Electronic Personnel Actions Forms (EPAFs)

Frequently Asked Questions (FAQs)

Department of Human Resources

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General

What is an EPAF?

E.P.A.F stands for Electronic Personnel Action Form. 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?

Originator   creates EPAF in Leo-Online

Approver   approves EPAF in Leo-Online

Applier   applies EPAF in Banner

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 Ap r2_2 12wWmplo2w

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

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 E1s 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

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.
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, 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.
need to save the EPAF again?	

The Queue status says	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?	– 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. – 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. – 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?	

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

The Originator should access the Originator

    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

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

Approver

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 udget then the funding will be incorrect as well.
How do I transfer my employee from a Student Hourly position to an Hourly position?	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?](#)

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Can I hire new hires with EPAFs?

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How many pay periods are in a se

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

funding will be incorrect as well.

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

working in another department and not your own, contact the department and ask that Originator to

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

Error/Warning

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

Error/Warning Messages

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.)

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.