

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 UIN/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)

- Enter LEO Online News and Secure Area ←
- General Financial Aid
- Campus Directory
- Course Catalog
- Admissions Menu
- Class Schedule Search

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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: ←

←

[Create an Account](#) [Forgot Password?](#)

You are heading to **Banner** and **LeoOnline**

5. Select Employee

(Personal Information) (Admissions, Registration, Student Records, and Graduation Information) (Financial Aid) **(Employee)**

Search

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 Holds; Register for Classes; Display Class Schedule; Review Charges and Payments; Display Grades
- [Financial Aid](#)
Apply for Financial Aid; Review the status of your financial aid applications; 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 Employee Self Service

Employee

- [Time Sheet](#)
- [Fixed Asset Transfer](#)
- [Classic](#)
Classic menu for items under pmenu.P_MainMnu except time sheet.
- [Employee Self Service](#) ←
Employee Self Service

The Employee Dashboard appears

Select Electronic Personnel Action Forms (EPAF) under My Activities

My Activities

[Enter Time](#)

[Approve Time](#)

[Approve Leave Report](#)

[Electronic Personnel Action Forms \(EPAF\)](#) ←

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 the links listed below for EPAF setup.

<p>EPAF Approver Summary</p> <p>All EPAFs that you need to currently act upon are displayed in the Current tab. The queue status will be Pending, FYI, or More Information.</p>	<p>EPAF Originator Summary</p> <p>Displays only those EPAF transactions that you have originated.</p>
<p>New EPAF</p> <p>Allows you to create a new transaction.</p>	<p>Act as a Proxy</p> <p>Available to all self-service EPAF users who have been given proxy privilege.</p>
<p>EPAF Proxy Records</p> <p>Allows you to specify and authorize one or more users to approve EPAFs in your absence.</p>	

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