How to Approve Electronic Personnel Action Forms (ePAF’s)

The ePAFs currently available are:

1. Adjunct Rehire
2. Change Funding
3. Faculty Admin Stipend
4. Faculty Award
5. Faculty One Time Pay
6. Faculty Salary Change
7. Faculty Stipend
8. Faculty Teaching Overload
9. Federal Work Study Rehire
10. Field Supervisor Rehire
11. Grad Assistant Rehire
12. Hourly Worker Rehire – Less than 50% FTE
13. Monthly Staff Salary Change
14. Research Assistant Rehire
15. Resident Assistant Rehire
16. Staff Admin Stipend
17. Staff Award
18. Staff One Time Pay
19. State Work Study Rehire
20. Student Award
21. Student Assistant Rehire
22. Summer Director / Chair
23. Summer Research Faculty
24. Summer Teaching Faculty
25. Teaching Assistant Rehire

**Full Time Hires, New Hires, Terminations, and Hourly Rate Changes are not actionable ePAFs at this time and will be processed via F3.2 as per your regular routing procedures. A F3.2 will not be accepted if the personnel action exists in ePAF.**
Log into SSB. Click on Employee.
Click on Electronic Personnel Action Forms.
Click on EPAF Approver Summary.
You will see all the ePAF’s that are waiting for you to take action. **Click on the name.**
You can view the EPAF. You can either Approve, Disapprove, or Return for Correction. You can also add a comment.
You can also approve from the list of EPAFs without looking at each individual one by clicking in the checkbox under Action and then clicking on SAVE.

<table>
<thead>
<tr>
<th>Name</th>
<th>ID</th>
<th>Transaction</th>
<th>Type of Change</th>
<th>Submitted Date</th>
<th>Effective Date</th>
<th>Required Action</th>
<th>Action Links</th>
</tr>
</thead>
<tbody>
<tr>
<td>Skywalker, Luke</td>
<td>20521730</td>
<td>24646</td>
<td>Early Termination of Student or Hrly Employee</td>
<td>May 08, 2020</td>
<td>May 01, 2020</td>
<td>Approve</td>
<td></td>
</tr>
<tr>
<td>Skywalker, Luke</td>
<td>20521730</td>
<td>24645</td>
<td>Student/Temp Hrly Rate Change</td>
<td>May 08, 2020</td>
<td>May 08, 2020</td>
<td>Apply</td>
<td>**Comments</td>
</tr>
<tr>
<td>Woman, Wonder</td>
<td>20521726</td>
<td>24642</td>
<td>Grad Rehire (9 month)</td>
<td>May 08, 2020</td>
<td>May 08, 2020</td>
<td>Apply</td>
<td>Comments</td>
</tr>
<tr>
<td>Khade, Aniket Rajeev</td>
<td>20374292</td>
<td>21581</td>
<td>Grad Rehire (9 month)</td>
<td>Mar 12, 2019</td>
<td>Mar 01, 2019</td>
<td>FYI</td>
<td></td>
</tr>
<tr>
<td>Agarwal, Tanushree</td>
<td>20410414</td>
<td>21523</td>
<td>Grad Rehire (9 month)</td>
<td>Mar 08, 2019</td>
<td>Feb 01, 2019</td>
<td>FYI</td>
<td></td>
</tr>
</tbody>
</table>
Success!

Success Icon 1 transaction(s) processed successfully. Information Select the link under Name to access details of the transaction.

Queue Status: All FYI

Select All | Reset | Save

1 - 25 of 220 | Next | Jump to Bottom

EPAF Transactions

<table>
<thead>
<tr>
<th>Name</th>
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<td>Apply</td>
<td>Comments</td>
</tr>
</tbody>
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If you see **Comments in the Links column, that means someone has put a comment on the ePAF. If you click on it, you will be taken to the comment.
You can read the comment and enter your own. If you enter a comment, be sure to click “Save.”

That’s it. You’re done. Go on to the next one. 😊
To Select a Proxy as a Back-Up Approver

In some cases, you may want to designate a proxy to approve transactions for you. You can designate your own proxy as follows.

From the Employee Page on SSB, click on Electronic Personnel Action Forms.
Click on EPAF Proxy Records.
From the Drop-Down Menu, select the Approval Level for which you need to designate a proxy. Then click on Go.
Click the drop-down menu and go down the list of names to find the person you want to designate as a proxy.
Click on the checkbox under Add and then click on Save.
Success. You've selected a proxy.

### EPAF Proxy Records

**Approval Level:** Dean or Director, DEN-DR [ ] QJ

<table>
<thead>
<tr>
<th>Name</th>
<th>Remove Add</th>
</tr>
</thead>
<tbody>
<tr>
<td>Abernathy, Lucy K. (LKABERNATHY)</td>
<td>[ ] O [ ] D</td>
</tr>
</tbody>
</table>

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How to Find a Position Number

You will need to know the position number before you can enter the ePAF.

If you don’t already know it, look at the spreadsheet on the Budget Department Website


Scroll down. Under Budget Links, click on Position Number List by Index (xlsx).
On the popup select Open with Microsoft Excel and click OK. It would be a good idea to save this file to your computer so you can easily access it. The Budget Department updates it every month.
Filter for your index number and pick the one that matches the position you need.

Note: It is extremely important that the position number you choose is the right type. If you are looking for a Faculty Stipend, then make sure the position number is for a Faculty Stipend and NOT a Staff or Administrative Stipend. If you are looking for a One Time Pay for a staff member, then make sure the position number is for a Staff OTP and not a Faculty OTP. If you cannot find a position number that matches the type you need, contact your divisional business affairs coordinator.
Once you have your position number, you are ready to start your ePAF. Log into SSB. Click on Employee.
Click on Electronic Personnel Action Forms.
Click on New EPAF.
Enter the employee’s LNumber.

Select the type of ePAF from the Approval Category drop down menu.

**Note - the effective date for the personnel action should be entered on Query Date. **
Enter the position number. Suffix will be 00 unless there are active jobs, in which case, enter the next Suffix Number available. Click on Go.

Press All Jobs to view all prior held positions and suffix combinations. New EPAFs should be created using a unique position code and suffix code combination. If position code has been used before for the employee, the next sequential suffix code should be used.

Example: Position 443317 suffix 00, has already been used in the past for the employee. The employee returns in the same role and will use the same position number, suffix code used should be 01 for the new EPAF.
The screen below is what the ePAF For Student Rehire, Federal Work Study Rehire, and State Work Study Rehire look like.

The pre-filled blanks are default values. Not all can be changed.

Home Org and Distribution Org are almost always the same. If they are listed correctly, you do not need to enter anything in these boxes.

For Work Study, the Termination Date is no later than the last day of the Spring Semester (or the last day of the Summer Semester if student is working in summer.) For non-work study Student Assistants, the termination date is the last day of the fiscal year. This date is changeable depending on circumstances. You cannot cross fiscal years.

Job Begin Date, Pay Effective Date and Personnel Date are all the same. It defaults to current date. You can change it to the student’s first day of work.

In most cases the job will be Primary, unless another position comes up for the student when you enter the ID number, in which case the job is Secondary.

Enter the hourly rate into Regular Rate. It defaults to $10 for Work Study.

Time Sheet Orgn is probably the same as the Home Organization. This is where the student’s timesheet will reside. It’s very important that you give the correct one.

Scroll down to bottom of screen and click on SAVE.
Scroll down and complete the routing queue.

You will need to select the User at each level. The next page will explain how to do so. In many cases, you will only have one choice for the user’s name.

To select the User Name:

Click on the magnifying glass by the User name in the approver level. A popup will occur in another window. Choose a name and click on Select.

In the comment box enter any comments you have about the hire.

Click on Save.
Return to top and click on Submit.
Success!

Electronic Personnel Action Form

The transaction has been successfully submitted.

Name and ID: Han Solo, L20521728
Transaction: 24621
Query Date: May 08, 2020
Transaction Status: Pending
Approval Category: Student Rehire, STREH2

Errors and Warning Messages

Student / WARNING *WARNING* Encumbrance has been set to 0, because method is Value Input.

Item / Hourly Staff Employee Info

Current Value / New Value
Employee Status: Active
Employee Class Code: 60, Student Hourly
Home Organization: 30401, Human Resources
Distribution Orgn: 30401, Human Resources
Term Reason Code: Not Enterable
Termination Date: 03/31/2020

Return to EMPLOYEE MENU | SITE MAP | HELP | EXIT
Faculty Stipend/Staff Stipend: Be sure you pick the position number for the correct employee type. Do NOT pick a position number for a Staff Stipend for a Faculty member or a Faculty position number for a Staff member. Employees' paid on biweekly payroll cannot receive a stipend.

Title: either Staff Stipend or Faculty Stipend.

Annual Salary: Total amount of Stipend

Factor & Pays: Over how many months will the stipend be paid?

Termination Effective Date & Personnel Date: Will default to 8/31 if you don’t select one.
OTP Monthly (Staff or Faculty): Remember to select the appropriate position number—Staff Number for staff, Faculty number for Faculty. Employees paid on biweekly payroll cannot receive OTP.

### OTP Monthly (Staff or Faculty)

<table>
<thead>
<tr>
<th>Name and ID:</th>
<th>Mighty Thor, L20521725</th>
</tr>
</thead>
<tbody>
<tr>
<td>Transaction:</td>
<td></td>
</tr>
<tr>
<td>Approval Category:</td>
<td>One Time Pay Monthly, OTP</td>
</tr>
</tbody>
</table>

**OTP Details**

<table>
<thead>
<tr>
<th>Item</th>
<th>Current Value</th>
<th>New Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Job Begin Date: MM/DD/YYYY (Not Enterable)</td>
<td></td>
<td>06/01/2018</td>
</tr>
<tr>
<td>Primary-Sec-Overld: (Not Enterable)</td>
<td></td>
<td>S</td>
</tr>
<tr>
<td>Pay Effective Date: MM/DD/YYYY (Not Enterable)</td>
<td>06/01/2018</td>
<td>06/01/2018</td>
</tr>
<tr>
<td>Personnel Date: MM/DD/YYYY (Not Enterable)</td>
<td>06/01/2018</td>
<td>06/01/2018</td>
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</tbody>
</table>

**One Time Pay, 497116-00 One Time Pay**

<table>
<thead>
<tr>
<th>Item</th>
<th>Current Value</th>
<th>New Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Annual Salary:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Hourly Rate: (Not Enterable)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>FTE: (Not Enterable)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Factor: (Not Enterable)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Pays: (Not Enterable)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Job Change Reason: (Not Enterable)</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Termination of job, 497116-00 One Time Pay**

<table>
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<tr>
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<th>Current Value</th>
<th>New Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Pay Effective Date: MM/DD/YYYY (Not Enterable)</td>
<td>06/30/2018</td>
<td>06/30/2018</td>
</tr>
<tr>
<td>Personnel Date: MM/DD/YYYY (Not Enterable)</td>
<td>06/30/2018</td>
<td>06/30/2018</td>
</tr>
<tr>
<td>Job Status: (Not Enterable)</td>
<td>T</td>
<td></td>
</tr>
<tr>
<td>Job Change Reason: (Not Enterable)</td>
<td>P</td>
<td></td>
</tr>
</tbody>
</table>

**Alerts**

- Job Begin Date, Pay Effective Date and Personnel Date are the first day of the month.
- Annual Salary is the amount of the OTP.
- Termination Date is the last day of the month.