ELECTRONIC PERSONNEL ACTION FORMS (EPAF) GRADUATE ASSISTANTS

Human Resources

VILLANOVA UNIVERSITY

UPDATED APRIL 2025

Contents

Purpose of EPAF Guide

The purpose of this guide is to provide instructions for processing actions related to **existing** GA positions using an Electronic PAF (EPAF) process.

Please Note: Opening a **new** Graduate Assistant position and assigning a student to the position requires processing via the standard application process in PeopleAdmin.

What is an EPAF?

EPAF stands for "Electronic Personnel Action Form" and replaces the manual entry and approval process for certain employment processes, including:

- The reactivation of an existing position (active or terminated)
- Transfers out of a position into a new position and/or adding secondary jobs
- Labor distribution changes for a current, active position

When is an EPAF used?

- Reactivating a Previous Student Employee in an Existing Graduate Assistant Position
  - Example: A student did not work during the summer months and needs to be placed back into a GA position for the Fall semester.
  - Approval EPAF Category: "GASTR"
- Transferring a Student Employee out of one Graduate Assistant Position to a New/Different Graduate Assistant Position
  - Example: A student was in a GA position funded through a grant which has now ended. The department obtained budget approval for a new GA position and would like to move the student into this position.
  - Approval EPAF Category: "GASTN"
- Changing the labor distribution of a current, active GA position
  - Example: The GA position will be funded from different sources throughout the time the student is in the position and the labor distribution needs to reflect the various budget codes.
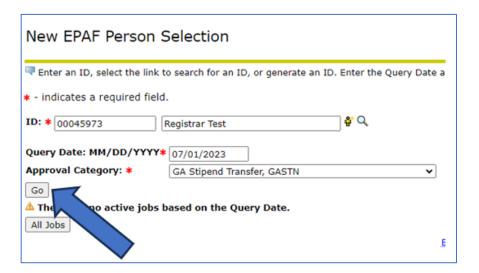 - Approval EPAF Category: "GALBD"

The EPAF system replaces the SSUF form for the employment processes listed above.

Please note: the EPAF form does NOT replace the SSUF form for tuition remission requests.

How to access the EPAF menu

- Go to myNOVA.villanova.edu
- Enter "Novasis" in the search bar and click "Enter"
- Click the "Novasis" tile under "Tasks" and you will be prompted to login
- Click the "Employee tab"
- Click the "Electronic Personnel Action Menu"
- Click "New EPAF"
- Enter the GA's Banner ID and hit the "Tab" key on your keyboard to populate the name of the student
  - If you do not have the GA's Banner ID, you click the magnifying glass and search by last name.
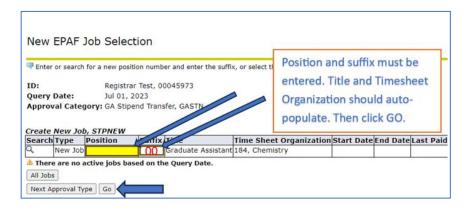- Enter the "Query Date" which must be:

- o Monday start date as per the Student Pay Schedule.
  - o In the date format: MM/DD/YYYY (Example: 07/02/2025)
- Select an "Approval Category" from the drop-down menu to indicate the type of EPAF you want to process:
  - o **GASTN** – transfers (out of a position and into a new position) or secondary jobs
  - o **GASTR** – reactivation of an existing position (active or terminated)
  - o **GALBD** – labor distribution changes on a current, active position
- Click "Go"

New EPAF Person Selection

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

* - indicates a required field.

ID: ***** `00045973` `Registrar Test` 👤 🔍

Query Date: MM/DD/YYYY***** `07/01/2023`
Approval Category: ***** `GA Stipend Transfer, GASTN` ⌄

`Go`

⚠ The   o active jobs based on the Query Date.

`All Jobs`

E

Processing a GA Stipend Transfer (GASTN)

After selecting the Banner ID, and entering the "Query Date" and "Approval Category" "GA Stipend Transfer, GASTN," you can move forward with processing the EPAF:

- Click the "Go" button to navigate to the "New EPAF Job Selection" page
- Enter the "Position Number" and hit "Tab" on your keyboard. The "Title" & "Timesheet Organization" will automatically populate
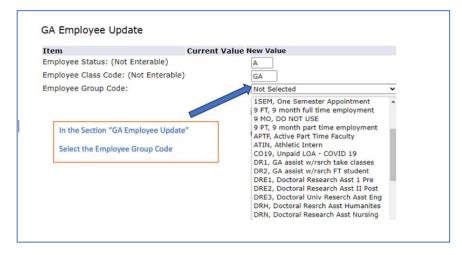- Enter **00** into the "Suffix" field
- Click the "Go" button

You are now ready to complete the EPAF!

Electronic Personnel Action Form Page

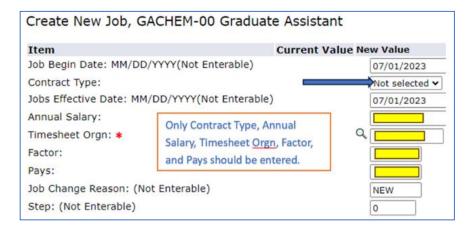There are several sections to edit and review on the "Electronic Personnel Action Form" page:

1) **GA Employee Update section:**
   - The "Employee Status" and "Employee Class Code" fields will auto-populate; do not make changes
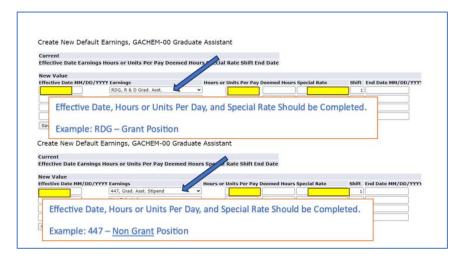   - Select the "Employee Group Code" from the drop down menu

2) Create New Job section:
- Review the "Job Begin Date" field – this is the same date you entered in the "Query Date" field at the beginning of the EPAF and cannot be changed.
  - If you entered the wrong date in the "Query Date" field at the beginning of the EPAF, you need to click the "Return to EPAF Menu" link at the top of the page and start the process over typing in the correct "Query Date"
- Select a "Contract Type"
  - Select "Primary" from the drop-down menu
  - If you receive the error message "Employee Already Has Primary Job" when saving/submitting the EPAF, select "Secondary" (which will remove the error when saving/submitting) and note you received the error in the "Comments" field below.
  - Noting this error alerts HR that additional steps are required to process this EPAF
- Review the "Jobs Effective Date" – this is the same date you entered in the "Query Date field" at the beginning of the EPAF and cannot be changed
- Enter the full 9 or 12 AY amount in the "Annual Salary" field
  - The full amount represents the entire stipend payment over the course of the assignment
  - Example: A 9-month assignment paying $1,075.00/bi-weekly has an "Annual Salary" of $20,425.00.
- Enter the organization number associated with the position in the "Timesheet Orgn" field
  - If you are unsure of the org number, scroll down to the labor distribution section to view it and enter the number into the "Timesheet Orgn" field. You may also click the magnifying glass to search for the org number.
- Enter the total number of weeks the position will be paid in both the "Factor" and the "Pay" fields (enter the same number in both fields). Bi-weekly pay will either be 19 or 26.
  - Example: An assignment runs for 9 months from 08/25/25-05/17/26. Enter 19 into both the "Factor" and the "Pays" fields.
- Skip the "Job Change Reason" and "Step" fields; they are default fields which cannot be changed

Create New Job, GACHEM-00 Graduate Assistant

Item	Current Value	New Value
Job Begin Date: MM/DD/YYYY(Not Enterable)		07/01/2023
Contract Type:		Not selected ✔
Jobs Effective Date: MM/DD/YYYY(Not Enterable)		07/01/2023
Annual Salary:		
Timesheet Orgn: ✱		
Factor:		
Pays:		
Job Change Reason: (Not Enterable)		NEW
Step: (Not Enterable)		0

Only Contract Type, Annual Salary, Timesheet Orgn, Factor, and Pays should be entered.
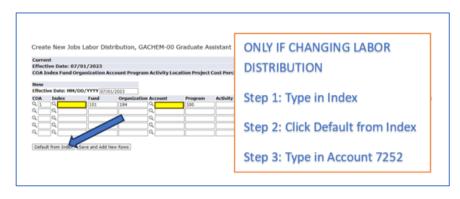
3) Create New Default Earnings section:

- Enter the "Effective Date" (must be the same date used for the "Jobs Effective Date," reflect a Monday start date as per the Student Pay Schedule, and in DD/MM/YYYY format)
- Select one of the following codes from the "Earnings" drop down menu:
  - "447" - Non-Grant funded position
  - "RDG" - Grant funded position
- Enter **1** in the "Hours or Units per pay" field
- Skip the "Deemed Hours" field
- Input the bi-weekly rate in the "Special Rate" field.
  - Example: The full amount of $20,425 will be paid over a 19-week period at a rate of $1,075/bi-weekly. The "Special Rate" is $1,075.
- Skip the "Shift" field (it auto populates)
- Leave the "End Date" field blank

4) Create New Jobs Labor Distribution section:

- Verify the accounting information is correct
- If the labor distribution needs to be changed:
  - Enter the index this position should be charged to in the "Index" field by overwriting the value in this field (this will primarily be used for grant-funded positions)
  - Click the "Default from Index" button to populate the accounting information for the index you entered; this action will result in an error message "Account Code is Needed."
  - Enter **7252** in the "Account" field and the error message will disappear

5) Terminate Job section:

This section captures the date the position will end, and the job will be terminated in the Banner system. <u>You no longer have to submit a separation SSUF to end a GA job assignment</u>.

- Enter the last day of the pay period worked in the "Jobs Effective Date" field using date format MM/DD/YYYY.
- Skip the "Job Status" and "Job Change Reason" fields; they are defaulted and cannot be changed

Terminate Job, GACHEM-00 Graduate Assistant

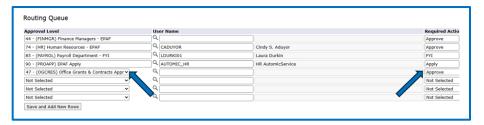| Item	Current Value	New Value	
Jobs Effective Date: MM/DD/YYYY			Input when Graduate Assistantship Position Assignment ends only.
Job Status: (Not Enterable)		T	
Job Change Reason: (Not Enterable)		TERM	

6) Routing Queue section:

This section identifies the approval queue for the position. Default "Approval Levels" will populate based on the type of EPAF you selected.

Click the magnifying glass next to each "Approval Level" to select the approver "User Name" for each category. The default approval types for this EPAF are:

- 44 – (FINMGR) Finance Managers – EPAF
    - Select your Finance Manager in the "User Name" field – this will vary by college
    - If your Finance Manager is not listed, email Cindy Aduyor for assistance
- 74 – (HR) Human Resources – EPAF
    - Always select CINDY ADUYOR in the "User Name" field
- 85 – (PAYROLL) Payroll Department – EPAF
    - Always select LAURA DURKIN in the "User Name" field
- 90 – (PROAPP) EPAF Apply
    - Always select AUTOMATIC SERVICE_HR in the "User Name" field

Routing Queue

Approval Level	User Name		
44 - (FINMGR) Finance Managers - EPAF			Click on the magnify glass next to the approver level and select the appropriate approvers. The finance director should be selected based on department
74 - (HR) Human Resources - EPAF	CADUYOR	Cindy S. Aduyor	
85 - (PAYROL) Payroll Department - FYI	LDURKI01	Laura Durkin	
90 - (PROAPP) EPAF Apply	AUTOMIC_HR	HR AutomicService	
Not Selected			
Not Selected			
Not Selected			

Save and Add New Rows

- *Special Note – if this is a grant funded EPAF, add the Office of Grants & Contracts to the approval section:*
    - Select "47 – (OGCRES) Office of Grants and Contracts Appr" in a blank row under "Approver Level"
    - Click the magnifying glass in the "User Name" field to select the approver
    - Select "Approve" from the drop-down list under "Required Action"

7) Comment section:

Use this section to note any errors you experienced while completing the PAF, or additional information that is pertinent to this EPAF.

- Examples include a mid-cycle labor distribution change, and errors you received and adjustments you made to the EPAF in order to save/submit

8) Submitting the EPAF
- Click the "Save" button and review the information you entered on the EPAF
- Scroll to the bottom of the page and click the "Submit" button
- The EPAF will now route to the Finance Manager for approval

Additional Information:

- The difference between "Warnings" and "Errors" when processing an EPAF:
    - "Warnings" can be ignored and the EPAF will process
    - "Errors" must be addressed, or you will not be able to successfully submit the EPAF
- If the GA is released prior to the end of their appointment term due to unsatisfactory work or other reasons, email Cindy Aduyor with the last day worked so the record may be adjusted in Banner.
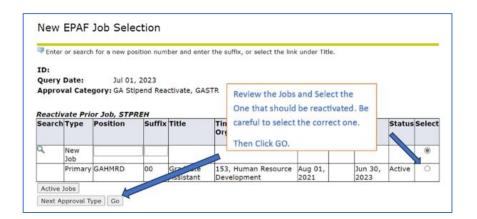
Processing a GA Stipend Reactivate Job (GASTR)

After selecting the Banner ID and updating the "Query Date" and the "Approval Category" "GA Stipend Reactivate Job (GASTR)," you can move forward with processing the EPAF.

- Click the "Go" button to navigate to the "New EPAF Job Selection" page
- Click "All Jobs" button to view all active and terminated jobs the student has held

- Select the radio button next to the job you want to reactivate
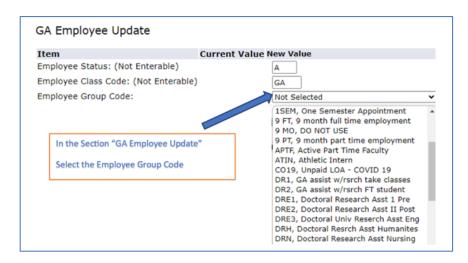- Click the "Go" button

You are now ready to complete the EPAF!

Electronic Personnel Action Form Page

There are several sections to edit and review on the "Electronic Personnel Action Form" page:
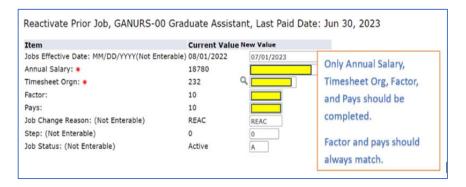
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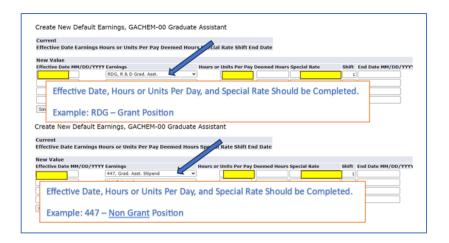   - Select an "Employee Group Code" from the drop down menu

2) **Reactivate Prior Job section**
- Review the "Jobs Effective Date" – this is the same date you entered in the "Query Date" field at the beginning of the EPAF and cannot be changed
    - If you entered the wrong date in the "Query Date" field at the beginning of the EPAF, you need to click the "Return to EPAF Menu" link at the top of the page and start the process over typing in the correct "Query Date"
- Enter the full 9 or 12 AY amount in the "Annual Salary" field.
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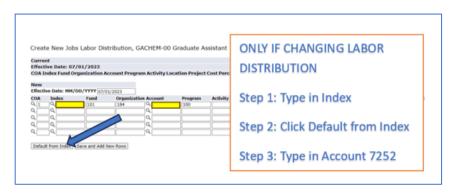
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4) Create New Jobs Labor Distribution section:

- Verify the accounting information is correct
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  - o Click the "Default from Index" button to populate the accounting information for the index you entered; this action will result in the error message "Account Code is Needed"
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This section captures the date the stipend will end, and the job will be terminated in the Banner system. <u>You no longer have to submit a separation SSUF to end a GA job assignment</u>.

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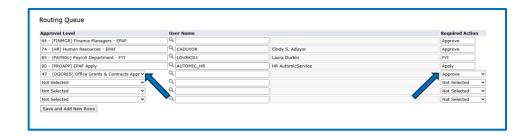

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- 85 – (PAYROLL) Payroll Department – EPAF
  - Always select LAURA DURKIN in the "User Name" field
- 90 – (PROAPP) EPAF Apply
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- **Special Note – if this is a grant funded EPAF, add the Office of Grants & Contracts to the approval section:**
  - Select "47 – (OGCRES) Office of Grants and Contracts Appr" in a blank row under "Approver Level"
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  - Select "Approve" from the drop-down list under "Required Action"

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Use this section to note any errors you experienced while completing the EPAF, or additional information that is pertinent to this EPAF.

- Examples include a mid-cycle labor distribution change, and errors you received and adjustments you made to the EPAF in order to save/submit

8) Submitting the EPAF
- Click the "Save" button and review the information you entered on the EPAF
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Additional Information:

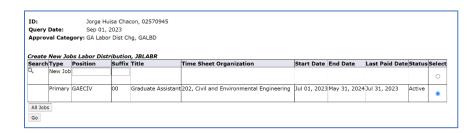- The difference between "Warnings" & "Errors" messages when processing an EPAF:
  - "Warnings" can be ignored and the EPAF will process
  - "Errors" must be addressed or you will not be able to successfully submit the EPAF
- If the GA is being let go prior to the end of their appointment terms due to unsatisfactory work or other reasons, please email Cindy Aduyor with the last day worked so the record may be adjusted in Banner.

Processing Labor Distribution changes (GALBD)

After selecting the Banner ID, and entering the "Query Date" and "Approval Category" "GA Labor Distribution Chg, GALBD," you can move forward with processing the EPAF:

- Click the "Go" button to navigate to the "New EPAF Job Selection" page
- Click "All Jobs" button to view all active and terminated jobs the student has held

- Select the radio button next to the job you want to update the labor distribution.
- Click the "Go" button

You are now ready to complete the EPAF!

Electronic Personnel Action Form Page

There are several sections to edit and review on the "Electronic Personnel Action Form" page:

1) **Create New Jobs Labor Distribution section:**
   - Review the "Effective Date" – this is the same date you entered in the "Query Date" field at the beginning of the EPAF and cannot be changed
     o If you entered the wrong date in the "Query Date" field at the beginning of the EPAF, you need to click the "Return to EPAF Menu" link at the top of the page and start the process over typing in the correct "Query Date"
   - Enter the index this position should be charged to in the "Index" field by overwriting the value in this field
   - Click the "Default from Index" button to populate the accounting information for the index you entered; this action will result in an error message "Account Code is Needed"
   - Enter **7252** in the "Account" field and the error will disappear

Create New Jobs Labor Distribution, GACHEM-00 Graduate Assistant

Current
Effective Date: 07/01/2023
COA Index Fund Organization Account Program Activity Location Project Cost Perc

New
Effective Date: MM/DD/YYYY 07/01/2023

ONLY IF CHANGING LABOR DISTRIBUTION

Step 1: Type in Index

Step 2: Click Default from Index

Step 3: Type in Account 7252
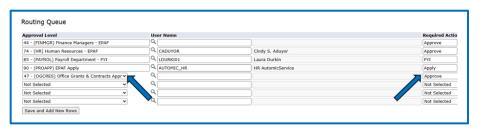
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- 90 – (PROAPP) EPAF Apply
  - Always select AUTOMATIC SERVICE_HR in the "User Name" field

Click on the magnify glass next to the approver level and select the appropriate approvers. The finance director should be selected based on department

- **Special Note – if this is a grant funded EPAF, add the Office of Grants & Contracts to the approval section:**
  - Select "47 – (OGCRES) Office of Grants and Contracts Appr" in a blank row under "Approver Level"
  - Click the magnifying glass in the "User Name" field to select the approver
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Comment

4) Submitting the EPAF
- Click the "Save" button and review the information you entered on the EPAF
- Click the "Submit" button
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Save | Submit | Delete
Return to Top

Villanova University Graduate Assistant Stipend Rates and Procedures
2025-2026
Effective July 1, 2025

Overview

Graduate Assistants (GAs) are an integral part of the Villanova community. Graduate assistantships attract talented student-scholars to Villanova, and these positions provide significant support to faculty research and scholarship, program offices, and academic course delivery. Graduate Assistantships constitute an employment relationship between the University and GA, and accordingly are subject to prevailing Villanova policies and procedures related to student employment as well as legal and regulatory guidelines. Graduate Assistants are supported through unrestricted operating, entrepreneurial, and sponsored award funding.

Graduate Assistants may not begin working or receive stipend compensation until they have completed all onboarding requirements. Delays in work authorization will likely result in pro-ration of the payment schedule. The benefits associated with this Graduate Assistantship are contingent upon the following: completion of the mandatory orientation program, satisfactory submission of all legally required employment documents and background checks as determined by the Office of Human Resources, making satisfactory academic progress towards degree completion, and adhering to the University's student code of conduct.

In accepting a funding offer, Graduate Assistants agree to the terms and conditions contained within their offer letter. Appointments are at-will, and the terms are subject to change upon written notice.

In all cases, academic programs will provide graduate students with official offer letters of assistantship with information about expectations, responsibilities, and compensation. Stipend rates are differentiated by the GA student status group (see table).

Stipend Rates*+

GA Student Status Group	Bi-Weekly Rate	19 Bi-Weekly Pay Stipend (Fall & Spring Semesters), 8/25/25-5/17/26)	26 Bi-Weekly Pay Stipend (12-month), 8/25/25 – 8/23/26)
MRA	$1,075.00	$20,425.00	$27,950.00
MTA	$1,075.00	$20,425.00	$27,950.00
MPT	$1,075.00	$20,425.00	$27,950.00
DRE1	$1,255.00	$23,845.00	$32,630.00
DRE2	$1,393.00	$26,467.00	$36,218.00
DRE3	$1,393.00	$26,467.00	$36,218.00
DRH	$1,597.00	$30,343.00	$41,522.00
DTH	$1,597.00	$30,343.00	$41,522.00
DRN	$1,430.00	$27,170.00	$37,180.00

*Additional appointment durations (for instance, between 19 and 26 bi-weekly periods) may be structured to align with program requirements or effort expectations, in consultation with and subject to the approval of the Grad Center.

+Some departments utilize Half-Graduate Assistantships. Typically, the Half GA will receive 50% of the standard bi-weekly stipend rate aligning with the corresponding GA Student Status Group category in exchange for 14 hours per week of work towards the department.

Additional Categories of Assistance for Graduate Students

Tuition Scholarships (TS): In some cases, academic or University departments may offer a graduate student a TS. Students in this category will receive tuition remission for a set number of credits (as predetermined by the college or University department). Typically, tuition remission will not exceed 48 credit hours over the course of a consecutive two-year period. In exchange for tuition remission, a Tuition Scholar will provide 7 hrs/week of service to their department during the academic year. Tuition Scholars do not have an employment relationship with the University and are therefore not onboarded through Human Resources nor required to submit employment paperwork.

Graduate Assistant Hourly (GAH): Graduate students who are hired for fewer than 20 hours per week as temporary graduate assistants or to assist on temporary special projects, must be hired in a Graduate Assistant Hourly (GAH) student worker position. These position requests must be submitted to Human Resources for review. The hourly rate will be at the approved degree level ($18/hr for master's level students; $21/hr for doctoral level students). Tuition remission is not included as part of GAH positions, but may be combined with TS if the student holds multiple roles.

Students may work on different projects with their efforts funded proportionally across several funding sources (represented by indexes in the university system). The relevant indexes and proportions should be indicated at the time of onboarding, or through the Electronic Personnel Action Form (EPAF) if funding sources or distributions change after onboarding. Students, including graduate assistants, may not work more than 20 hours/week across all jobs while classes are in session. Graduate students may also not hold more than one graduate assistantship.

Students seeking approval to work in excess of 20 hours per week—taking into consideration all of a student's university work commitments—may request an exception to this rule. If an exception is granted, they may work up to 25 hours per week during the fall and/or spring semesters. To receive an exception, the student must petition the Graduate Dean or Associate Dean of Graduate Studies in their college. International students with F-1 or J-1 visas are prohibited from working more than 20 hours per week during the fall and spring semesters and are therefore not eligible to apply for additional hours.

Graduate Assistant Onboarding

The Grad Center hosts a mandatory Graduate Assistant Orientation program. Among other things, this program provides community building activities, acclimates students to life at Villanova, ensures GAs are properly onboarded through Human Resources, and introduces GAs to Responsible Conduct of Research training. A formal invitation with more details is communicated to students via email.

GAs are also responsible for attending any mandatory orientation or training programs offered through their department, college, program, or lab with which they have an employment relationship.

Any conflict between the university-wide Orientation program hosted through the Grad Center and an individual department orientation should be worked out in advance and communicated to all parties.

New Graduate Assistants may be eligible for a $500 startup grant. This grant is distinctly separated from employment and is intended to defray living expenses as students transition to Villanova. The Grant application will first be available to students at the Graduate Assistant Orientation program, but will become available subsequently to students unable to attend orientation due to unavoidable conflicts or otherwise excused absences. The Grant is taxable income and reporting is the responsibility of the recipient. There are no withholdings for U.S. citizens and approximately 16% for international students (except for students from countries with applicable tax treaties). Tuition Scholars and Graduate Assistant Hourly workers are not eligible for the Startup Grant.

Graduate Assistant Schedule

GAs are required to provide service to their department or other unit of the University from the first day of the first pay period for which they are onboarded and approved to begin work through the last day of their final pay period. Tuition Scholars should expect to provide their hours of service to their department from the first day of class through the end of the semester.

Schedules vary by department and service may be required during university breaks, depending on the nature of the work needed. The student should consult with their supervisor to determine the distribution of these hours throughout the semester.

Neither GAs nor Tuition Scholars are entitled to paid vacation or sick days. In the event that a GA or Tuition Scholar cannot perform their assigned duties, they must communicate their absence clearly to their supervisor and settle on a mutually agreed upon make-up plan. This plan should be made in writing.

If a GA or Tuition Scholar wishes to take summer courses, they may use some of their tuition remission credits (typically from 3 to 6). The number of credits taken during the summer is included in the total credits awarded during each academic year. In most cases, GAs on a consecutive two-year award may only take summer classes between their first and second years. Tuition remission is given in return for services to the respective departments. The waiver of

tuition for one or for two summer courses requires 35 hours of service for each three-credit course over the summer at the discretion of the student's supervisor or department. The ability to use tuition remission during the summer is not a guarantee and is not available in all departments. Students must make this request and determine the feasibility, work schedule, and other necessary arrangements with their supervisor at least 3 months in advance of the start of the summer session.

Additional Considerations for Graduate Assistants funded by Sponsored Awards/External Grants

During the summer months, graduate students supported on external funding may be hired as a Graduate Assistant Hourly (GAH) and may work up to 35 hours per week.

Students supported on external grants may qualify for tuition remission through the Office of the Provost. Remission requests must be submitted in a timely fashion prior to the beginning of the academic term.

GA Student Status Group and Definitions

GA Student Status Group	Description of primary responsibilities
MRA	Master's Graduate Research Assistant – 20 hours/week. Eligible for need- based health benefit subsidy. Assist faculty w/research
MTA	Master's Graduate Teaching Assistant – 20 hours/week. Eligible for need- based health benefit subsidy. Assist faculty w/teaching, classes, labs, grading
MPT	Master's Graduate Professional Traineeship – 20 hours/week. Eligible for need-based health benefit subsidy. Assist professional staff offices to gain professional experience
DRE1	Doctoral Research Assistant-I (Pre-Qual) Engineering – 20 hours/week –eligible for need-based health benefit subsidy. Assist faculty w/research while taking mandatory doctoral classes
DRE2	Doctoral Research Assistant-II (Post-Qual) Engineering – 20 hours/week – eligible for need-based health benefit subsidy. Assist faculty w/research as a full-time research student
DRE3	Doctoral University Research Assistant Engineering – 20 hours/week eligible for need-based health benefit subsidy. Assist faculty w/research as a full-time research student
DRH	Doctoral Research Assistant Humanities – 20 hours/week - eligible for need-based health benefit subsidy. Assist faculty w/research as a full-time research student
DTH	Doctoral Teaching Assistant Humanities – 20 hours/week – eligible for need-based health benefit subsidy. Assist faculty w/teaching including teaching sections as lead instructor

DRN	Doctoral Research Assistant Nursing –20 hours/week – eligible for need-based health benefit subsidy. Assist faculty w/research as a full time research student

Sample Email Notification

- **Approval Email:**

    -----Original Message-----

    From: hr@villanova.edu <hr@villanova.edu>

    Sent: Friday, June 16, 2023 6:01 AM

    To: Susan Farnam <susan.farnam@villanova.edu>

    Subject: EPAF Action Required

    Dear Colleague,

    An EPAF for position GACHEM-Graduate Assistant is waiting for approval. The transaction number for the EPAF is: 60357. You are the next approver for this EPAF, and it will not be routed to the next Approver Level until you have taken action against it.

    To approve this EPAF, please login into myNOVA and search for Novasis. Once you have accessed Novasis, navigate to the employee tab and then click on the "Electronic Personnel Action Form" link.

    On the EPAF Main Menu, click the "EPAF Approver Summary" link. This page will show you all transactions (including the one referenced above) for you to approve. Click on the "Name" of the transaction you want to approve. This will bring you to the EPAF Preview page where you can click "Approve" to process the transaction.

    Once you approve the transaction, it will be routed to the next approver level identified in the EPAF process.

    Thank you for your attention to this matter.

- **Return for Correction Email:**

-----Original Message-----
From: hr@villanova.edu <hr@villanova.edu>
Sent: Tuesday, June 27, 2023 11:48 AM
To: Maura Ewing <maura.ewing@villanova.edu>
Subject: EPAF Action Required

Dear Colleague,

An EPAF for position GACHEM-Graduate Assistant has been returned for corrections. The transaction number for the EPAF is: 57893. Please review the comments and correct the EPAF and re-submit for approval.

To correct this EPAF, please login into myNOVA and search for Novasis. Once you have accessed Novasis, navigate to the employee tab and then click on the "Electronic Personnel Action Form" link.

On the EPAF Main Menu, click on "EPAF Originator Summary." This page will show you all transactions you have submitted and any that are returned for corrections.

Click on the "Name" of the transaction you want to correct. This will bring you to the EPAF Preview page where you can make changes to the EPAF.

Scroll to the bottom of the page and click "Save" and then "Submit".

Once you submit the transaction, it will be routed to the next approver level identified in the EPAF process.

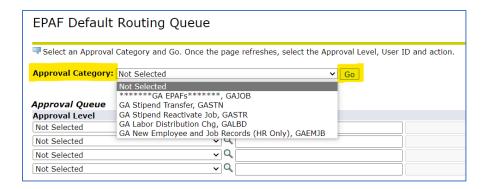Thank you for your attention to this matter.

Customizing the EPAF Approval Process for individual originators

If you have the same routing queue for each EPAF you create and do not want to manually select approvers each time you create one, you can customize your routing queues:
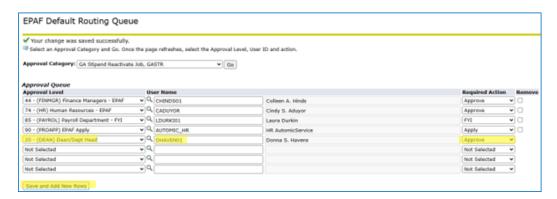
- Click the "EPAF Originator Summary" link on the EPAF main menu
- Click the "EPAF Originator Summary" link
- Click on the "Default Routing Queue"

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: All / Waiting [Go]

New EPAF | Default Routing Queue | Search | Superuser or Filter Transactions
Return to EPAF Menu

- Select an "Approval Category" from the drop down menu
- Click the "Go" button

EPAF Default Routing Queue

Select an Approval Category and Go. Once the page refreshes, select the Approval Level, User ID and action.

Approval Category: Not Selected [Go]

Not Selected
*******GA EPAFs*******, GAJOB
GA Stipend Transfer, GASTN
GA Stipend Reactivate Job, GASTR
GA Labor Distribution Chg, GALBD
GA New Employee and Job Records (HR Only), GAEMJB

Approval Queue
Approval Level

Not Selected	
Not Selected	
Not Selected	
Not Selected	

- Enter the required approval levels, the levels will display, you will need to pick the user names for each level:
  - o 44 – (FINMGR) Finance Managers – EPAF
    - Select your Finance Manager in the "User Name" field
    - If your Finance Manager is not listed, email Cindy Aduyor for assistance
  - o 74 – (HR) Human Resources – EPAF
    - Always select CINDY ADUYOR in the "User Name" field
  - o 85 – (PAYROLL) Payroll Department – EPAF
    - Always select LAURA DURKIN in the "User Name" field
  - o 90 – (PROAPP) EPAF Apply
    - Always select AUTOMATIC SERVICE_HR in the "User Name" field
- Add an additional level by clicking the "Approval Level" drop down menu and selecting the level
- Use the magnifying glass to select the approver's name
- Select "Approve" from the "Required Action" drop down menu

- Click the "Save & Add New Rows" button when you have updated all your default approval levels
- Repeat this step for each "Approval Category" of the EPAF approval queues you want to update

Appendix A: GENERAL QUESTIONS FAQ's

QUESTION	RESPONSE
What is an EPAF?	EPAF stands for "Electronic Personnel Action Form". An EPAF allows personnel actions to be created and approved electronically, eliminating paper and allowing the originator to track an EPAF through the approval process.
What is the flow of an EPAF?	**FIRST:** An Originator creates an EPAF in Banner Self-Service from the Employee menu. **NEXT:** One or more Approvers approve the EPAF in Banner SelfService. **LAST:** An Applier in Human Resources applies the information from an approved EPAF to Banner.
Who is an Originator?	An Originator is a person who creates an EPAF.
Who is an Approver?	An Approver is a person who reviews an EPAF, and either approves, disapproves, or returns the EPAF to the Originator for correction. An EPAF must have at least one Approver (a mandatory approval level), but it may have more than one. Examples of approval levels include the Finance Managers, Office of Grants & Contracts, and Human Resources. If a department requires more than the mandatory approval level(s) associated with a given EPAF, the originator can set up additional approval levels in the Default Routing Queue associated with each type of EPAF they originate.
Can a person be both an Originator and an Approver?	In rare instances, a person may be both an Originator and an Approver; however, an Originator should never approve any EPAF that he/she originated.
Who is an Applier?	An Applier is a person who saves (applies) the information from an approved EPAF transaction to Banner. Each EPAF must have an Applier (another mandatory approval level). The Applier for all EPAF's will be the group "EPAF Apply" and the user in this group will always be "Automatic_HR". EPAF's will be applied twice a day through an automatic process.

What is the difference between **"Approve"**, **"FYI"**, and **"Apply"** in the Routing Queue section?	**Approve** – A person in the approval queue with a required action of "approve" reviews the EPAF for correctness before approving it. If there are multiple approvers for an EPAF, the EPAF will be routed to each of them in an order based on their approval levels.
	FYI – A person in the approval queue with an action of "FYI" will be able to see an EPAF is in process. This individual will have the ability to view the EPAF but not to approve it. The flow of the EPAF is not dependent on any action by this person.
	Apply – This is the final step of the EPAF process. An automated process associated with the user "Automatic_HR" applies the EPAF transaction information to Banner.
How do I access EPAFs through Self-Service?	Once you have been identified and set up as an Originator or someone in an Approval Level (i.e., available to be added to the Routing Queue), you can access the EPAF menu through the Employee menu in self-service.
Can I set up a proxy for EPAFs?	Only Approvers and Appliers can set up proxies to handle their EPAF duties while they are absent.
I have a proxy set up for web time entry timesheet approvals. Do I need to set up a proxy for EPAFs?	Yes. Proxies for web time entry timesheet approvals are not related to proxies for EPAF approvals.

Appendix B: ORIGINATORS FAQ's

QUESTION	RESPONSE
Can a department have more than one Originator?	Yes. A department can have more than one Originator. However, an EPAF can only be corrected by the Originator who created it.
Our department's Originator is out on leave. Can someone else make corrections to an EPAF he/she created?	No. Since an Originator can't designate a Proxy, another Originator in the department would need to create a new EPAF if it is something that can't wait. If there isn't anyone else to create a new EPAF, contact Human Resources for assistance.
How do I know which EPAF to use?	EPAF access is managed by HR. If you are unsure of what EPAF to use or you do not see the EPAF you need in your menu, please contact Human Resources for assistance.
What do all the different dates in the body of an EPAF mean?	**Effective Date**: The date the transaction will take effect in Banner. This will usually be a payroll date (please reference the payroll calendars. Student payroll & Monthly payroll (GA's are paid monthly). **Personnel Date**: The date the action actually took effect. This will generally match the effective date.
After I've made corrections to an EPAF, do I need to save the EPAF again?	Yes. You always need to save an EPAF after you have made changes. When it is ready for approval, you can submit it.
How will I know if my transaction has been saved or submitted successfully?	You need to save your EPAF before you submit it. You will receive a message at the top of the EPAF screen telling you that your save or submit was successful. If you receive error messages, you will need to resolve them before you save or submit.
How do I check the status of my EPAF?	Use the Originator Summary screen to check the status of your EPAF. If the EPAF has already been submitted, it will appear under the "History" tab.
Why does the queue status say "Waiting" instead of "Pending?"	Waiting means that the EPAF has not been successfully submitted. Locate the EPAF in the Originator Summary and view the error messages, if there are any. Click on "Update" if necessary and then save and submit the EPAF.

Do I need to worry about warning messages?

No. Warning messages will not prevent a transaction from being submitted, approved, and applied to Banner.

Do I need to worry about error messages?

Yes. Error messages will prevent an EPAF from being saved or submitted successfully. If you have read the error messages carefully, reviewed your EPAF, and still can't resolve the problem, call Human Resources for assistance.

Can I change the position number and suffix once a transaction has been saved?

No. The position number and suffix are unique to each entry and cannot be changed after the transaction has been saved. You will have to delete or void your current EPAF and create a new EPAF. Contact Human Resources for assistance.

What is the difference between "voiding" and "deleting" and EPAF?

An EPAF that has been voided will remain in the Originator Summary. This selection is useful if you would like to keep a copy for future reference. Once an EPAF has been deleted, it will no longer appear in Originator Summary.
Be careful! There is no prompt to confirm that you want something deleted.

I need to change some information on an EPAF. What should I do?

If you have saved (but not submitted) the EPAF, you can access it from your Originator Summary and make your changes.
If you have submitted the EPAF and it does not yet have a transaction status of "Approved," you can call the next approver in line and have him/her return it to you for correction.
If the EPAF has a transaction status of "Approved," it has been approved, but it has not yet been applied to Banner. Call HR so that the EPAF can be returned to you for correction.
If the EPAF has a transaction status of "Completed," it has been applied to Banner. You can either:
1. Call Human Resources to delete the transaction (in which case you would want to "cancel" it from your Originator Summary) and create a new EPAF, or
2. Submit an EPAF with corrected information on it.

What can I do if my EPAF Approver is on leave and they have not designated a proxy?

You can contact Human Resources to return the EPAF to you. You will be able to update the EPAF and change the routing queue of the EPAF so that it routes to a different Approver, if there is an additional person who would be appropriate to assume that responsibility.

How can I make someone default into the Routing Queue rather than having to search for or type their username each time?

Additional approval levels, as well as specific people, can be set up to automatically default by setting up a Default Routing Queue.
A Default Routing Queue is specific to a type of EPAF, so if you use 4 types of EPAFs, you will probably want to set up a Default Routing Queue for each one.
The Default Routing Queue can be accessed from the Originator Summary screen. You can choose an approval level, a person, and the required action for that person.

What if I want to choose a person to be in my routing queue, but I don't see him/her on the drop-down list?

All people in the Routing Queue must be defined in an Approval Level. If the person you need to choose is not available, please contact Human Resources.

Appendix B: APPROVERS FAQ's

QUESTION	RESPONSE
What information am I expected to approve?	It is understood that not all approvers will have the knowledge to approve all fields on the EPAF. However, Finance Managers & Human Resources are required to review all information in the EPAF for accuracy.
Can there be more than one Approver for an EPAF?	Yes, there can be multiple levels of approval (e.g., in some cases, an EPAF must go to the Office of Grants & Contracts if the EPAF is associated with a grant). The order of approval is dictated by the routing queue. Once an approver has approved the EPAF, it will be available for the next approver in line to review it.
Can an Approver make changes to an EPAF?	No, only the Originator can make changes. If there is a problem with the EPAF, the Approver can choose "return for correction" and add a comment as to what the problem is. The Originator can make the necessary changes, save and re-submit the EPAF.
How do I check the status of an EPAF?	Use the Approver Summary screen to check the status of your EPAFs: • The **Current** tab displays EPAFs you need to act on. • The **In My Queue** tab displays EPAFs that have been submitted, but that have not reached you yet. • The **History** tab shows EPAFs you have already acted on.
What is "return for correction"?	If you return something for correction, you are expecting the originator to change data on the EPAF, and the EPAF will need to go through the entire routing queue again.

Will I receive a notification that I need to approve an EPAF?

Yes. Emails are generated twice a day and are sent to anyone who has EPAFs needing corrections, approval or available for FYI.

How do I designate a proxy to handle my approvals while I'm gone?

EPAF approver proxies are separate from web time entry timesheet approver proxies and must be set up separately. If you are in an approval level, you can set up/maintain your proxies from the EPAF main menu or from your Approver Summary.