

**Electronic Personnel Actions Forms
(EPAFs)**

Frequently Asked Questions (FAQs)

Department of Human Resources

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General

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General

What is an EPAF?	E.P.A.F stands for E lectronic P ersonnel A ction F orm. It is a way to process actions electronically. It improves workflow, eliminates paper, and decreases delays in the process.
What is the flow of an EPAF?	<p>Originator creates EPAF in Leo-Online</p> <p>↓</p> <p>Approver approves EPAF in Leo-Online</p> <p>↓</p> <p>Applier applies EPAF in Banner</p>
Who is the Originator?	The Originator is the person in the department who creates the EPAFs in Leo-Online.
Who is the Approver?	The Approver can be the Budget Unit Director, the Graduate Program Director, the Employee’s Supervisor, the Associate Dean, and/or the Chair of the Department. The Approver’s role is to review the EPAF, and either approve, disapprove, or return the EPAF for correction to the Originator. More than one Approver can be set up by the department.
Who is the Applier?	<p>E1s Processing (Student Hourly/Graduate Asst.): Brenda Blount (x-5399) and Joyce Thornton (x-6268)</p> <p>Human Resources (Hourly): Arlinda McGruder (x-6127)</p>
What is the difference between “ Approve ”, “ FYI ”, and “ Apply ” in the Routing Queue section?	<p>“Approve” – A designated person in each department will review and “approve” the EPAF, thereby forwarding it on to E1s Processing or HR to be applied to Banner. If the department has set up multiple levels of approvers, each approver must approve the EPAF to forward it through the process.</p> <p>“FYI” – A person with the designated status of “FYI” will be provided with notice that the EPAF is in process. This individual will have the opportunity to review the EPAF but not approve. The EPAF will also move through the process more quickly if an actual “approve” is not required.</p> <p>“Apply” – is the final step of the EPAF process. A designated person in E1s Processing or HR, transfers (applies) the job record from Leo-Online into Banner.</p>
How can I set up the Approvers to default into the Routing Queue?	Approvers and Appliers can be set up to automatically default into the fields by setting up the Default Routing Queue. http://www.odu.edu/content/dam/odu/offices/human-resources/docs/epaf/setting-up-default-routing-queue.pdf

Getting Access

[How can I become an Originator or an Approver of EPAFs?](#)

[How can an Approver set up a Proxy?](#)

[What can I do if my EPAF Approver is on leave and they have not set up a designated Proxy?](#)

[Does the Approver need to complete the Electronic Approval Access Form if they already approve web-time entry?](#)

Getting Access

How can I become an Originator or an Approver of EPAFs?

Complete the Electronic Approval Access Form by checking the appropriate designation and return the form to Human Resources:

<http://www.odu.edu/content/dam/odu/offices/human-resources/docs/epaf/electronic-approval-access-form.pdf>

How can an Approver set up a Proxy?

Firstly, have the designated person complete the Electronic Approval Access Form checking that they will be a Proxy:

<http://www.odu.edu/content/dam/odu/offices/human-resources/docs/epaf/electronic-approval-access-form.pdf>

Secondly, the Approver should follow the directions for setting up a Proxy:

<http://www.odu.edu/content/dam/odu/offices/human-resources/docs/epaf/proxy-setup.pdf>

What can I do if my EPAF Approver is on leave and they have not set up a designated Proxy?

Contact EIs Processing or HR to return the EPAF to the Originator. The Originator will be able to update the EPAF by inputting a different Approver in the routing queue.

Does the Approver need to complete the Electronic Approval Access Form if they already approve web-time entry?

Yes. EPAF is a separate process and all those who will be designated to approve, create, or proxy for an approver will need to complete the Electronic Approval Access Form.

Originator

[Can the Originator and Approver be the same person?](#)

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[Our department's Originator is out on leave, can their Proxy make corrections to the EPAF?](#)

[Which should I terminate, the employee or the job record?](#)

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[My EPAF was completed, but now I need to change some information.](#)

[After I've made corrections, will I need to save the EPAF again?](#)

[I entered information in the Comments field & saved the EPAF, but now the text is gone.](#)

[The Queue status says "Waiting" instead of "Pending."](#)

[What if I enter a new EPAF and the Start Date changes, how do I correct the date?](#)

[What is the difference between "Approve", "FYI", and "Apply" in the Routing Queue section?](#)

[Can an Originator create an EPAF for a Budget that is not their own?](#)

[Can I change the position number and suffix once the transactions have been saved?](#)

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[How can I set up the Approvers to default rather than searching or typing their username each time?](#)

Originator

Can the Originator and Approver be the same person?

For overall auditing purposes, the Originator and Approver should be different people.

Can departments have more than one Originator?

Yes. Departments can have more than one Originator. EPAFs can only be corrected by the particular Originator who created it.

Our department's Originator is out on leave, can their Proxy make corrections to the EPAF?

No. Originators do not have designated Proxies. If there is not another Originator in the department who can create a new EPAF, contact E1s Processing for student employees or Human Resources for hourly employees and the applier can assist.

Which should I terminate, the employee or the job record?

Terminate an employee if the employee is leaving the University. Terminate the job record if they will return for future employment.

How will I know if my transactions have been Saved or been Submitted successfully?

A message will show at the top of the screen:
Save: Your change was saved successfully
Submitted: Your transactions have been successfully submitted

My EPAF was completed, but now I need to change some information.

Once the EPAF has been saved and submitted successfully, the Approver can choose the "Return for Correction" tab and the Originator will be able to update the job record.
If the Approver has approved the EPAF, contact E1s Processing or Human Resources and the Applier can return the EPAF to the Originator for correction.
If the EPAF has been saved but not submitted, the Originator can locate the EPAF in the Originator Summary and update the EPAF.

After I've made corrections, will I need to save the EPAF again?

Yes, always click the save tab after you've made corrections.

I entered information in the Comments field & saved the EPAF, but now the text is gone.

Your comments have not been deleted. The comment(s) will appear again in the Originator Summary once you've submitted the EPAF.

Originator

The Queue status says “Waiting” instead of “Pending.”

The Originator either has not saved the EPAF before submitting, or there is an error in the EPAF. Locate the EPAF in the Originator Summary, view the Error message, click update if necessary and save and submit the EPAF.

What if I enter a new EPAF and the start date changes, how do I correct the date?

If the EPAF has not been applied to Banner by E1s Processing or HR, the department can contact the next approver to send the EPAF back for corrections. If the EPAF has been applied to Banner, the department must contact E1s Processing or HR. They will remove the job and the department will need to process a new EPAF with the correct hire date.

What is the difference between “Approve”, “FYI”, and “Apply” in the Routing Queue section?

“Approve” – A designated person in each department will review and “approve” the EPAF, thereby forwarding it on to E1s Processing or HR to be applied to Banner. If the department has set up multiple levels of approvers, each approver must approve the EPAF to forward it through the process.

“FYI” – A person with the designated status of “FYI” will be provided with notice that the EPAF is in process. This individual will have the opportunity to review the EPAF but not approve. The EPAF will also move through the process more quickly if an actual “approve” is not required.

“Apply” – is the final step of the EPAF process. A designated person in E1s Processing or HR, transfers (applies) the job record from Leo-Online into Banner.

Can an Originator create an EPAF for a Budget that is not their own?

Yes. Some departments have agreements to share funds from their budgets. The Originator should make certain the EPAF is created with the correct Position Number so that the funds will pull from the correct Budget.

Can I change the position number and suffix once the transactions have been saved?

No. The position number and transaction are unique to each entry and cannot be changed after it has been saved. You will have to delete or void your current EPAF and create a new EPAF.

When rehiring an employee into a new position, what do I put in the Suffix field?

The Suffix is always 00.

Originator

How do I correct an EPAF that was returned for correction?

The Originator should access the Originator Summary, click on the employee's name, click on the update link, make the changes, save and submit the transaction.

How do I check the status of my EPAF?

As the Originator, you will check the status of your EPAF by accessing the Originator Summary. If the EPAF has been submitted, the status will be located under the History tab.

What is the difference between the EPAF to rehire same or rehire new position?

The Rehire Same Position action is used when the employee has worked in that position previously. The Rehire New Position action is used when the employee has not previously worked in this position.

What are Error Messages?

Error messages will prevent a transaction from being saved or submitted successfully. If an error message is received, the transaction CANNOT be completed (saved/submitted) as is.

How can an Error message be resolved?

The Originator must make the necessary correction(s) as identified. Once the error has been corrected, the Originator should be able to Save and Submit the transaction successfully.

What are warning messages?

Warning messages will not prevent a transaction from being submitted. If a warning message is received, the transaction CAN be completed (submitted successfully) as is.

What do I do if I receive a warning message?

You can ignore all warnings. Your EPAF will submit successfully regardless of any warnings you may receive.

What is the difference between Void and Delete an EPAF?

When you **Void** an EPAF, the EPAF will remain in the Originator Summary. This selection is useful if you added a comment to the EPAF and would like to keep a copy for future reference. When you a **Delete** an EPAF, this will remove the EPAF permanently and will not keep a copy in the Originator Summary.

Originator

What can I do if my EPAF Approver is on leave and they do not have a proxy set-up?

You can contact E1s Processing or HR to return the EPAF to the Originator. The Originator will be able to update the EPAF and change the routing queue of the EPAF to a different Approver.

How can I set up the Approvers to default rather than searching or typing their username each time?

Approvers and Appliers can be set up to automatically default into the fields by setting up the Default Routing Queue.

<http://www.odu.edu/content/dam/odu/offices/human-resources/docs/epaf/setting-up-default-routing-queue.pdf>

Approver

[Can the Approver and the Originator be the same person?](#)

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[Can the Approver make changes to the EPAF?](#)

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[How will the Approver know there is an EPAF created and ready to be approved?](#)

[What is a Proxy?](#)

[How can an Approver set up a Proxy?](#)

Approver

Can the Approver and the Originator be the same person?	For over all auditing purposes, the Approver and the Originator should be different people.
Can there be more than one Approver?	Yes, there can be more than one Approver. If the department has set up multi-level Approvers, each Approver will need to take action (except designated FYI) before the EPAF is sent to the next Approver.
Can the Approver make changes to the EPAF?	No, only the Originator can make changes to the EPAF.
How do I check the status of my EPAF?	As the Approver, you will check the status of your EPAF by accessing the Approver Summary.
Does the Approver need to complete the Electronic Approval Access Form if they already approve web-time entry?	Yes, the approver does need to complete the Electronic Approval Access Form located at: http://www.odu.edu/content/dam/odu/offices/human-resources/docs/epaf/electronic-approval-access-form.pdf
How will the Approver know there is an EPAF created and ready to be approved?	The Approvers are sent emails at 8am and again at 3pm notifying them that they have EPAFs in their queue ready for review. The Originator can also tell the Approver once they have created the EPAF and they can access the queue for review at that time.
What is a Proxy?	The Proxy is a person who acts on behalf of the Approver in cases of absences. The Proxy has to be the same level type as the Approver. There is no limit to the number of Proxies an Approver can designate.
How can an Approver set up a Proxy?	Please refer to the “Proxy Set up“ link for directions to setting up a Proxy. http://www.odu.edu/content/dam/odu/offices/human-resources/docs/epaf/proxy-setup.pdf

Hourly Employees

[Who is the Contact person if I have any questions or concerns regarding my hourly employee?](#)

[If I complete an EPAF for an employee, does the employee still complete a web time-sheet?](#)

[Can I pay stipend payments to my Hourly employees?](#)

[When rehiring an employee, do they need to complete a new I-9?](#)

[Can I hire new hourly employees with EPAFs?](#)

[Why is my employee being paid out of the wrong budget?](#)

[How do I transfer my employee from a student hourly position to an hourly position?](#)

Hourly Employees

Who is the Contact person if I have any questions or concerns regarding my hourly employee?	Arlinda McGruder (x-6127) in Human Resources.
If I complete an EPAF for an employee, does the employee still complete a web time-sheet?	Yes. Hourly employees enter all hours worked during each pay-cycle into their web time-sheet.
Can I pay stipend payments to my hourly employees?	No.
When rehiring an employee, do they need to complete a new I-9?	If the employee has not worked on campus for more than one year, please have them complete a new I-9 form. If the employee has not worked on campus for six (6) months or more they will also need to complete a new Criminal Background form.
Can I hire new hourly employees with EPAFs?	No. If you are hiring a new employee through recruitment or the direct hire process, they will need to complete the I-9, all supplemental hiring, state application, criminal background form, as well as a few more documents before they can begin working on campus.
Why is my employee being paid out of the wrong budget?	When completing an EPAF or the E-1 form, departments must enter in the correct position number. If the Position Number is incorrect and doesn't correspond to the proper Budget then the funding will be incorrect as well.
How do I transfer my employee from a Student Hourly position to an Hourly position?	Complete a "Terminate Job Record/Student EPAF to terminate the student hourly position, and then you will need to follow the policies and procedures for hiring this employee through the Direct Hire Process : http://www.odu.edu/content/dam/odu/offices/human-resources/docs/direct-hire-process.pdf

Student Hourly/Graduate Assistant Employees

[Who is the Contact person if I have any questions or concerns regarding my Student Hourly or Graduate Assistant employee?](#)

[If I complete an EPAF for an employee, does the employee still complete a web time-sheet?](#)

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[When rehiring an employee, do they need to complete a new I-9?](#)

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[Why is my employee being paid out of the wrong budget?](#)

[How do I transfer my employee from an Hourly position to a Student Hourly position?](#)

[How many pay periods are in a semester for a Graduate Assistant?](#)

Student Hourly/Graduate Assistant Employees

Who is the contact person if I have any questions or concerns regarding my Student Hourly or Graduate Assistant EPAF?

Brenda Blount (x-5399) and Joyce Thornton (x-6268) in E1s Processing assist departments with student employment questions and concerns as well as serve as the Appliers for your EPAFS.

If I complete an EPAF for an employee, does the employee still complete a web time-sheet?

If the employee is Student Hourly, YES, they will enter hours worked during the pay-cycle into their web time-sheet.

If the employee is a Graduate Assistant, NO, they will not enter hours worked during the pay-cycle. Graduate Assistants are paid stipend payments for each pay-cycle.

Can I pay stipend payments to my Student Hourly employees?

Currently, you cannot pay Student Hourly employees stipend payments through EPAF.

When rehiring an employee, do they need to complete a new I-9?

If the employee has not worked on campus for more than one year, please have them complete a new I-9 Form.

Can I hire new hires with EPAFs?

No. If you have a new employee who has never worked on campus, please have them complete the I-9 and all supplemental hiring documents, send those forms along with a completed E1sU form for Student Hourlies and a completed E1s G form for Graduate Assistants to E1s Processing.

Why is my employee being paid out of the wrong budget?

When completing an EPAF and/or the E1s U/E1s G forms, departments must enter in the correct Position Number. If the Position Number is incorrect and doesn't correspond to the proper Budget then the funding will be incorrect as well.

How do I transfer my employee from an hourly position to a student hourly position?

Complete a "Terminate Job Record/Hourly EPAF for the hourly position, and then complete a "Rehire New Position/Student" EPAF. If the employee is working in another department and not your own, contact the department and ask that Originator to complete the "Terminate Job Record/Hourly" EPAF so that you can complete the "Rehire New Position/Student" EPAF to complete the hiring.

How many pay periods are in a semester for a Graduate Assistant?

Please refer to the following Graduate Assistant semester chart:

http://www.odu.edu/content/dam/odu/offices/human-resources/docs/gradasst_semester_chart.pdf

Error/Warning Messages

[What are Error Messages?](#)

[How can an Error message be resolved?](#)

[This employee already has a primary job.](#)

[The begin date and step must be entered for a new job.](#)

[Approval Category “Terminate Employee” Cannot be terminated. All jobs have to be ended.](#)

[Begin Date must equal the first jobs detail effective date?](#)

[When trying to hire employee in the same position, but you do not see the position visible.](#)

[What are Warning Messages?](#)

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Error/Warning Messages

What are Error Messages?

Error messages will prevent a transaction from being saved or submitted successfully. If an error message is received, the transaction **CANNOT** be completed (saved/submitted.)

How can an Error message be resolved?

The Originator must make the necessary correction(s) as identified. Once the error has been corrected, the Originator should be able to Save and Submit the transaction successfully.

EXAMPLES OF ERROR MESSAGES

This employee already has a primary job.

If an employee is currently employed in another position this is considered the primary (main) position. Change the contract type to secondary.

The begin date and step must be entered for a new job.

This error message means that you have selected the incorrect Approval Category to complete this EPAF. You have selected, "Rehire in the same position," when you should have selected "Rehire new position." You will need to delete this action and begin again with the correct approval category.

Approval Category "Terminate Employee" Cannot be terminated. All jobs have to be ended.

In this instance, the employee has more than one job active. Select "Terminate Job Record" in order to terminate your position.

Begin Date must equal the first jobs detail effective date?

This error message means that you have selected the incorrect Approval Category to complete this EPAF. You have selected, "Rehire in a new position," when you should have selected "Rehire in the same position." You will need to delete this action and begin again with the correct approval category.

When trying to hire employee in the same position, but you do not see the position visible.

Click the "All Jobs" Tab

Error/Warning Messages

What are Warning Messages?

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You can ignore all warnings. Your EPAF will submit successfully regardless of any warnings you may receive.