

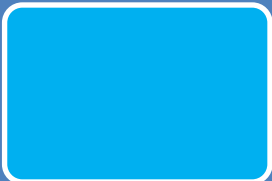
Overview



Electronic Personnel Action Forms (EPAFs) are replacing paper forms (E1 and E1s U) as a way of communicating and documenting pay action changes.



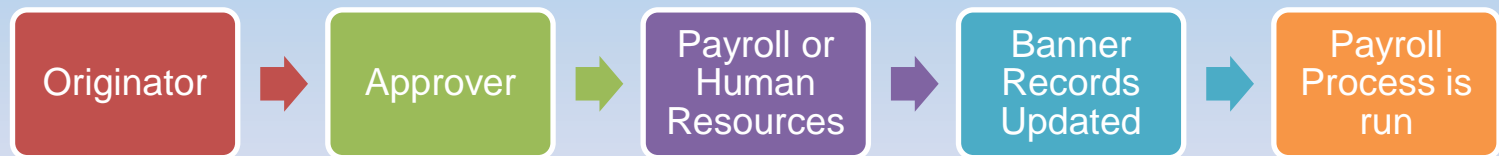
Using functionality in Leo-Online, departments will have designated “Originators”, who will begin an action by entering the required information into the EPAF and submitting for department level approval (the information required is based on the action.) Designated “Approvers” at the department level will review and approve an action.



The act of approving electronically sends the action to either the Payroll Office or Human Resources. “Apppliers” in those administrative offices will review the requested action on-line and apply the action to Banner updating the record.

Overview

Departments will have designated “Originators”, who will begin the action via Banner self-service (Leo-Online.) Designated “Approvers” at the department level will approve an action that electronically sends the action to either Payroll (Student Employment) or Human Resources. “Appliers” in those administrative offices will review the requested action on-line and apply the action to the Banner record ready to be captured on the next Payroll.



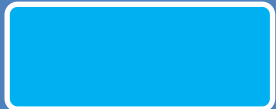
Overview



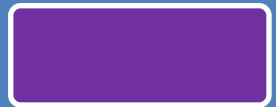
Rehire Hourly/Student Hourly Employees in Same Position



Rehire Hourly/Student Hourly Employees in New Position (Whether in your department or another)



Processing a Pay Change for Hourly/Student Hourly Employees



Terminate Hourly/Student Hourly Employees Job Record



Terminate Hourly/Student Hourly Employees (Leaving the University)

Overview

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)
- An 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>

Overview

Once your EPAF security is set up, you will be able to access EPAFs through Leo-Online.

Old Dominion University

(Personal Information) (Admissions, Registration, Student Records, Graduation Information, and Credit Card Payments) (Employee)

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Employee

- Time Sheet
- Leave Report
- Benefits and Deductions
Retirement, health, flexible spending, miscellaneous, and Benefit Statement.
- Pay Information
Direct deposit allocation, earnings and deductions history, or pay stubs.
- Tax Forms
W4 information and W2 Form.
- Jobs Summary
- Leave Balances
- EPAF - Electronic Approvals

RELEASE: 8.6.1

EPAF – Electronic Approvals