
- **Note:** The originator can void a process. Payroll will return with correction to originator. You will void a process if the position number or date is incorrect, or the effective date of the action is after the payroll deadline.

### **Approving an EPAF:**

- Select EPAF Approver Summary
- Select the employee name you want to view
- Review change and select approve
- Approver can approve, disapprove, return for correction or more information

### **Setting up a proxy in Leo-Online:**

- Select EPAF Proxy Records from the EPAF Menu
- Select Approval Level from drop down list, select go
- Select name from drop down list, select add, select go
- **Note:** Set up a proxy to act in behalf of the approver. Every Approver should have a Proxy.

### **EPAF Security**

- You must have Banner access in order to process EPAFs
- EPAFs require additional Banner security based on the role you play in the process.
  - Originator
  - Approver
  - Proxy for an Approver (Every Approver should designate at least one Proxy)
- Electronic Approval Access Form must be completed and submitted to Human Resources to obtain this additional access; <http://www.odu.edu/ao/humanresources/forms/EPAF.pdf>