

ELECTRONIC PERSONNEL ACTION FORMS (EPAF) TRAINING MANUAL

November 2023



CONTACT

Information Resources & Technology
Rowan University
irt.rowan.edu

TABLE OF CONTENTS

EPAF Introduction and Roles.....	3
Documentation.....	4
Access via Banner Employee Dashboard.....	4
Entering New Student.....	5
Entering New International Student.....	12
Entering Student Changes.....	13
Active Assignment Changes.....	17
Emails.....	19
EPAF Originator Summary.....	22
Return for Correction.....	23
Student Terminate Assignment.....	24
Conclusion.....	26

ELECTRONIC PERSONNEL ACTION FORMS INTRODUCTION



Electronic Personnel Action Form (EPAF)



EPAFs are used to enter new or returning student workers directly into Banner.



They can also be used to make pay rate changes and terminate existing student assignments.

ROLES

Students will supply administrators with information to be entered into EPAF system.

- Institutional Work Study (IWS) - Positions made available through institutional funding. Jobs vary from general office work to pre-professional opportunities. May not exceed 20 hours while classes in session/25 hours when not in session. Students must be enrolled full time to participate.
- Federal Work Study (FWS) - Available through Department of Education's Federal Work Study program. Students must indicate desire to participate in Work Study program and demonstrate financial need on their FAFSA. Jobs provide skills and experience to assist students in career development. Students participating in FWS may not exceed 20 hours per week while classes in session and are not permitted to work during holidays and breaks, including winter break and summer break. FWS is available to full- and part-time students.
- Hourly - Available for main campus and SOM students and based on a surplus in department funds.
- Grant-Funded - Funding received from Office of Sponsored Programs (OSP).

Administrators will enter information into the necessary EPAF on the Banner Employee Dashboard and communicate with the Office of Human Resources as needed. NOTE: If administrator entering the EPAF is NOT responsible for the student's timesheet, contact Payroll Services so they can set up Web Time Entry accordingly. Do not use the **Notes** section in EPAF to communicate this.

Proxy - All secretaries should be trained in the EPAF process so that they can be backup for absent administrators. The proxy cannot see the EPAF created by another administrator; however, they will be able to enter new EPAFs during the administrator's absence.

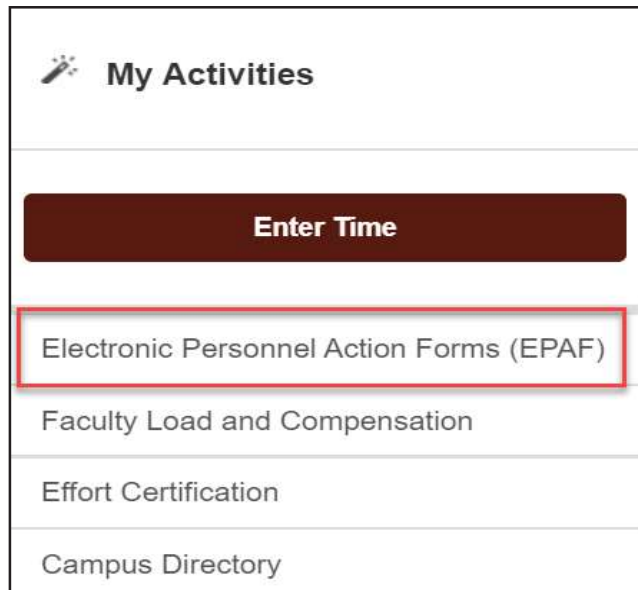
Approvers - The Office of Human Resources will review information entered into the EPAF and either approve or disapprove. NOTE: the Form I-9 must be completed in Equifax I-9 HQ prior to the Administrator/Proxy submitting the EPAF.

- Approvals will be processed on an hourly basis. You can email the Budget office to get the correct position number if needed.
 - Once approved and the Job Begin Date is reached, student will be active in Banner.
 - OSP must approve the funding of the Grant-Funded students and they will provide position number. Email OSP to obtain position number if needed.
-

DOCUMENTATION

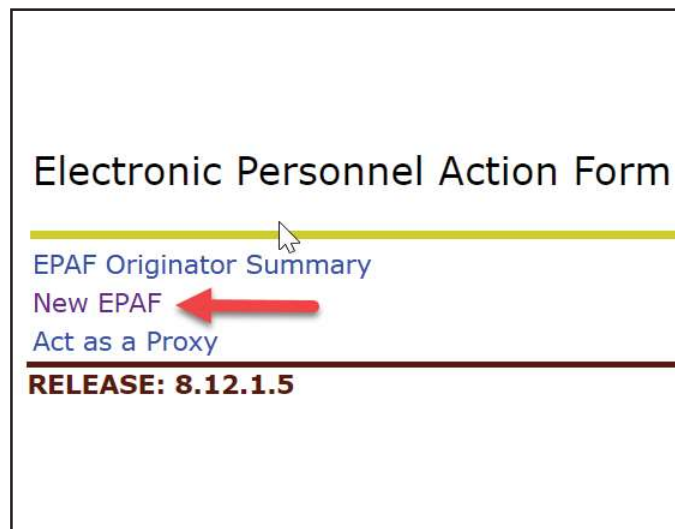
All forms necessary to complete the EPAF process are available at https://sites.rowan.edu/hr/recruitment_and_staffing/student_forms.html. There is also a **Student Employment Worksheet** available for *departmental use only* (used to document student information prior to entering into system). This will NOT be turned into HR or Payroll.

ACCESS EPAF VIA EMPLOYEE DASHBOARD



- Log in to the Employee Dashboard.
- Select the **Electronic Personnel Action Forms (EPAF)** link under **My Activities**.
- If you do not see the **EPAF** link under **My Activities**, email hr@rowan.edu to obtain access. You must include your Banner ID in the email.

- You will be brought to the EPAF menu.
- To enter in New Assignments, Change Assignments or to Terminate an Assignment, you will select **New EPAF**.



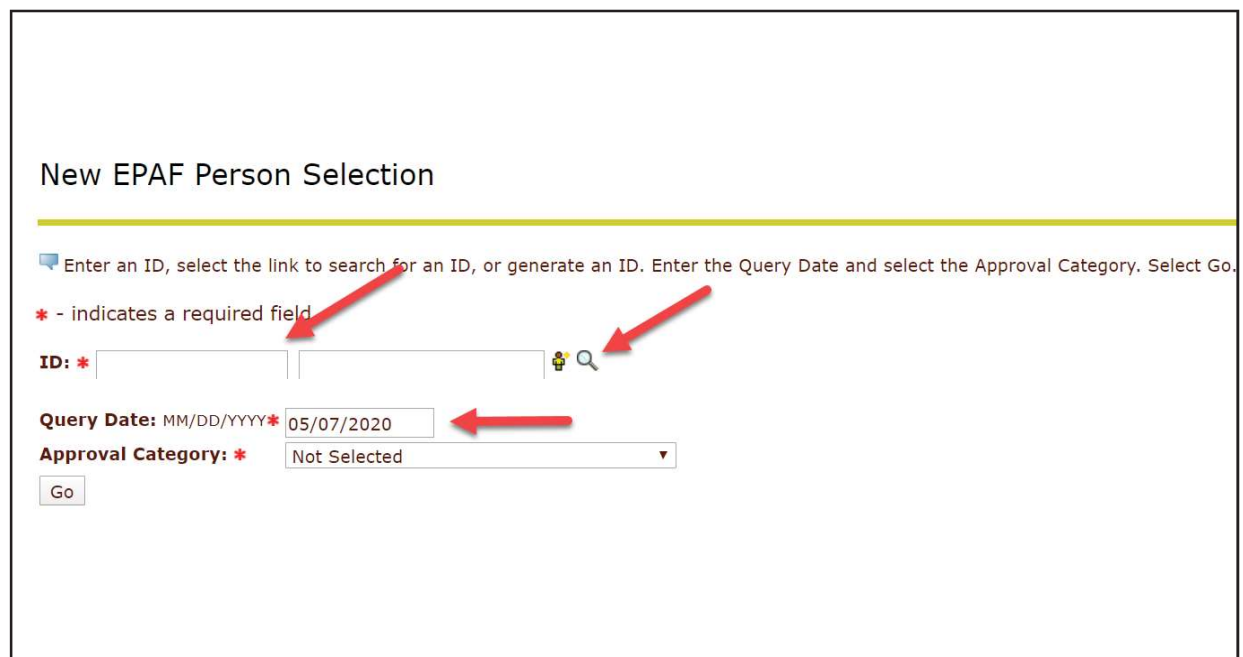
NEW STUDENTS

New students are students who have **NEVER** worked in any capacity at Rowan University.



The screenshot shows a navigation menu with tabs: Main, Personal Information, Student, Financial Aid, Faculty & Advisors, and Employee. Below the menu is a search bar with a "Go" button. The main content area is titled "Electronic Personnel Action Form" and contains three links: "EPAF Originator Summary", "New EPAF" (highlighted with a red arrow), and "Act as a Proxy". Below the links is a version number "RELEASE: 8.12.1.5" and a copyright notice "© 2020 Ellucian Company L.P. and its affiliates."

Select **New EPAF**



The screenshot shows the "New EPAF Person Selection" form. It includes a help icon and instructions: "Enter an ID, select the link to search for an ID, or generate an ID. Enter the Query Date and select the Approval Category. Select Go." Below this is a legend: "* - indicates a required field". The form has three main fields: "ID: *" with a search icon (highlighted with a red arrow), "Query Date: MM/DD/YYYY*" with the value "05/07/2020" (highlighted with a red arrow), and "Approval Category: *" with a dropdown menu showing "Not Selected". A "Go" button is at the bottom left.

You will be prompted to enter an **ID**. If you know the Banner ID of the student, enter it into the field and then tab. Leave the **Query Date** as today's date.

ENTERING NEW STUDENTS

Search SITE MAP HELP EXIT

Person Search

Check the box to limit the search to an Employee. Enter the Last Name and or First Name, or enter an ID, or enter the SSN/SIN/TIN. Select Go. A percent sign may be used as a wildcard.

Search Criteria

Employee:

Last Name:

First Name:

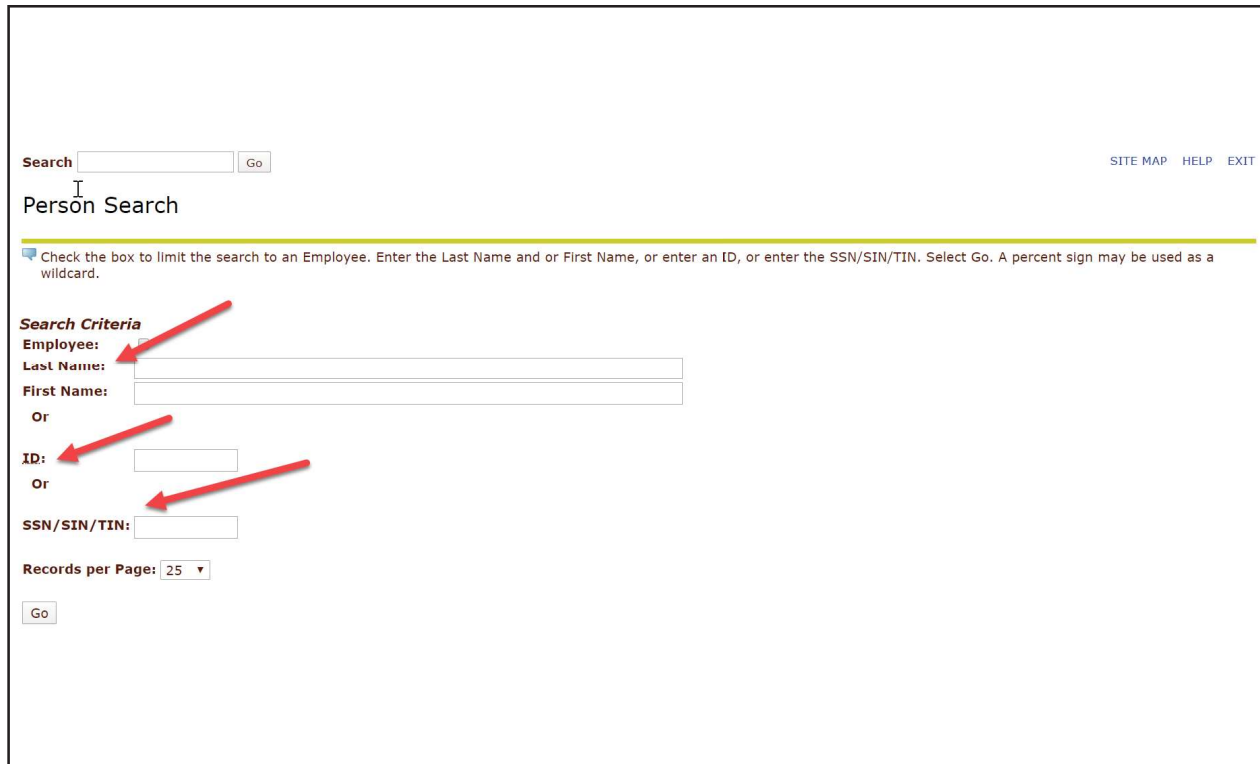
Or

ID:

Or

SSN/SIN/TIN:

Records per Page: 25



If you do not know the Banner ID of the student, or want to make sure you have the correct student, you can select the Search Icon and search by **Last Name, First Name, Banner ID** or **Social Security Number**.

Select **Go**.

 Rowan University

Personal Information Student Faculty Services **Employee** Web/Tailor Administration Finance

Search

Person Search Results

To choose a person, select a link under ID.

[EPAF Person Search](#)
[Return to EPAF Menu](#)

[Jump to Bottom](#)

ID	Last Name	First Name	Middle Name	Birth Date	Name Type
99999039	Parker	Gary		Jan 01, 2013	

1 - 1 of 1
[Return to Top](#)

[EPAF Person Search](#)
[Return to EPAF Menu](#)



Then select the hyperlink to the **ID** of the correct student.

ENTERING NEW STUDENTS

The screenshot shows the Rowan University EPAF system interface. At the top, there is a navigation menu with options: Personal Information, Student, Faculty Services, Employee, Web/Tailor Administration, and Finance. Below this is a search bar and a 'Go' button. The main heading is 'New EPAF Person Selection'. A message reads: 'Enter an ID, select the link to search for an ID, or generate an ID. Enter the Query Date and select the Approval Category. Select Go.' A note states: '* - indicates a required field.' The form contains the following fields: ID: * 99999039, Name: Gary Parker, Query Date: MM/DD/YYYY * 01/11/2017, and Approval Category: * Student New Assignment, NEWAGN. A 'Go' button is located below the form. A message below the form reads: 'There are no active jobs based on the Query Date.' Below this message is an 'All Jobs' button. To the right of the form are two links: 'EPAF Originator Summary' and 'Return to EPAF Menu'. A list of job categories is shown in a scrollable box on the right, with red arrows pointing to 'Student New Assignment, NEWAGN' and 'Student New Assignment SOM, NEWAGS'.

Graduate Assistant, GRDAST
Managerial Increment, MGRINC
OnBoard from PageUp, ONBARD
Overload Assignment, OVERLD
Part-Time Temp Hourly, PTTEMP
Res Dir/Res Assist/Grad Coord, RESDIR
Special Assignment Payment, SAPYMT
Student Summer Contract Res, SSCR
Student Terminate Assignment, STUTRM
Summer Hire Assignment, SUMHIR
Summer Non Teaching Assgn, SUMNTC
Summer Terminate Assignment, SUMTRM
Teaching Fellows, FELLOW
Terminate Assignment, TERMIT
IFTPE Retro Pay, IFPTER
Increment Pay, INCRMT
Student New Assignment, NEWAGN
Student New Assignment SOM, NEWAGS
Student Changing Assign SOM, CHGAGS

The Student ID, Name and Query Date will pre-populate. Select **Student New Assignment, NEWAGN** or **Student New Assignment SOM NEWAGS** for SOM students from the **Approval Category** drop down.

IMPORTANT: Select **All Jobs** to view any previous jobs . There should not be any active or terminated jobs listed there. If there are, select **Student Changing Assignment CHGAGN** or **Student Changing Assign SOM CHGAGS** instead (follow those directions below).

ENTERING NEW STUDENTS

New EPAF Job Selection

Enter or search for a new position number and enter the suffix, or select the link under Title.

ID: Gary T. Parker, 99999039
Query Date: Apr 13, 2020
Approval Category: Student New Assignment, NEWAGN

Student New Assignment, NEWAGN

Search Type	Position	Suffix Title	Time Sheet Organization	Start Date	End Date	Last Paid Date	Status	Select
New Job	771012	STUDENT HOURLY	20010, Camden Campus					

There are no active jobs based on the Query Date.

All Jobs
Go

New EPAF Job Selection

Enter or search for a new position number and enter the suffix, or select the link under Title.

ID: GARY T. PARKER, 99999039
Query Date: Apr 22, 2020
Approval Category: Student Changing Assignment, CHGAGN

Student Changing Assignment, CHGAGN

Search Type	Position	Suffix Title	Time Sheet Organization	Start Date	End Date	Last Paid Date	Status	Select
New Job								
Primary	784145	STUDENT WORKER	29002, Rowan Global Academic	Jan 18, 2020	Mar 27, 2020		Active	

All Jobs
Go

New EPAF Job Selection

Enter or search for a new position number and enter the suffix, or select the link under Title.

ID: Gary T. Parker, 99999039
Query Date: Apr 13, 2020
Approval Category: Student New Assignment, NEWAGN

Student New Assignment, NEWAGN

Search Type	Position	Suffix Title	Time Sheet Organization	Start Date	End Date	Last Paid Date	Status	Select
New Job	744045	STUDENT WORKER	24010, Biological Sciences					

There are no jobs based on the Query Date.

Active Jobs
Go

Enter in the **Position Number** and **Suffix**. The **Suffix** will always be 00.
 Based on the **Position Number** and **Suffix** you enter, the correct job type will autofill. (Federal Work Study, Hourly or Institutional Work Study).


Select **Go**.

ENTERING NEW STUDENTS

Student New Assignment, 77OL11-00 STUDENT WORKER

Item	Current Value	New Value
Home Organization: *		<input type="text"/>
Timesheet Orgn: *		<input type="text"/>
Contract Type: *		Primary <input type="button" value="v"/>
Job Status: *		Active <input type="button" value="v"/>
Current Hire Date: MM/DD/YYYY*		<input type="text"/>
Job Begin Date: MM/DD/YYYY*		<input type="text"/>
Jobs Effective Date: MM/DD/YYYY*		08/13/2022
Personnel Date: MM/DD/YYYY*		<input type="text"/>
Regular Rate: *		<input type="text"/>
Hours per Pay: (Not Enterable)		40
Salary Encumbrance: *		1.0
I9 Form Indicator: *		Received <input type="button" value="v"/>
I9 Date: MM/DD/YYYY		08/16/2022
Home COAS: (Not Enterable)		R
Factor: (Not Enterable)		26.1
Pays: (Not Enterable)		26.1
Salary Grade: (Not Enterable)		00
Step: (Not Enterable)		0
Time Entry Method: (Not Enterable)		W
Employee Class Code: (Not Enterable)		S1
Job Change Reason: (Not Enterable)		A09
Salary Group: (Not Enterable)		2023
Employee Status: (Not Enterable)		A
Leave Category Code:		N2, NJ PAID LEAVE <input type="button" value="v"/>
Accrue Leave:		Yes <input type="button" value="v"/>
Web Time Approver: *		<input type="text"/>

ENTERING NEW STUDENTS

The student's new job information page will appear. You must enter in the information in the fields marked with an .

Enter in the **Home** and **Timesheet ORGN**.

Contract Type (select Primary; if you receive an error, select Secondary).

Active **Job Status**.

Current Hire Date. Must be beginning of **CURRENT PAY PERIOD**.

Job Begin Date: Must be beginning of **CURRENT PAY PERIOD**.

Job Effective Date: Must be beginning of **CURRENT PAY PERIOD**.

Personnel Date: The date that the student actually begins working. Must match the Original Hire Date listed on the I-9 in I-9 HQ.

Salary Encumbrance: Must be 1.0.

I-9 Date should reflect the date that Section 2 of the I-9 was completed in I-9 HQ.

Web Time Approver: Enter the Banner ID of the student's Web Time Entry approver.

Comment Enter any additional information (i.e. job description and pay rate justification, if necessary).

Select **Save**.

*****NOTE: Dates MUST be entered in MM/DD/YYYY format or will create error*****

Electronic Personnel Action Form

- ✓ Your change was saved successfully.
- Enter the information for the EPAF and either Save or Submit

If you entered all of the data correctly, you will get the message **Your change was saved successfully**.

Electronic Personnel Action Form

- ✓ The transaction has been successfully submitted.
- Enter the information for the EPAF and either Save or Submit

Select the **Submit** button and you will receive another message **The transaction has been successfully submitted**.

Transaction History

Action	Date	User Name
Created:	Jan 11, 2017	Jennifer Savage
Submitted:	Jan 11, 2017	Jennifer Savage

[Return to Top](#)

The **transaction history** on the bottom of the page will show the user name of the person who created and submitted the EPAF as well as the dates.

NEW INTERNATIONAL STUDENTS

Return to EPAF Menu

Jump to Bottom

Errors and Warning Messages

Type	Message Type	Description
Student New Assignment	ERROR	First Name, SSN/SIN, Birth Date or Gender incomplete.

* - Indicates a required field.

Student New Assignment, 745245-00 STUDENT WORKER

⚠ User does not have access to view current values.

When entering a new, international student, you may receive an error message: **First Name, SSN/SIN, Birth Date or Gender Incomplete**. This is an indication that all of the student's basic information is not entered into Banner yet.

Send

From: savagej@rowan.edu

To: Paluch, Edyta:

Cc:

Bcc:

Subject: New International Student Information

Please enter the attached documentation into Banner for (Name). This is a new international student.

Can you please let me know when I can enter in the New Student EPAF?

Thank you.

Jennifer Savage
Technical Trainer

You will need to email Edyta Paluch (paluch@rowan.edu) the student's Social Security number and ask her to enter the information and notify you when you can go back in and enter a **New Student EPAF**.

ENTERING STUDENT CHANGES

STUDENT CHANGE ASSIGNMENTS

If a student has ever been paid by Rowan in any capacity, they are considered a **Returning Student**. They should either let you know, or when you try and enter as a New Student, their former **Employee Job Assignments** will show up.

Main Personal Information Student Financial Aid Faculty & Advisors **Employee**

Search Go

Electronic Personnel Action Form

[EPAF Originator Summary](#)
[New EPAF](#) ←
[Act as a Proxy](#)

RELEASE: 8.12.1.5

© 2020 Ellucian Company L.P. and its affiliates.

To access the **Student Changing Assignment**, you will still select **New EPAF**.

Personal Information Student Faculty Services **Employee** Web/Tailor Administration Finance

Search Go RETURN TO EMPLOYEE MENU SITE MA

New EPAF Person Selection

Enter an ID, select the link to search for an ID, or generate an ID. Enter the Query

* - Indicates a required field.

ID: * 99999003 Robert Brown

Query Date: MM/DD/YYYY* 01/11/2017

Approval Category: * Student Changing Assignment, CHGAGN

Go

Increment Pay, INCRMT
Student New Assignment, NEWAGN
Student New Assignment SOM, NEWAGS
Student Changing Assign SOM, CHGAGS
Student Changing Assignment, CHGAGN

Employee Job Assignments

Type	Position	Suffix	Title	Time Sheet Organization	Start Date	End Date	Last Paid Date	Status
Primary	705245	SU	STUDENT WORKER 705245	99901, Training ORGN 99901	Jan 01, 2013	Jun 01, 2013		Terminated

Active Jobs

Enter their **ID** or Name, then **Student Change Assignment CHGAGN** or **Student Changing Assign SOM CHGAGS** from the **Approval Category** drop-down menu. **Go**.

ENTERING STUDENT CHANGES

Personal Information Student Faculty Services **Employee** WebTailor Administration Finance

Search RETURN TO EMP

New EPAF Job Selection

Enter or search for a new position number and enter the suffix, or select the link under Title.

ID: Robert Brown , 99999003
Query Date: Jan 11, 2017
Approval Category: Student Changing Assignment, CHGAGN

Student Changing Assignment, CHGAGN

Search	Type	Position	Suffix	Title	Time Sheet	Organization	Start Date	End Date	Last Paid Date	Status	Select
<input type="text"/>	New Job										<input type="radio"/>

⚠ There are no active jobs based on the Query Date.

Select **All Jobs** to see all active jobs. Then select **Go**. If no active jobs, you will receive message **There are no active jobs based on the Query Date**.

Select **All Jobs** again to show previous jobs.

ID: Ronald Wright, 99999021
Query Date: May 26, 2017
Approval Category: Student Changing Assignment, CHGAGN

Student Changing Assignment, CHGAGN

Search	Type	Position	Suffix	Title	Time Sheet	Organization	Start Date	End Date	Last Paid Date	Status	Select
<input type="text"/>	New Job										<input type="radio"/>
	Primary	705245	SU	STUDENT WORKER 705245		99907, Training ORGN 99907	Jan 01, 2013	Jun 01, 2013		Terminated	<input type="radio"/>

Either select the previous job if you want to re-instate that same **Position** and **Organization**, or select the **New Job** and enter in the **Position** and **Suffix**.

Select **Go**.

ENTERING STUDENT CHANGES

Student Changing Assignment, 718546-01 STUDENT WORKER

Item	Current Value	New Value
Home Organization: *	52002, Asst VP Student Life	<input type="text"/>
Timesheet Orgn: *		<input type="text"/>
Contract Type: *		Not selected ▾
Job Status: *		Not Selected ▾
Job Begin Date: MM/DD/YYYY*		<input type="text"/>
Jobs Effective Date: MM/DD/YYYY*		03/18/2021
Personnel Date: MM/DD/YYYY		<input type="text"/>
Regular Rate: *		<input type="text"/>
Hours per Pay: (Not Enterable)		40
Salary Encumbrance: *		1.0
I9 Form Indicator: *	Received	Received ▾
Home COAS: (Not Enterable)	R	R
Factor: (Not Enterable)		26.1
Pays: (Not Enterable)		26.1
Salary Grade: (Not Enterable)		00
Time Entry Method: (Not Enterable)		W
Step: (Not Enterable)		0
Employee Class Code: (Not Enterable) S1, Student		S1
Salary Group: (Not Enterable)		2021
Job Change Reason: (Not Enterable)		A09
Time In/Out Ind: (Not Enterable)		Y
Leave Category Code:	N2, NJ PAID LEAVE	N2, NJ PAID LEAVE ▾
Accrue Leave:		Yes ▾
Web Time Approver: *		<input type="text"/>

ENTERING STUDENT CHANGES

The student's **Changing Assignment** page will appear.

If this is a job that is being reinstated, the previous values display under **Current Value**. You must re-enter in the information under **New Value** in the fields marked with an *.

The **Job Begin Date** should be the **ORIGINAL** begin date, (Listed under New Value--this was the first day of the ORIGINAL pay period).

The **Job Effective Date** should be the new date (first day of CURRENT pay period).

The **Personnel Date: ONLY USE IF** actual start date **PRIOR TO CURRENT PAY PERIOD** and a prior timesheet is needed. Make sure to enter 1st day of actual pay period here.

NOTE: A new I-9 Form Indicator will only be required if it has been more than 1 year since the employee last worked. If it has been more than 1 year since the student last worked but less than three years since the I-9 was completed, contact HR to have them complete Section 3. If it has been more than 1 year since the student last worked and more than three years since the I-9 was completed, the student will need to complete a new Form I-9.

Web Time Approver: Enter the Banner ID of the Web Time Entry approver.

Select **Save**.

If this is not a reinstated job, but a **NEW Change Student Assignment** (a new assignment for a returning student worker), then you will enter in the new job information and there will not be values under **Current Value**.



The screenshot shows the 'Electronic Personnel Action Form' interface. At the top, there is a search bar with a 'Go' button and navigation links: 'RETURN TO EMPLOYEE MENU', 'SITE MAP', 'HELP', and 'EXIT'. The main heading is 'Electronic Personnel Action Form'. Below this, a green checkmark indicates 'The transaction has been successfully submitted.' A blue arrow icon points to the instruction 'Enter the information for the EPAF and either Save or Submit'. The form details include: 'Name and ID: James Smith, 99999001', 'Transaction: 74089', 'Query Date: Dec 15, 2016', 'Transaction Status: Pending', and 'Approval Category: Student Changing Assignment, CHGAGN'. At the bottom, there are links for 'Approval Types', 'Routing Queue', 'Comments', 'Transaction History', 'New EPAF', 'EPAF Originator Summary', and 'Return to EPAF Menu'. A 'Jump to Bottom' link is also present.

Select **Submit** and you should get the message: **The transaction has been successfully submitted.**

PAY RATE CHANGES

You can make pay rate changes to ACTIVE student assignments through **Student Changing Assignment**.



Main Personal Information Student Financial Aid Faculty & Advisors **Employee**

Search Go

Electronic Personnel Action Form

[EPAF Originator Summary](#)
[New EPAF](#) ←
[Act as a Proxy](#)

RELEASE: 8.12.1.5

© 2020 Ellucian Company L.P. and its affiliates.

To access the **Student Changing Assignment**, you will still select **New EPAF**.



Personal Information Student Faculty Services **Employee** WebTailor Administration Finance

Search Go RETURN TO EMPLOYEE MENU SITE MA

New EPAF Person Selection

Enter an ID, select the link to search for an ID, or generate an ID. Enter the Query Date and select the Approval Category. Select Go...

* - indicates a required field.

ID: * 99999003 Robert Brown

Query Date: MM/DD/YYYY * 01/11/2017

Approval Category: * Student Changing Assignment, CHGAGN

Go

Employee Job Assignments

Type	Position	Suffix	Title	Time Sheet Organization	Start Date	End Date	Last Paid Date	Status
Primary	705245	SU	STUDENT WORKER 705245	99901, Training ORGN 99901	Jan 01, 2013	Jun 01, 2013		Terminated

Active Jobs

Enter their **ID** or Name, then **Student Change Assignment, CHGAGN**, from the **Approval Category** drop-down menu. **Go**.

ACTIVE ASSIGNMENT CHANGES

New EPAF Job Selection

Enter or search for a new position number and enter the suffix, or select the link under Title.

ID:

Query Date: Apr 23, 2020

Approval Category: Student Changing Assignment, CHGAGN

Student Changing Assignment, CHGAGN

Search Type	Position	Suffix	Title	Time Sheet Organization	Start Date	End Date	Last Paid Date	Status	Select
New Job									<input type="radio"/>
Primary	760545	00	STUDENT WORKER	26004, Art	Sep 14, 2019		Mar 27, 2020	Active	<input checked="" type="radio"/>

All Jobs

Go

A list of the student's active jobs should display. Select the active job, then **Go**.

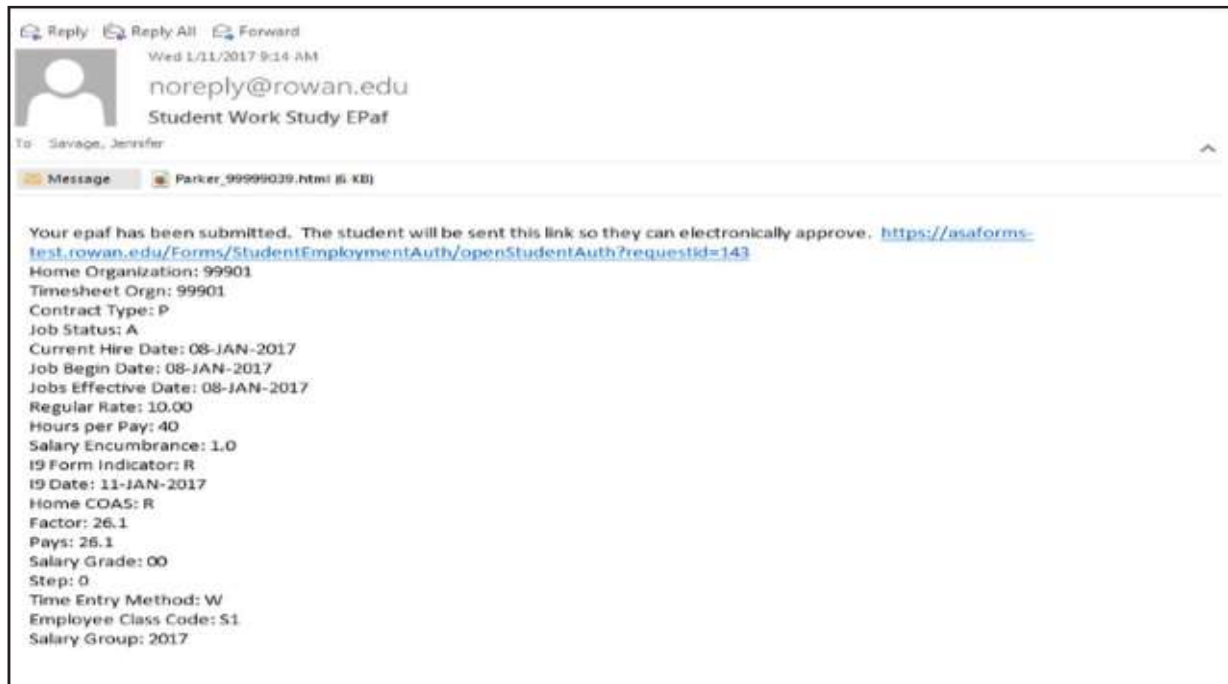
Student Changing Assignment, 760545-00 STUDENT WORKER, Last Paid Date: Mar 2

Item	Current Value	New Value
Home Organization: *	26004, Art	26004
Timesheet Orgn: *	26004	26004
Contract Type: *	Primary	Primary
Job Status: *	Active	Active
Job Begin Date: MM/DD/YYYY*	09/14/2019	09/14/2019
Jobs Effective Date: MM/DD/YYYY*	09/14/2019	09/14/2019
Personnel Date: MM/DD/YYYY	09/14/2019	
Regular Rate: *	9.5	10.0
Hours per Pay: (Not Enterable)	40	40
Salary Encumbrance: *	1	1.0
I9 Form Indicator: *	Received	Received
Home COAS: (Not Enterable)	R	R
Factor: (Not Enterable)	26.2	26.2
Pays: (Not Enterable)	26.2	26.2
Salary Grade: (Not Enterable)	00	00
Time Entry Method: (Not Enterable)	Employee Time Entry via Web	W
Step: (Not Enterable)	0	0
Employee Class Code: (Not Enterable)	S1, Student	S1
Salary Group: (Not Enterable)	2020	2020
Job Change Reason: (Not Enterable)	000	000

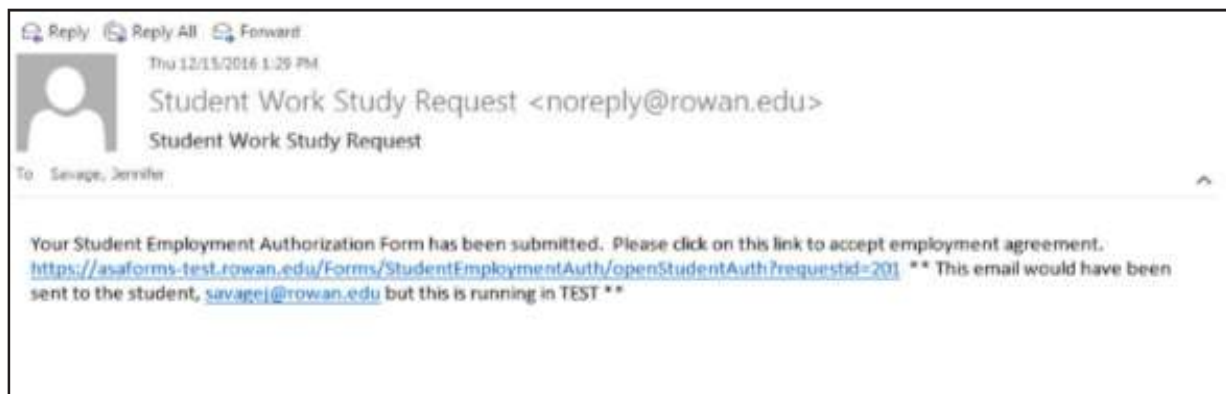
EMAILS

Once the EPAF has been successfully submitted, several emails will be automatically generated in the system.

The administrator that entered the EPAF will receive the following email:



The student will received the following email:



IMPORTANT: The student **MUST** read and select the link in the email.

EMAILS

When the student clicks on the link embedded in the email, they will be directed to their **Student Authorization Form**. They will need to confirm their information listed at the top, indicate if they are currently working in another department at Rowan University, and if they are, will need to indicate how many hours.

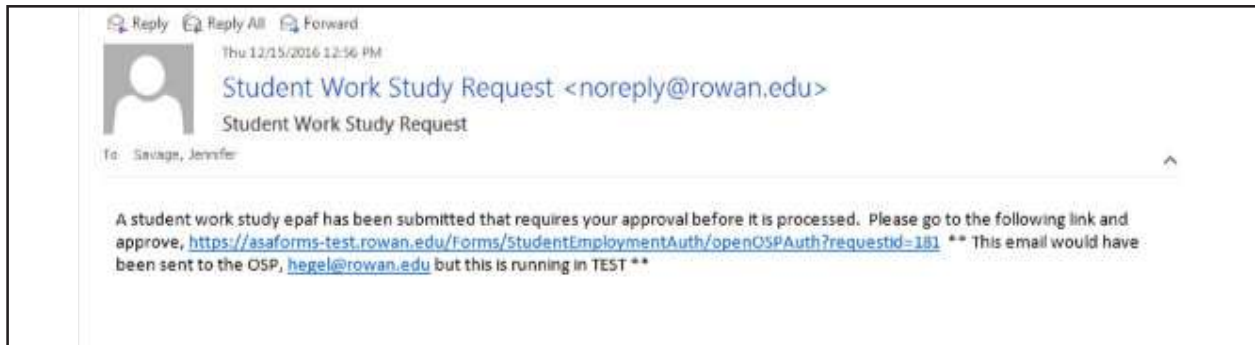
Once the student reads the verification information, they need to check the **I understand** box and then select **Acknowledge** (this will be their electronic signature).

The screenshot shows the 'Student Employment Authorization Form' with the following sections:

- Student Information:** Rowan ID: 99999039, Student's Name: Gary Porter, Grade Level: NU, Program of Study: ND Non-matriculated.
- Currently working at Rowan:** A question 'Are you currently working for another department at Rowan University?' with radio buttons for 'No' (selected) and 'Yes'. Below it, a text input field for 'If answer is YES, please indicate the number of hours you work each week:'.
- Verification:** A paragraph of text regarding confidentiality and privacy. Below this, a checkbox is checked, with the text: 'I understand the information regarding confidentiality on the back of this sheet. I have read it and understand my responsibilities relating to confidentiality. I have also read instructions on the last sheet of the form which include that I may not begin working until I receive a timesheet and I agree to comply.'
- Acknowledge:** A button labeled 'Acknowledge' with a red arrow pointing to it.
- Footer:** 'MUST BE ACKNOWLEDGED OR CONTRACT WILL NOT BE PROCESSED' and 'Requested by: 916194839 - Jennifer Savage - 74068'.

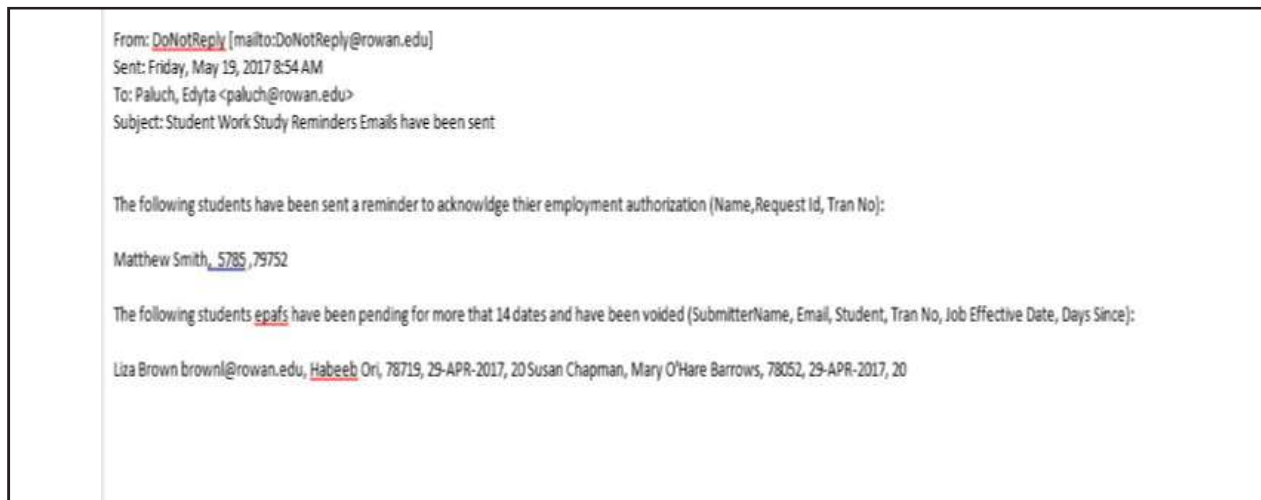
IMPORTANT: If student does not open and acknowledge the **Student Authorization Form** in their email, the Approver will NOT be able to approve the request. The request will be stuck in PENDING status (see PENDING information below). The student will receive the email three times per week for two weeks.

Once the student reviews and accepts their **Student Authorization Form**, the approver will receive the following email:



If the student has not read and accepted their Student Authorization Form, you will receive the following email PLUS

If an EPAF has been pending for 14 days, the approver will VOID the request and you will receive this email informing you.



ORIGINATOR SUMMARY

You must go to the EPAF Originator Summary to check the transaction status of any submitted EPAF. There is a **Current** and **History** tab so you can view past transactions as well as current ones.

Emails will also be sent to students and you if EPAFs are stuck in Pending status (see below).

Search

RETURN TO EMPLOYEE MENU | SITE MAP | HELP | EXIT

EPAF Originator Summary

Current | History

Select the link under Name to access details of the transaction, or select the link under Transaction to update the transaction.

Transaction Status:

No transactions found in your queue.

[New EPAF](#) | [Default Routing Queue](#) | [Search](#) | [Superuser or Filter Transactions](#)
[Return to EPAF Menu](#)

Once you view your current or past transactions, you can view the status (Pending-- either awaiting approval or awaiting student acceptance), see if there are comments and other transaction information. You can select the student's name to enter into the EPAF to get more detail or select the **Comments** hyperlink to enter or view comments already made.

1 - 3 of 3
[Jump to Bottom](#)

EPAF Transactions

Name	ID	Transaction	Type of Change	Submitted Date	Effective Date	Transaction Status	Links
Halloran, Amanda J. STUDENT WORKER, 744046-00	916154864	80690	Student Terminate Assignment	Jun 01, 2017	May 26, 2017	Pending	Comments
Halloran, Amanda J. STUDENT WORKER, 744046-00	916154864	80530	Student New Assignment	Jun 01, 2017	May 26, 2017	Completed	**Comments
Porch, Jordan A. STUDENT HOURLY, 714512-01	916107247	78518	Student Changing Assignment	May 08, 2017	May 08, 2017	Voided	**Comments

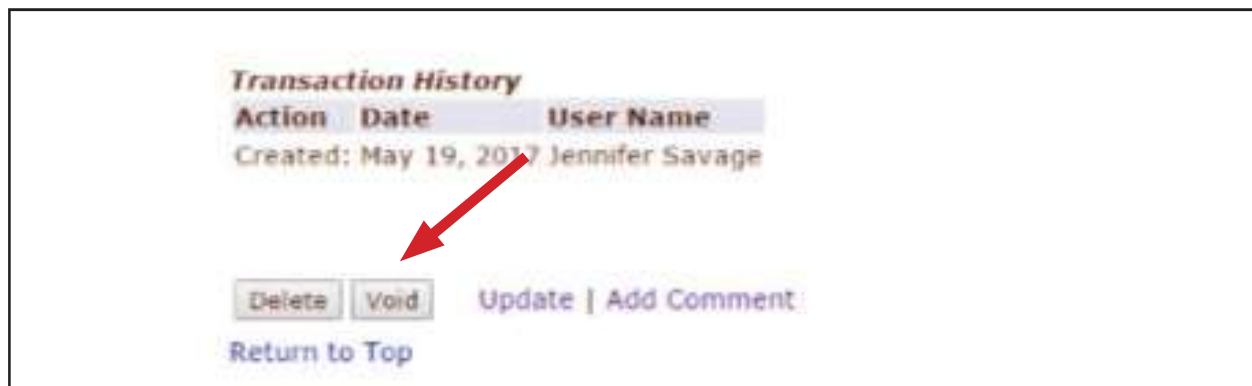
1 - 3 of 3
[Return to Top](#)
 **Comments Exist

RETURN FOR CORRECTION

If there is an error in the EAPF submission, the approver will send back a Return for Correction email to you. Depending on the error, you will have specific actions to take to fix the error.



Return for Correction/Edit Information: If the error is something like you did not enter the beginning of a pay period date or entered a personnel date when one was not needed, you can go to the EAPF Originator Summary, select the Student Name hyperlink, then select the **UPDATE** link at the bottom of the page.



Return for Correction/Void and Resubmit: If you receive an email saying that you entered a New Student Request instead of a Change Student Request, you will need to void and resubmit a new Change Student Request. You will go to the EAPF Originator Summary, select the Student Name hyperlink, then the **Void** button on the top or bottom of the page. Then you will need to submit a new Change Student Request (see directions above).

STUDENT TERMINATE ASSIGNMENT

STUDENT TERMINATE ASSIGNMENT

There is also a selection for you to utilize in the EPAF Approval Category drop down menu: Student Terminate Assignment (STUTRM).

* - indicates a required field.

ID: *

Query Date: MM/DD/YYYY* 06/01/2017

Approval Category: * Student Terminate Assignment, STUTRM

Go

RES DIR/RES ASSIST/GRAD COORD, RESDIR
Special Assignment Payment, SAPYMT
Student Summer Contract Res, SSCR
Student Terminate Assignment, STUTRM
Summer Hire Assignment, SUMHIR
Summer Non Teaching Assgn, SUMNTC
Summer Terminate Assignment, SUMTRM
Teaching Fellows, FELLOW
Terminate Assignment, TERMIT

You will select **New EPAF**, enter the student's Banner ID, tab to enter in the name and then select **Student Terminate Assignment STUTRM** or **Terminate Assignment TERMIT** for SOM. Select **Go**.

ID: Amanda

Query Date: Jun 01, 2017

Approval Category: Student Terminate Assignment, STUTRM

Student Terminate Assignment, STUTRM											
Search	Type	Position	Suffix	Title	Time Sheet	Organization	Start Date	End Date	Last Paid Date	Status	Select
<input type="text"/>	New Job										<input type="radio"/>
	Primary	744046	00	STUDENT WORKER		50012, University Housing	May 26, 2017			Active	<input checked="" type="radio"/>

All Jobs

Go

The student's active job should show on the bottom of the screen (or select **All Jobs** to see past jobs). Select the position you want to terminate, then select **Go**.

Enter the information for the EPAF and either Save or Submit.

Name and ID:

Transaction:

Query Date: May 01, 2020

Transaction Status:

Last Paid Date: Apr 10, 2020

Approval Category: Student Terminate Assignment, STUTRM

Save

Approval Types | Routing Queue | Comments | Transaction History

New EPAF | EPAF Originator Summary

Return to EPAF Menu

Jump to Bottom

* - indicates a required field.

Student Terminate Assignment, 784145-00 STUDENT WORKER, Last Paid Date: Apr 10, 2020

Item	Current Value	New Value
Jobs Effective Date: MM/DD/YYYY	01/18/2020	<input type="text"/>
Job Status: *(Not Enterable)	Active	T
Job End Date: MM/DD/YYYY*		<input type="text"/>

You will be brought to the **EPAF Student Terminate Assignment Form**. You will be required to enter in the **Job Effective Date** and the **Job End Date**. Both dates MUST be the LAST DAY OF THE PAY PERIOD. Do NOT use the **Current Value** listed for the Job Effective Date.

The **Job Status** will automatically be entered as **T** (for Terminate).

STUDENT TERMINATE ASSIGNMENT

The transaction has been successfully submitted. ←

Enter the information for the EPAF and either Save or Submit

Name and ID: [] Job and Suffix: P44612-00, STUDENT HOURLY
 Transaction: 80628 Query Date: Jun 02, 2017
 Transaction Status: Pending Last Paid Date: May 26, 2017
 Approval Category: Student Terminate Assignment, STUTRM

Approval Types | Routing Queue | Comments | Transaction History
 New EPAF | EPAF Originator Summary
 Return to EPAF Menu

Jump to Bottom

* indicates a required field.

Student Terminate Assignment, P44612-00 STUDENT HOURLY. Last Paid Date: May 26, 2017

Item	Current Value	New Value
Jobs Effective Date: MM/DD/YYYY	05/13/2017	05/26/2017 ←
Job Status: *(Not Enterable)	Active	<input type="text"/>
Job End Date: MM/DD/YYYY*		05/26/2017 ←

IMPORTANT: The **Jobs Effective Date** and the **Job End Date** MUST be the same date.

The **Jobs Effective Date** and the **Job End Date** MUST be the last day of the pay period.

Once the correct required information has been entered, select **Save** and **Submit**. You will receive a message that they were saved and submitted successfully.

IMPORTANT:

You will receive an error if you use the **Current Value** for the **Job Effective Date**.

You will receive an error if the **Effective Date** is less than the **Last Paid Date**.

The EPAF will be returned for correction if you are not using the last day of the Current pay period.

Transaction was not submitted. Please review errors. ❌

Enter the information for the EPAF and either Save or Submit

Name and ID: [] Query Date: Jun 01, 2017
 Transaction: 80710
 Transaction Status: Waiting
 Approval Category: Student Terminate Assignment, STUTRM

Save | Submit | Delete

Approval Types | Errors | Routing Queue | Comments | Transaction History
 New EPAF | EPAF Originator Summary
 Return to EPAF Menu

Jump to Bottom

Errors and Warning Messages ❌

Type	Message Type	Description
Student Terminate Assignment	ERROR	*ERROR* Eff Date must be greater than Last Paid Date of 12-MAY-2017.

* indicates a required field.

Student Terminate Assignment, 726545-00 STUDENT WORKER, Last Paid Date: May 12, 2017

Item	Current Value	New Value
Jobs Effective Date: MM/DD/YYYY	01/07/2017	01/07/2017 ❌
Job Status: *(Not Enterable)	Active	<input type="text"/>
Job End Date: MM/DD/YYYY*		05/26/2017 ❌

CONCLUSION

The **Electronic Personnel Action Forms (EPAF)** system allows administrators to easily enroll new and returning student workers directly into Self Service Banner. Administrators can also make changes to the EPAFs and terminate assignments directly within Banner. The process is further enhanced by the electronic notification and approval system utilized by administrators, students and approvers. The system will reduce the steps and paperwork needed to complete this process, making it more efficient and easier to complete.

All forms and calendars relating to the EPAF system are located on https://sites.rowan.edu/hr/recruitment_and_staffing/index.html website. Any questions or concerns can be directed to support@rowan.edu.