Electronic Personnel Action Forms (EPAF)
Accessing the EPAF Menu

1. Login at www.leoonline.odu.edu/
2. Select Enter LEO Online News and Secure Area

---

**Important Information Regarding LeoOnline and Monarch-Key Login (Formerly Shibboleth Single Sign-On)**

On August 19, 2012, LeoOnline will be incorporated into the Monarch-Key Web Login system which uses your MIDAS ID and Password via Web-based Single Sign-On. You will no longer be able to use your UID/PIN to log into LeoOnline. When all Monarch-Key Web Login sessions are completed the browser must be closed to ensure the user is logged out of every service. For additional information regarding this change, please click on the following link:

**Monarch-Key Web Login (Formerly Shibboleth Single Sign-On)**

3. Click the Key, Enter Secure Area (Located at the bottom of screen)

---

**Enter Secure Area**

4. Midas ID – Enter Midas Username
   Password – Enter Midas Password
   Click Login

---

**Monarch-Key Web Login**

- MIDAS ID: 
- Password: 

Login

Create an Account  Forgot Password?

You are heading to Banner and LeoOnline
5. Select Employee

![Employee dashboard](image)

Main Menu

- **Personal Information**
  - Update Addresses or Contact Information; Review Name or Social Security Number Change Information; Change PIN; View MIDAS User ID and University Identification Number
- **Admissions, Registration, Student Records, Graduation Information**
  - Check Admissions Application Status and Transfer Credit Evaluation; View Hold; Register for Classes; Display Class Schedule; Review Changes and Payments; Display Grades
- **Financial Aid**
  - Apply for Financial Aid; Review the status of your financial aid application; Check status of document requirements; Review loans.
- **Employee**
  - Benefits, Leave or Job Data; Pay Stubs, W2 and W4 data.
- **Make a payment on account, sign up for e-Refunds and/or sign up for a Payment Plan**
  - You will be redirected to a secure site to make your payment or set up an electronic refund.

6. Select Banner XE Employee Profile

**Employee**

- **Time Sheet**
- **Fixed Asset Transfer**
- **Classic**
  - Classic menu for items under pmenu.P_MainMnu except time sheet.

The Employee Dashboard appears

Select Electronic Personnel Action Forms (EPAF) under My Activities

![My Activities](image)
7. The Electronic Personnel Action Form (EPAF) menu appears. The EPAF menu shows the links you have access to. The EPAF menu may not have all of the links listed below for EPAF setup.

### Electronic Personnel Action Form

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

**Note:** If you do not see the EPAF link and completed the electronic approval access form, please contact Human Resources.