

Electronic Personnel Action Form (EPAF)

Glossary of Terms & Definitions

Approver	The person listed in the EPAF routing queue to take action. The required actions are: <ul style="list-style-type: none"> • Approve • Disapprove • Return for Correction
Approval Category	The different types of EPAFs that can be selected by the EPAF Originator based on the purpose of the specific personnel action. The EPAF Originator selects a person, a position number, and an EPAF Approval Category to originate an EPAF transaction. The Approval Categories are: <ul style="list-style-type: none"> • End Job Record Early • Pay Change for Grad • Rate Change for Hourly/Student • Rehire New Position/Grad/Hourly/Student • Rehire Same Position/Grad/Hourly/Student • Term Employee/Grad/Hourly/Student • Terminate Job Record/Grad/Hourly/Student
Approval Level	Represents the hierarchy structure of the organization starting from the lowest level that needs to approve an EPAF.
Apppliers	Student Employment or Human Resources personnel will review the EPAF and apply the EPAF transaction to Banner.
Contract Type	Primary: <ul style="list-style-type: none"> • The Primary job is the first active job. Secondary: <ul style="list-style-type: none"> • The Secondary job is the second active job.
Effective Date	Date when action takes effect in Banner.
EPAF	Electronic Personnel Action form is a paperless method to submit employee changes for Student Hourly, Graduate Assistant, and Hourly employees electronically to Human Resources and/or Student Employment.
EPAF Approver Summary	A summary page that is available to all EPAF approvers and has three tabs. <ul style="list-style-type: none"> • The Current tab displays EPAF transactions that are currently awaiting action by you as an approver. • The In my Queue tab displays EPAF transactions that will require action by you as an approver in the future. • The History tab displays EPAF transactions that you have previously taken action on as an approver within the past 24 months and no longer require action.
EPAF Originator Summary	A summary page that is available to all EPAF Originators to check the status of EPAF transactions they have created. <ul style="list-style-type: none"> • The Current tab displays EPAF transactions that require action by you as the originator with transaction statuses of Waiting or Return for Correction. • The History tab displays EPAF transactions that have already been submitted by you as the Originator within the past 24 months and no longer require action.
Factor/Pays	The number of payments per semester/academic period. (Graduate Assistant only)
FYI	Designee at department level who reviews actions, but who does not take action or approve.
Originator	Creates the EPF in Leo-Online and submits to Approver.
Personnel Date	The true date of the action (Start date, Termination date, Pay change date, etc.) Personnel date is equal to effective date in most cases.
Proxy	Designee who acts on behalf of the approver or applier.

Queue Status:	<p>References the current routing status of the EPAF with the individual defined in the approval queue. The Queue statuses are:</p> <ul style="list-style-type: none"> • Acknowledge – The person listed as FYI has viewed the EPAF transaction. • Applied – EPAF transaction has been applied to database by Student Employment or Human Resources. • Approved – EPAF transaction has been approved by the Approver. • Dis-Approved – EPAF transaction has been disapproved by the Approver. • FYI – EPAF transaction is for information only. No action required. • In the Queue – EPAF transaction is on the way but requires an action prior to your level. • Pending – EPAF transaction is ready for action by the approver. • Removed from Queue – The Originator has voided the EPAF and is no longer in the queue. • Return for Correction – EPAF transaction has been returned to the originator for correction by the approver. • Void – EPAF transaction has been voided by the originator.
Query Date	Date entered by the Originator on the New EPAF Person Selection page. The date can be used as the effective date of the action. The current date defaults.
Routing Queue	<p>Is a predefined sequence of Approvers. This can also be referenced as the Approval queue. The required actions are:</p> <ul style="list-style-type: none"> • Approve • FYI • Apply (only Student Employment and Human Resources apply action to Banner)
Superuser	A superuser has the ability to take action on any transaction at any time during the approval process. Student Employment and Human Resources only.
Transaction Number	Unique number for a transaction; automatically generated by Banner.
Transaction Status	<p>References the current status of the EPAF itself. Displayed at the Originator Summary and at the top of each EPAF Transaction. The Transaction statuses are:</p> <ul style="list-style-type: none"> • Approved – EPAF transaction has been approved by the Approver. It has not been applied to the database by Student Employment or Human Resources yet. • Canceled - EPAF transaction has been canceled after it has already been applied to the database. Contact Student Employment or Human Resources to manually make the change. • Complete – EPAF transaction has been applied to database by Student Employment or Human Resources. • Dis-Approved – EPAF transaction has been disapproved by the Approver. • Partially Completed – A portion of the EPAF transaction been applied to database by Student Employment or Human Resources and the remaining portion will be applied at a later date. • Pending – EPAF is ready for action by the Approver. • Return for Correction – The Approver returned the EPAF to the Originator for correction. Originator will need to update the EPAF and submit the approval again. • Void – The Originator has voided the EPAF transaction. Only the Originators can void the EPAF transaction. • Waiting – EPAF Transaction is in the process of being created by the Originator and has not been submitted for approval. The EPAF will not appear on the Approver Summary while in waiting status.