Electronic Personnel Action Form (EPAF)

Glossary of Terms & Definitions

Approver	The person listed in the EPAF routing queue to take action. The required actions are: - Approve - Disapprove - Return for Correction
Approval Category	The different types of EPAFs that can be selected by the EPAF Originator based on the purpose of the specific personnel action. The EPAF Originator selects a person, a position number, and an EPAF Approval Category to originate an EPAF transaction. The Approval Categories are: - End Job Record Early - Pay Change for Grad - Rate Change for Hourly/Student - Rehire New Position/Grad/Hourly/Student - Rehire Same Position/Grad/Hourly/Student - Term Employee/Grad/Hourly/Student - Terminate Job Record/Grad/Hourly/Student
Approval Level	Represents the hierarchy structure of the organization starting from the lowest level that needs to approve an EPAF.
Appliers	Student Employment or Human Resources personnel will review the EPAF and apply the EPAF transaction to Banner.
Contract Type	Primary: - The Primary job is the first active job. Secondary: - The Secondary job is the second active job.
Effective Date	Date when action takes effect in Banner.
EPAF	Electronic Personnel Action form is a paperless method to submit employee changes for Student Hourly, Graduate Assistant, and Hourly employees electronically to Human Resources and/or Student Employment.
EPAF Approver Summary	A summary page that is available to all EPAF approvers and has three tabs. - The **Current** tab displays EPAF transactions that are currently awaiting action by you as an approver. - The **In my Queue** tab displays EPAF transact b disisan le tyPlabs th.

Queue Status: