

ePAF



Electronic Personnel Action Form

Fayetteville State University
Human Resources
May 19, 2014


ePAF

- What is it?
- What are the advantages?
- What are the key features
- Who are we processing for?
- How will it be routed and approved?
- Who are the ePAF users
- Training for Implementation
- Implementation Timetable
- Questions

What is an ePAF?

- Electronic Personnel Action Form (ePAF)
- Initiated in Self-Service Banner

Advantages of ePAF

- A circular logo with a green background and a white leaf icon. The words "go" and "green" are written in white, with "go" above "green".
- Information is Keyed Only Once
- Workflow History
- University Achieves Goal of Processing Personnel Actions Rapidly

Key Features Of An ePAF

- Online Administrative Functionally
- Default Values Automatically
- Electronic Approval
- Updates Banner
- Email notification

electronic employee signatures

electronic employee signatures

electronic employee signatures

electronic employee signatures



Who are we processing ePAFs for?

Phase I

- Adjunct Faculty Rehire Appointments
- Permanent Faculty Teaching Overload
- Permanent Staff Teaching Extra Duty

Phase II

- New Faculty Hires
 - Adjunct
 - Permanent
- New Non-Faculty Hires
 - Permanent

Phase III

- Identifying Other Personnel Actions That Can Be Processed Thorough An ePAF

Routing Approval

The design of the ePAF is based on the current routing of the paper PPAF. The ePAF system allows departments to create and route ePAFs electronically.

Paper PPAF

- Department Chair (recruit and ensure class coverage)
- Dean (monitor load and faculty salary)
- HR(verify for accuracy and completeness)
- Academic Affairs (approval authority & authorize funding)
- Budget / Grants (authorize funding)
- HR(securing signature of employee)
- HR/Payroll (process for payment)

ePAF

Routing Queue

Approval Level

10 - (CHAIR) Chair

20 - (DEAN) Dean

25 - (CTHR10) Contract HR 10 Review

30 - (AABUD) Academic Affair Budget

35 - (AAPVST) Academic Affairs Provost

40 - (CTUBUD) University Budget

45 - (CTHR20) Contract HR 20 Review

50 - (CTHR30) Contract HR 30 Before Email

55 - (CTHR40) Contract HR 40 After Email

92 - (EPAFHR) EPAF - HR Administration

ePAF Users

Originator













Approvers



HR



Routing Queue

Approval Level	User Name
10 - (CHAIR) Chair	 ORIGINATOR
20 - (DEAN) Dean	 REVIEW & APPROVE/DECLINE
25 - (CTHR10) Contract HR 10 Review	 REVIEW & APPROVE/DECLINE
30 - (AABUD) Academic Affair Budget	 REVIEW & APPROVE/DECLINE
35 - (AAPVST) Academic Affairs Provost	 REVIEW & APPROVE/DECLINE
40 - (CTUBUD) University Budget	 REVIEW & APPROVE/DECLINE
45 - (CTHR20) Contract HR 30 Review	 REVIEW & APPROVE/DECLINE
50 - (CTHR30) Contract HR 30 Before Email	 REVIEW & APPROVE/DECLINE
55 - (CTHR40) Contract HR 40 After Email	 REVIEW & APPROVE/DECLINE
92 - (EPAFHR) EPAF - HR Administration	 REVIEW & APPLY

The Chair originates the ePAF that routes through predefined approval levels. Once the form is applied the data is updated in Banner.

How to obtain access as an ePAF user?

- Attend Mandatory ePAF Information Session
- Request Banner ePAF Access
- Attend Mandatory Training Session
- Only Authorized Employees Will Have Access In Self-Service Banner To Initiate Or Approve ePAFs After All Training Is Completed

Enhancements

- HR Website
 - ePAF Webpage
- ePAF Resources
 - Instruction Manual
 - Glossary
 - FAQ's

Training & ePAF Access

- Introduction Of ePAF to Schools and Colleges
- Request ePAF Access
- Hands-On Training

Tentative Implementation Timetable

- Complete In House Testing - Mid May, 2014
- Introduction To Schools and College
- User Training - By June 20, 2014
- GO LIVE For ePAF Faculty Rehires- July 2, 2014

Questions

Contact Information

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