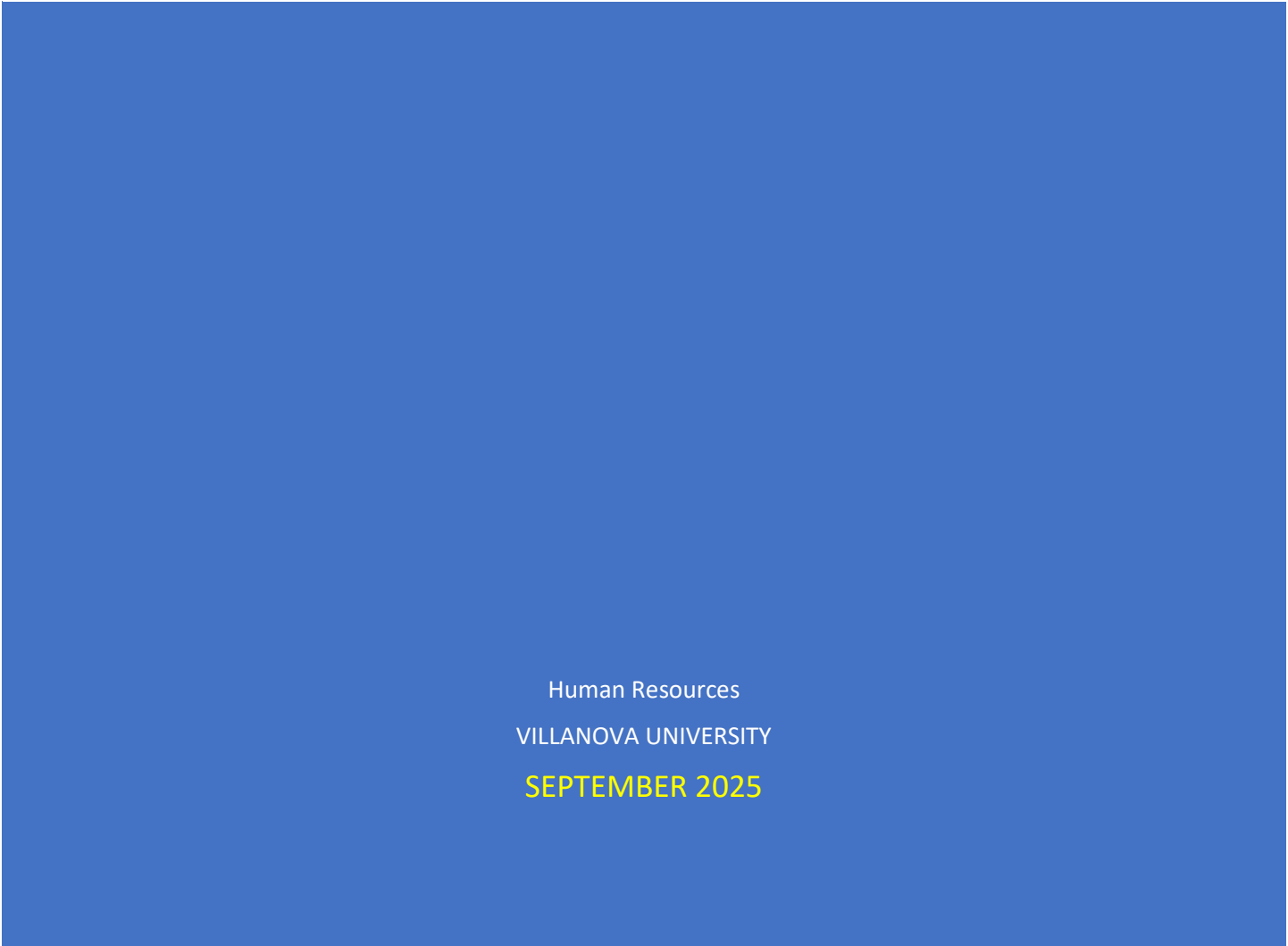


ELECTRONIC PERSONNEL ACTION FORMS (EPAF) STUDENTS



Human Resources
VILLANOVA UNIVERSITY
SEPTEMBER 2025

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Purpose of EPAF Guide

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

Please Note: Opening a **new** student position and assigning a student to the position requires processing via the standard application process in PeopleAdmin. All new student employees must complete the onboarding process before being hired into their first position and cleared to begin working. Department hiring managers are responsible for ensuring that student employees are active in positions in the banner system before they begin working. Once hired into their first roles, student employees remain active in the system as student employees until they graduate.

What is an EPAF?

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

- Reactivation of a current student employee in a previous student position they held after a gap in employment .
- Processing a transfer of an active Student Employee out of one Student Position to a New/Different Student Position in the same division/department.
- Processing a change to a student employee in an existing student position in the same division/department.
- Adding a secondary position within the same department for an active student.
- Labor distribution changes for a current, active student position.
- Ending a student current job record. Note: This does not terminate the student employee, only the job you are ending.

When is an EPAF used?

- **Processing a Reactivation of a current student employee in a previous student position they held after a gap in employment.**
 - Definition: This personnel action involves placing a student back into a position they previously held after a gap in employment in that role. This assumes the student has already completed the onboarding process and remains eligible for student employment (i.e., they have not graduated). This type of action does not require a new job posting in PeopleAdmin and is typically used when a student returns to the same role after an academic break or pause in a position they previously held.
 - Example: Example: A student employee previously worked as an IT Technician as a freshman and asked the student hiring manager if they could come back as a Junior.
 - Approval EPAF Category: “STUREA”
- **Processing a transfer of an active student employee out of one student position to a New/Different Student Position in the same division/department**
 - Definition: This personnel action involves ending a student employee’s current position and assigning them to a new/different student position within the same division or college. While the student remains employed under the same broader area, they are moving to a different position number, often under a different org or index information.

- Example: An active student employee working as a Research Assistant under one grant assigned to a position number transitions to a Lab Coordinator role funded by a different grant assigned to another position number within the same college.
- Approval EPAF Category: “STUTRA”
- **Processing a change to a student employee in an existing student position in the Same Division/Department**
 - Definition: This personnel action involves making changes to the current position of an existing student employee within the same student position number. While the position number remains unchanged, the student may be taking on a higher or lower-level role within the same position. This could impact salary and title.
 - Example: A student employee currently serving as an entry-level Classroom Support Technician I is promoted to an intermediate-level Classroom Support Technician II within the same position number, reflecting greater responsibilities, a higher hourly rate and a change in job title.
 - Approval EPAF Category: “STUEJC”

Please Note: Increase in wage- When using this EPAF to process a rate change with/without a title change, (i.e formerly SSUF- Promotion) please be sure to follow the rate and title conventions in the [Student Wage Scale](#). For situations not covered by the wage scale, please reach out to [Cindy Aduyor](#) for assistance.

- **Processing the addition of a Secondary Position**
 - Definition: This personnel action is used when an active student employee who has already completed onboarding is taking on an additional student position within the same division or college that may or may not come with a different salary, title, and responsibilities. The student will hold both positions concurrently, and the original position remains active. Each job has its own position number because they have distinct roles. While this type of change is sometimes initiated through PeopleAdmin based on an application for an existing role, it can also be processed directly via EPAF when an active student employee takes on an additional role within the same division or college.
 - Example: An active student employee currently working as an Office Assistant is also being hired as a Lab Technician within CLAS. Both roles are distinct, with different responsibilities, salaries and will remain active at the same time.
 - Approval Category “STUSEC”

Pease Note: The Student Employment Program allows currently enrolled students, excluding University faculty and staff employees, to work up to 20 hours per week during the Fall and Spring semesters and 35 hours per week during the Summer semester and academic breaks to earn funds to help pay for their educational expenses. Departments with 40-hour workweeks may allow students to work up to 40 hours during breaks and the Summer semester. **If a student holds multiple jobs on campus, the hours restriction applies across all University student employment. That is, no student may work more than a total of 20 hours per week during academic periods cumulative between all University student jobs.**

- **Processing a change to the Labor Distribution of a current, active student position**
 - Definition: This personnel action involves changing the labor distribution for an existing, active student position. This adjustment is necessary when the funding source for the student position changes during the student's employment. The labor distribution must be updated to reflect the appropriate budget codes. This is not the same as a department change.
 - Example: The student position needs to be funded from a different source while the Student Employee is in the position, and the labor distribution needs to reflect the change in budget codes. A new index needs to be assigned due to a grant renewal or shift in departmental funding.
 - Approval Category "STULBD".
- **Ending a Student Job Record**
 - Definition: This personnel action is used when a student is ending a specific student position. This does not affect other active jobs. It may or may not impact student employment status.
 - Example: A student is graduating, or a student position ends in the summer, or the student is no longer working in their positions.
 - Approval Category "STUEND".

Please Note: This EPAF is used to **end a student's job record only**. To terminate a student employee i.e. change their employment status from **ACTIVE** to **TERMINATED in PEAMPL**, you can email [Cindy Aduyor](#) for assistance. Additionally, HRIS performs a mass data cleanup to terminate graduating student employees during the fall.

How to access the EPAF menu

- Go to myNOVA.villanova.edu
- Enter “EPAF”
- Click the “EPAF” card under “Tasks” and you will be prompted to login
- Click the “Electronic Personnel Action Menu” under “My Activities”
- Click “New EPAF”
- Enter the Students Banner ID and hit the “Tab” key on your keyboard to populate the name of the student
 - If you do not have the Student’s Banner ID, search by name, check the box “Is an employee” and hit “Search”
- Enter the “Query Date” which is considered the effective date of the change which is typically but not always
 - Monday start date.
 - In the date format: MM/DD/YYYY (Example: 07/14/2025)
- Select an “Approval Category” from the drop-down menu to indicate the type of EPAF you want to process:
 - **STUREA** – Student Reactivations
 - **STUTRA** – Student Transfers
 - **STUEJC** – Existing job changes
 - **STUSEC** – Addition of secondary student positions.
 - **STULBD**– Labor distribution changes on a current, active position
 - **STUEND**- Ending a student job record.
- Click “Go”

The screenshot shows the 'New EPAF Person Selection' form. At the top, there is a header bar. Below it, a blue bar contains a search instruction: 'Check the box to limit to search an Employee. Enter the Last Name and or First Name, or enter an ID, or enter the SSN/SIN/TIN. Select Go. A'. The form has several input fields: 'First Name', 'Last Name', and 'ID'. There is a checkbox labeled 'Is an employee' and a radio button. Below these is a section titled 'Enter or Generate New ID'. This section contains a red asterisk next to 'ID', a text input field, and a 'Generate new ID' link. Below that is a 'Query Date' field with a red asterisk, containing the date '06/30/2025' and a calendar icon. Below the date field is an 'Approval Category' dropdown menu with a red asterisk. At the bottom of the form is a blue 'Go' button. Four blue arrows point to the 'ID' field, the 'Query Date' field, the 'Approval Category' dropdown, and the 'Go' button.

Conversions from Student Status Update Forms (SSUFs) to Student EPAFs

With the introduction of Student EPAFs, SSUFs will be sunset. Please see the conversions from SSUFs to Student EPAFs and examples of their usage.

SSUF	STUDENT EPAF	USAGE
Reactivations	STUREA- Student Reactivate Job	To reactivate a current student employee in a previous student position they held after a gap in employment
Transfer	STUTRA- Student Transfer to New Position	To transfer an active student employee out of one position to a new/different student position in the same department
Promotion	STUEJC- Student Change in Current Position	To make changes to a current student position. Can be used for a rate change. Example, a student moving to a higher level in the same position.
Secondary Position	STUSEC- Student Secondary Additional Position	To add additional student position(s) to an active student employee job.
Separation	STUEND- End Student Job Record	To end, a specific student position.
Transfer	STULBD- Student Labor Distribution Change	To update the index of a current student position.

Processing Student Reactivations (STUREA)

New EPAF Selection Pages

There are only a few sections to complete before moving to edit and review the electronic personnel action form page.

New EPAF Person Selection Page

After selecting the Banner ID, and entering the “Query Date” and “Approval Category” “Student Reactivate Job, STUREA,” you can continue processing the EPAF.

- Query Date: The Query date should be a Payroll Monday. It should be after the Last Paid Date which can be found at the top of the page.
- Click the “Go” button to navigate to the “New EPAF Job Selection” page

The screenshot shows the 'New EPAF Person Selection' form. It includes fields for First Name, Last Name, and ID. There is a checkbox for 'Is an employee' and a link to 'Enter or Generate New ID'. Below this, there is a section for 'ID *' with a text input field and a 'Generate new ID' link. The 'Query Date *' field is set to '06/30/2025'. The 'Approval Category *' dropdown is set to 'Student Reactivate Job, STUREA'. A blue 'Go' button is at the bottom. Four blue arrows point to the ID field, the Query Date field, the Approval Category dropdown, and the Go button.

New EPAF Job Selection Page

- Click the “All Jobs” button to view all active and terminated jobs the student has held.

ELECTRONIC PERSONNEL ACTION FORMS (EPAF) STUDENTS

New EPAF Job Selection

Enter or search for a new position number and enter the suffix, or select the link next to Position.

Details

ID: [Redacted] Query Date: 06/30/2025 Approval Category: Stud Re

Reactivation of Ended Posn within Your Organization, STUREA

Select	Type	Position	Suffix	Title	Time Sheet Organization
<input checked="" type="radio"/>	New Job	[Search Box]	[Search Box]		
<input type="radio"/>	Primary	S20403	00	Undergraduate Research Assistant	958, Center for Advanced Communication

All Jobs **Next Approval Type** **Go**

- Select the radio button next to the job you want to reactivate.
- Click the “Go” button.

New EPAF Job Selection

Enter or search for a new position number and enter the suffix, or select the link next to Position.

Details

ID: [Redacted] Query Date: 06/30/2025 Approval Category: Stud Reactivation, STUREA

Reactivation of Ended Posn within Your Organization, STUREA

Select	Type	Position	Suffix	Title	Time Sheet Organization	Start Date	End Date	Last Paid Date	Status
<input type="radio"/>	New Job	[Search Box]	[Search Box]						
<input type="radio"/>	Primary	S20403	00	Undergraduate Research Assistant	958, Center for Advanced Communication	11/08/2023		07/27/2025	Active
<input checked="" type="radio"/>	Secondary	S12601	00	Peer Tutor	126, Tutoring Center	02/22/2023	12/18/2023	12/17/2023	Terminated

Active Jobs **Next Approval Type** **Go**

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) Reactivation of Terminated Position within Your Organization 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, click 'Personnel Actions' at the top of the page and restart the process with the correct date (The Query date should be a Payroll Monday and after the Last Paid Date which can be found at the top of the page.)
- The Title, Regular Rate, Timesheet Orgn will default from the employee’s job record in Banner. You can make changes to these if there have been updates since the employee’s last record.
- Review/Enter the Position Title in the “Title” field.

- Review/Enter the New Hourly Rate in the “Regular Rate” field.
- Review/Enter the organization number associated with the position in the “Timesheet Org” field.
- If you are unsure of the org number, scroll down to the labor distribution section to view it then enter it in the “Timesheet Orgn” field. You may click the search icon to search from “Organization Codes (COA) and Descriptions”.
- Skip the following fields. They are default fields and cannot be changed.
 - “Job Change Reason” (Defaults to STRJB)
 - “Hours per Pay” (Defaults to 40)
 - “Job Status” (Defaults to A)

Reactivation of Ended Posn within Your Organization, S12601-00 Peer Tutor, Last Paid Date:

Jobs Effective Date (Not Enterable) *	06/30/2025	Old Value: 12/18/2023
Title *	Peer Tutor	
Regular Rate *	11.25	
Timesheet Orgn	126	
Job Change Reason (Not Enterable)	STRJB	Old Value: TERM, Termination
Hours per Pay (Not Enterable)	40	
Job Status (Not Enterable)	A	Old Value: Terminated

2) Create New Jobs Labor Distribution section:

- Verify the accounting information is correct
- If the labor distribution needs to be changed:
 - Enter 1 in the “COA” field
 - 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)

Create New Jobs Labor Distribution, S12601-00 Peer Tutor, Last Paid Date: 12/17/2023

Current

Effective Date
02/22/2023

COA	Index	Fund	Organization	Account	Program	Activity
1	226015	101	126	7261	300	

New

Effective Date
06/30/2025

COA	Index	Fund	Organization	Account	Program	Activity	Location
1	226015	101	126		300		

+ Default from Index + Add Row

- 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 **7261** in the “Account” field and the error message will disappear

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New

Effective Date
06/30/2025

COA	Index	Fund	Organization	Account	Program	Activity	Location	Project	Cost	Percent	Encumbrance Override End Date	Remove
4	423	201			100					100		

+ Default from Index + Add Row

Create New Jobs Labor Distribution - Account code is required.
Error(s) occurred.

3) 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. Use the Drop Down next to each “Approval Level” to select the appropriate approver from the “User Name” field. 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
 - “Required Action” is set to “FYI”
- 74 – (HR) Human Resources – EPAF
 - Always select “Aduyor, Cindy S.” in the “User Name” field
 - “Required Action” is set to “Approve”
- 97 – (PAYROLL) Payroll Department – FYI
 - Always select “Durkin, Laura” in the “User Name” field
 - “Required Action” is set to “FYI”

- 98 – (PROAPP) EPAF Apply
 - Always select AUTOMATIC SERVICE_HR in the “User Name” field
 - “Required Action” is set to “Apply”

Approval Level	User Name	Required Action	Remove
44 - (FINMGR) Finance Managers - EPAF	Not Selected	FYI	
74 - (HR) Human Resources - EPAF	CADUYOR - Aduyor, Cindy S.	Approve	
97 - (PAYROL) Payroll Department - FYI	LDURKID1 - Durkin, Laura	FYI	
98 - (PROAPP) EPAF Apply	AUTOMIC_HR - AutomicService, HR	Apply	

+ Add Row

4) Comment section:

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

- Examples include errors you received and adjustments you made to the EPAF to save/submit

Comments

Add Comment

Remaining Characters : 4000

5) Saving the EPAF

- Click the “Save” button and review the information you entered on the EPAF

Save

New EPAF • EPAF Originator Summary

6) Submitting the EPAF

- Scroll to the bottom of the page and click the “Submit” button
- The EPAF will now route to the Finance Manager.

Delete Save Submit

New EPAF • EPAF Originator Summary

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

Processing Student Transfers to New Position (STUTRA)

New EPAF Selection Pages

There are only a few sections to complete before moving to edit and review the electronic personnel action form page.

New EPAF Person Selection Page

After selecting the Banner ID and entering the “Query Date” and the “Approval Category” “Student Transfer to New Position, STUTRA,” you can continue processing the EPAF.

- **Query Date for the EPAF “STUTRA”.**

Please note the following when entering the Query date for the EPAF “STUTRA”

- The Query Date must be the **last day of the pay period (Sunday)**
- The EPAF will end the current position number on the Query Date.
- The new position number should begin on the day **AFTER the Query Date**, which is a Payroll Monday

- Click the “Go” button to navigate to the “New EPAF Job Selection” page

The screenshot shows the 'New EPAF Person Selection' form. At the top, there's a header 'New EPAF Person Selection'. Below it, a blue bar contains an information icon and text: 'Check the box to limit to search an Employee. Enter the Last Name and or First Name, or enter a'. There are two input fields for 'First Name' and 'Last Name'. Below these is a section titled 'Enter or Generate New ID'. It includes an information icon and text: '* Indicates a required field. Enter an ID, select the link to search for an ID, or generate an ID. Ent'. There are two input fields for 'ID', both containing blacked-out text. Below the ID fields is a link 'Generate new ID'. The 'Query Date' is set to '06/29/2025' with a calendar icon. The 'Approval Category' is a dropdown menu showing 'Student Transfer to New Position, STUTRA'. At the bottom is a large blue 'Go' button.

New EPAF Job Selection Page

- Click “All Jobs” button to view all active and terminated jobs the student has held

ELECTRONIC PERSONNEL ACTION FORMS (EPAF) STUDENTS

New EPAF Job Selection

Enter or search for a new position number and enter the suffix, or select the link next to Position.

Details

ID: [REDACTED] Query Date: 06/29/2025

Transfer Out Position - Ending Active Posn, TRANOT

Select	Type	Position	Suffix	Title
<input checked="" type="checkbox"/>	New Job	<input type="text"/>	<input type="text"/>	
<input type="checkbox"/>	Primary	S20403	00	Undergraduate Research Assistant

Buttons: All Jobs, Next Approval Type, Go

- Select the radio button next to the job you want to transfer out of
- Click the “Next Approval Type” button

New EPAF Job Selection

Enter or search for a new position number and enter the suffix, or select the link next to Position.

Details

ID: [REDACTED] Query Date: 06/29/2025 Approval Category: Stud Transfer to

Transfer Out Position - Ending Active Posn, TRANOT

Select	Type	Position	Suffix	Title	Time Sheet Organization
<input type="checkbox"/>	New Job	<input type="text"/>	<input type="text"/>		
<input checked="" type="checkbox"/>	Primary	S20403	00	Undergraduate Research Assistant	958, Center for Advanced Communication
<input type="checkbox"/>	Secondary	S12601	00	Peer Tutor	126, Tutoring Center

Buttons: Active Jobs, Next Approval Type, Go

- Enter the “Position Number” of the new position you want to transfer to.
- Click into the Title field. The “Title” & “Timesheet Organization” will automatically populate
- Enter 00 into the “Suffix” field
- Click the “Go” button

ELECTRONIC PERSONNEL ACTION FORMS (EPAF) STUDENTS

New EPAF Job Selection

Enter or search for a new position number and enter the suffix, or select the link next to Position.

Details

ID: [REDACTED] Query Date: 06/29/2025 Approval Category: Stud Transfer to New, STUTRA

Transfer Student to New Posn within Your Organization, STUTRA

Select	Type	Position	Suffix	Title	Time Sheet Organization	Start Date	End Date
<input checked="" type="checkbox"/>	New Job	[REDACTED]	00				
<input type="checkbox"/>	Primary	S20403	00	Undergraduate Research Assistant	958, Center for Advanced Communication	11/08/2023	

Buttons: All jobs, Next Approval Type, **Go**

You are now ready to complete the EPAF!

Electronic Personnel Action Form

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

1) Transfer Out Position - Ending Active Position section

- Ensure that the sub header reflects the old Position Number and Title.
- 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, click 'Personnel Actions' at the top of the page and restart the process with the correct date. Follow the above instructions on setting the Query Date for the EPAF “STUTRA”.
 - This action is going to terminate the old job in the employee’s record, and the date must be the last day of the pay period which is Sunday.
- Skip the “Job Change Reason” and “Job Status” fields; they are default fields which cannot be changed

Transfer Out Position - Ending Active Posn, S20403-00 Undergraduate Research Assistant, Last Paid

Jobs Effective Date (Not Enterable) *

06/29/2025 Old Value: 02/10/2025

Job Change Reason (Not Enterable)

ENDJB Old Value: REAC, Student reactivations

Job Status (Not Enterable)

T Old Value: Active

2) Transfer Student to New Position within Your Organization section

- Ensure that the sub header reflects the new Position Number and Title.
- Enter the “Job Effective Date”
- Enter the “Job Begin Date”
 - These dates should be set as the day **AFTER the “Query Date”**.
 - Which should be a Payroll Monday.

- Enter the New Hourly Rate in the “Regular Rate” field
- Enter the New Student Position Title in the “Title” field
- Enter the organization number associated with the position in the “Timesheet Org” field
 - If you are unsure of the org number, scroll down to the labor distribution section to view it then enter it in the “Timesheet Orgn” field. You may click the search icon to search from “Organization Codes (COA) and Descriptions”.
- Enter the “Contract Type”
 - If the job you terminated for this student is secondary, choose “Secondary”. If the job you terminated for the student was primary, choose “Primary”. Otherwise, you will receive an error message for this EPAF.
- Skip the following fields. They are default fields and cannot be changed.
 - “Job Change Reason” (Defaults to STRJB)
 - “Job Status” (Defaults to A)
 - “Hours per Pay” (Defaults to 40)
 - “Time Entry Method” (Defaults to W)
 - “Time Entry Type” (Defaults to T)
 - “Time In/Time Out” (Defaults to Y)

Transfer Student to New Posn within Your Organization, S1100A-00 Engineering Dean's Office

Jobs Effective Date *

Job Change Reason (Not Enterable)

STRJB Old Value:

Job Status (Not Enterable)

A Old Value:

Job Begin Date *

Regular Rate *

Title *

Timesheet Orgn *

Contract Type *

Not Selected Old Value:

Remove

2) Create New Jobs Labor Distribution section:

- Update the effective date. Make sure it is the start date of the new job, i.e. the date **AFTER the “Query Date”**.
- Verify the accounting information is correct
- If the labor distribution needs to be updated:
 - Enter 1 in the “COA” field
 - 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 the error message “Account Code is Needed”
- Enter **7261** in the “Account” field and the message will disappear

Create New Jobs Labor Distribution, S1100A-00 Engineering Dean's Office

Current

Effective Date
06/29/2025

COA	Index	Fund	Organization	Account	Program	Activity
No results found.						

New

Effective Date MM/DD/YYYY
06/30/2025

COA	Index	Fund	Organization	Account	Program	Activity
1	226040	101	201	7261	300	

+ Default from Index + Add Row

- 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”
- Enter **7261** in the “Account” field and the message will disappear

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New

Effective Date
06/30/2025

COA	Index	Fund	Organization	Account	Program	Activity	Location	Project	Cost	Percent	Encumbrance Override End Date	Remove
4	423	201			100					100		

+ Default from Index + Add Row

Create New Jobs Labor Distribution - Account code is required.
Error(s) occurred.

- Updating the Index code
 - If you need to update the Index code, you can search for it by clicking the search icon in the “Index” field.
 - If you have the first few digits of the code you can type that and add a “%” symbol. Then Click Search
 - This will bring up all the index codes starting with those numbers you searched_ with their descriptions. You can then select the correct one you need.

06/30/2025

COA Index Fund Organization

1 2460K 101 281

+ Default from Index + Add Row

Routing Queue

Approval Level

44 - (FINMGR) Finance Managers - EPAF

Index Codes (COA) and Descriptions

Enter filter criteria and press enter. The percent sign is the wildcard.

52994

Not Selected

529109, (1) - PA Int on Lawyers Tr Acct Bd

529553, (1) - Irizarry/Wabash/A Collaborative Tea

529602, (1) - Dinehart/Mulhern/Performance of woo

529605, (1) - Singh/NCIA Venture Well/Entreprene

529630, (1) - Lloyd/The Henry Luce Fnd/Interdis

529638, (1) - Izzetoglu/henry Luce Fnd/Mentoring

529639, (1) - Izzetoglu/CS for 529638/Mentoring

529640, (1) - Manion/Lilly Endowment/National Ini

529643, (1) - Hoskins/Teagle Foundation/Civitas

529644, (1) - Hoskins/CS for 529643/Civitas

Remove

3) 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.

Use the magnifying glass next to each “Approval Level” to select the appropriate approver from the “User Name” field. 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
 - “Required Action” should be set to “FYI”
- 74 – (HR) Human Resources – EPAF
 - Always select “Aduyor, Cindy S.” in the “User Name” field
 - “Required Action” should be set to “Approve”
- 97 – (PAYROLL) Payroll Department – FYI
 - Always select “Durkin, Laura” in the “User Name” field
 - “Required Action” should be set to “FYI”
- 98 – (PROAPP) EPAF Apply
 - Always select AUTOMATIC SERVICE_HR in the “User Name” field
 - “Required Action” should be set to “Apply”

Routing Queue

Approval Level	User Name	Required Action	Remove
44 - (FINMGR) Finance Managers - EPAF	Not Selected	FYI	
74 - (HR) Human Resources - EPAF	KADUYOR - Aduyor, Cindy S.	Approve	
97 - (PAYROLL) Payroll Department - FYI	LDURKID1 - Durkin, Laura	FYI	
98 - (PROAPP) EPAF Apply	AUTOMIC_HR - AutomaticService, HR	Apply	

+ Add Row

4) Comment section

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

- Examples include errors you received and adjustments you made to the EPAF in order to save/submit

Comments

Add Comment

Remaining Characters : 4000

6) Saving the EPAF

- Click the “Save” button and review the information you entered on the EPAF

Save

[New EPAF](#) · [EPAF Originator Summary](#)

7) Submitting the EPAF

- Scroll to the bottom of the page and click the “Submit” button
- The EPAF will now route to the Finance Manager.

Delete

Save

Submit

[New EPAF](#) · [EPAF Originator Summary](#)

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

Processing a Change to an Existing Student Position (STUEJC)

New EPAF Selection Pages

There are only a few sections to complete before moving to edit and review the electronic personnel action form page.

New EPAF Person Selection Page

After selecting the Banner ID, and entering the “Query Date” and “Approval Category” “Student Change in Current Position, STUEJC,” you can continue processing the EPAF.

- Query Date: The Query date should be a Payroll Monday. It should be after the Last Paid Date which can be found at the top of the page.
- Click the “Go” button to navigate to the “New EPAF Job Selection” page

The screenshot shows the 'New EPAF Person Selection' form. It includes fields for First Name, Last Name, and a checkbox for 'Is an employee'. Below these is a section for 'Enter or Generate New ID' with an ID field and a 'Generate new ID' link. The 'Query Date' field is set to 06/30/2025. The 'Approval Category' dropdown is set to 'Student Change in Current Position, STUEJC'. A blue 'Go' button is at the bottom. Four blue arrows point to the ID field, the Query Date field, the Approval Category dropdown, and the Go button.

New EPAF Job Selection Page

- Click “All Jobs” button to view all active and terminated jobs the student has held

ELECTRONIC PERSONNEL ACTION FORMS (EPAF) STUDENTS

New EPAF Job Selection

Enter or search for a new position number and enter the suffix, or select the link next to Position.

Details

ID: [REDACTED] Query Date: 06/30/2025 Approval Category: Stud Chg in Current Posn, STUEJC

Change in Current Position within Your Organization, STUEJC

Select	Type	Position	Suffix	Title	Time Sheet Organization	Sta
<input checked="" type="checkbox"/>	New Job					
<input type="checkbox"/>	Primary	S20403	00	Undergraduate Research Assistant	958, Center for Advanced Communication	11/0

Buttons: All Jobs (highlighted), Next Approval Type, Go

- Select the radio button next to the job you want to make changes to.
- Click the “Go” button

New EPAF Job Selection

Enter or search for a new position number and enter the suffix, or select the link next to Position.

Details

ID: [REDACTED] Query Date: 06/30/2025 Approval Category: Stud Chg in Current Posn, STUEJC

Change in Current Position within Your Organization, STUEJC

Select	Type	Position	Suffix	Title	Time Sheet Organization	Sta
<input type="checkbox"/>	New Job					
<input checked="" type="checkbox"/>	Primary	S20403	00	Undergraduate Research Assistant	958, Center for Advanced Communication	11/0
<input type="checkbox"/>	Secondary	S12601	00	Peer Tutor	126, Tutoring Center	02/2

Buttons: Active Jobs, Next Approval Type, Go (highlighted)

You are now ready to complete the EPAF!

Electronic Personnel Action Form

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


1) Change in Current Position within Your Organization 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, click "Personnel Actions" at the top of the page and restart the process with the correct date (The Query date should be a Payroll Monday and after the Last Paid Date which can be found at the top of the page)
- Enter the New Student Position Title in the “Title” field
- Enter the New Hourly Rate in the “Regular Rate” field


- Enter the organization number associated with the position in the “Timesheet Org” field
 - If you are unsure of the org number, scroll down to the labor distribution section to view it then enter it in the “Timesheet Orgn” field. You may click the search icon to search from “Organization Codes (COA) and Descriptions”.
- Skip the following fields. They are default fields and cannot be changed.
 - “Job Change Reason” (Defaults to CHGJB)
 - “Job Status” (Defaults to A)
 - “Hours per Pay” (Defaults to 40)

Change in Current Position within Your Organization, S20403-00 Undergraduate Research Assistant, Last Paid Date: 08/24/2025


Jobs Effective Date (Not Enterable) *

08/25/2025  Old Value: 02/10/2025


Title *

Graduate Research Assistant  Old Value: Undergraduate Research Assistant


Regular Rate *

18  Old Value: 15


Timesheet Orgn *

958 

Job Change Reason (Not Enterable)

CHGJB  Old Value: REAC, Student reactivations

Job Status (Not Enterable)

A  Old Value: Active

Hours per Pay (Not Enterable)

40

2) Create New Jobs Labor Distribution section:

- Verify the accounting information is correct
- If the labor distribution needs to be updated:
 - Enter 1 in the “COA” field
 - 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)


Create New Jobs Labor Distribution, S20403-00 Undergraduate Research Assistant, Last Paid Date: 08/24/2025




Current




Effective Date
02/10/2025

COA	Index	Fund	Organization	Account	Program	Activity	Location
1	421069	421069	958	7261	200		

New

Effective Date MM/DD/YYYY
08/25/2025 

COA	Index	Fund	Organization	Account	Program	Activity	Location
1 	421069 	421069	958		200		

 Default from Index   Add Row

- 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”
- Enter **7261** in the “Account” field and the message will disappear

3) 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. Use the magnifying glass next to each “Approval Level” to select the appropriate approver from the “User Name” field. 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
 - “Required Action” should be set to “FYI”
- 74 – (HR) Human Resources – EPAF
 - Always select “Aduyor, Cindy S.” in the “User Name” field
 - “Required Action” should be set to “Approve”
- 97 – (PAYROLL) Payroll Department – FYI
 - Always select “Durkin, Laura” in the “User Name” field
 - “Required Action” should be set to “FYI”
- 98 – (PROAPP) EPAF Apply
 - Always select AUTOMATIC SERVICE_HR in the “User Name” field
 - “Required Action” should be set to “Apply”

Approval Level	User Name	Required Action	Remove
44 - (FINMGR) Finance Managers - EPAF	Not Selected	FYI	
74 - (HR) Human Resources - EPAF	CADUYOR - Aduyor, Cindy S.	Approve	
97 - (PAYROL) Payroll Department - FYI	LDURK01 - Durkin, Laura	FYI	
98 - (PROAPP) EPAF Apply	AUTOMIC_HR - AutomaticService, HR	Apply	

4) Comment section

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

- Examples include errors you received and adjustments you made to the EPAF in order to save/submit

Comments

Add Comment

Remaining Characters : 4000

5) Saving the EPAF

- Click the “Save” button and review the information you entered on the EPAF

Save

New EPAF • EPAF Originator Summary

6) Submitting the EPAF

- Scroll to the bottom of the page and click the “Submit” button
- The EPAF will now route to the Finance Manager.

Delete Save Submit

New EPAF • EPAF Originator Summary

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
- Increase in wage: When using this EPAF for making a rate change with/without a title change, (formerly SSUF- Promotion) please be sure to follow the rate and title conventions in the [Student Wage Scale](#). For situations not covered by the wage scale, please reach out to [Cindy Aduyor](#) for assistance.

Adding a Secondary Position (STUSEC)

New EPAF Selection Pages

There are only a few sections to complete before moving to edit and review the electronic personnel action form page.

New EPAF Person Selection Page

After selecting the Banner ID and entering the “Query Date” and the “Approval Category” “Student Secondary Additional Position, STUSEC” you can continue processing the EPAF. The Query date should be a Payroll Monday.

- Query Date: The Query date should be a Payroll Monday.
- Click the “Go” button to navigate to the “New EPAF Job Selection” page

The screenshot shows the 'New EPAF Person Selection' form. It includes fields for 'First Name' and 'Last Name' with a checkbox to limit search to employees. Below these is a section to 'Enter or Generate New ID' with an 'ID' field marked as required. A 'Generate new ID' link is provided. The 'Query Date' field is also required and shows '06/30/2025'. The 'Approval Category' dropdown is set to 'Student Secondary Additional Position, STUSEC'. A blue 'Go' button is at the bottom. Four blue arrows point to the ID field, Query Date field, Approval Category dropdown, and the Go button.

New EPAF Job Selection Page

- Click “All Jobs” button to view all active and terminated jobs the student has held

ELECTRONIC PERSONNEL ACTION FORMS (EPAF) STUDENTS

New EPAF Job Selection

Enter or search for a new position number and enter the suffix, or select the link next to Position.

Details

ID: [REDACTED] Query Date: 06/30/2025 Approval Category: Stud Secondary Posn, STUSEC

Add Secondary Student Posn within Your Organization, STUSEC

Select	Type	Position	Suffix	Title	Time Sheet Organization
<input checked="" type="checkbox"/>	New Job	<input type="text" value="S20403"/>	<input type="text" value="00"/>	Undergraduate Research Assistant	958, Center for Advanced Communication
<input type="checkbox"/>	Primary	S20403	00	Undergraduate Research Assistant	958, Center for Advanced Communication

Buttons: All Jobs, Next Approval Type, Go

- Enter the “Position Number” and click into the Title field. The “Title” & “Timesheet Organization” will automatically populate
- Enter 00 into the “Suffix” field
- Click the “Go” button.

New EPAF Job Selection

Enter or search for a new position number and enter the suffix, or select the link next to Position.

Details

ID: [REDACTED] Query Date: 06/30/2025 Approval Category: Stud Secondary Posn, STUSEC

Add Secondary Student Posn within Your Organization, STUSEC

Select	Type	Position	Suffix	Title	Time Sheet Organization	Start t
<input checked="" type="checkbox"/>	New Job	S0928A	00	Student Worker	928, Engineering Entrepreneurship Minor	
<input type="checkbox"/>	Primary	S20403	00	Undergraduate Research Assistant	958, Center for Advanced Communication	11/08/2
<input type="checkbox"/>	Secondary	S12601	00	Peer Tutor	126, Tutoring Center	02/22/2

Buttons: Active Jobs, Next Approval Type, Go

You are now ready to complete the EPAF!

Electronic Personnel Action Form

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

1) Add Secondary Student Position within Your Organization section

- Review the “Job Begin 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, click "Personnel Actions" at the top of the page and restart the process with the correct date (This should be a Payroll Monday)

- 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 (This should be a Payroll Monday)
- Enter the Position Title in the “Title” field.
- Enter the New Hourly Rate in the “Regular Rate” field.
- Enter the organization number associated with the position in the “Timesheet Org” field
 - If you are unsure of the org number, scroll down to the labor distribution section to view it then enter it in the “Timesheet Orgn” field. You may also click the magnifying glass to search the org number.
- Skip the following fields. They are default fields and cannot be changed.
 - “Job Change Reason” (Defaults to STRJB)
 - “Job Status” (Defaults to A)
 - “Contract Type” (Defaults to S)
 - “Hours per Pay” (Defaults to 40)
 - “Time Entry Method” (Defaults to W)
 - “Time Entry Type” (Defaults to T)
 - “Time In/ Time Out” (Defaults to Y)

Add Secondary Student Posn within Your Organization, S0928A-00 Student Worker

Job Begin Date (Not Enterable)	06/30/2025	Old Value:
Jobs Effective Date (Not Enterable) *	06/30/2025	Old Value:
Title *		
Regular Rate *		
Timesheet Orgn *		
Job Change Reason (Not Enterable)	STRJB	Old Value:
Job Status (Not Enterable)	A	Old Value:
Contract Type (Not Enterable)	S	Old Value:
Hours per Pay (Not Enterable)	40	Old Value:
Time Entry Method (Not Enterable)		

2) Create New Jobs Labor Distribution section:

- Verify the accounting information is correct
- If the labor distribution needs to be updated:
 - Enter 1 in the “COA” field
 - 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)

Create New Jobs Labor Distribution, S0289A-00 UNIT/Falvey

Current

Effective Date
06/30/2025

COA	Index	Fund	Organization	Account	Program	Activity
No results found.						

New

Effective Date
06/30/2025

COA	Index	Fund	Organization	Account	Program	Activity	Location
1	226712	101	289		300		

+ Default from Index + Add Row

- 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”
- Enter **7261** in the “Account” field and the message will disappear

NOVASIS

Home • Personnel Actions • New Personnel Action

New

Effective Date
06/30/2025

COA	Index	Fund	Organization	Account	Program	Activity	Location	Project	Cost	Percent	Encumbrance Override End Date	Remove
4	423	201			100					100		

+ Default from Index + Add Row

Create New Jobs Labor Distribution - Account code is required.

Error(s) occurred.

- Updating the Index code
 - If you need to update the Index code, you can search for it by clicking the search icon in the “Index” field.
 - If you have the first few digits of the code you can type that and add a “%” symbol. Then Click Search
 - This will bring up all the index codes starting with those numbers you searched_ with their descriptions. You can then select the correct one you need.

06/30/2025

COA Index Fund Organization

1 2460K 101 281

+ Default from Index + Add Row

Routing Queue

Approval Level

44 - (FINMGR) Finance Managers - EPAF

Index Codes (COA) and Descriptions

Enter filter criteria and press enter. The percent sign is the wildcard.

52994

Not Selected

- 529109, (1) - PA Int on Lawyers Tr Acct Bd
- 529553, (1) - Irizarry/Wabash/A Collaborative Tea
- 529602, (1) - Dinehart/Mulhern/Performance of woo
- 529605, (1) - Singh/NCIA Venture Well/Entreprene
- 529630, (1) - Lloyd/The Henry Luce Fnd/Interdis
- 529638, (1) - Izzetoglu/henry Luce Fnd/Mentoring
- 529639, (1) - Izzetoglu/CS for 529638/Mentoring
- 529640, (1) - Manion/Lilly Endowment/National Ini
- 529643, (1) - Hoskins/Teagle Foundation/Civitas
- 529644, (1) - Hoskins/CS for 529643/Civitas

Remove

3) 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. Use the magnifying glass next to each “Approval Level” to select the appropriate approver from the “User Name” field. 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
 - “Required Action” should be set to “FYI”
- 74 – (HR) Human Resources – EPAF
 - Always select “Aduyor, Cindy S.” in the “User Name” field
 - “Required Action” should be set to “Approve”
- 97 – (PAYROLL) Payroll Department – FYI
 - Always select “Durkin, Laura” in the “User Name” field
 - “Required Action” should be set to “FYI”
- 98 – (PROAPP) EPAF Apply
 - Always select AUTOMATIC SERVICE_HR in the “User Name” field
 - “Required Action” should be set to “Apply”

Routing Queue

Approval Level	User Name	Required Action	Remove
44 - (FINMGR) Finance Managers - EPAF	Not Selected	FYI	
74 - (HR) Human Resources - EPAF	CADUYOR - Aduyor, Cindy S.	Approve	
97 - (PAYROL) Payroll Department - FYI	DURKID01 - Durkin, Laura	FYI	
98 - (PROAPP) EPAF Apply	AUTOMIC_HR - AutomaticService, HR	Apply	

+ Add Row

4) Comment section

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

- Examples include errors you received and adjustments you made to the EPAF in order to save/submit

Comments

Add Comment

Remaining Characters : 4000

5) Saving the EPAF

- Click the “Save” button and review the information you entered on the EPAF

Save

New EPAF • EPAF Originator Summary

6) Submitting the EPAF

- Scroll to the bottom of the page and click the “Submit” button
- The EPAF will now route to the Finance Manager.

Delete Save Submit

New EPAF • EPAF Originator Summary

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

Processing Student Labor Distribution Changes (STULBD)

New EPAF Selection Pages

There are only a few sections to complete before moving to edit and review the electronic personnel action form page.

New EPAF Person Selection Page

After selecting the Banner ID, and entering the “Query Date” and “Approval Category” “Student Labor Distribution Chg, STULBD,” you can continue processing the EPAF.

- Query Date: The Query date should be a Payroll Monday. It should be after the Last Paid Date which can be found at the top of the page.
- Click the “Go” button to navigate to the “New EPAF Job Selection” page

The screenshot shows the 'New EPAF Person Selection' form. It includes fields for First Name, Last Name, and a checkbox for 'Is an employee'. Below these is a section for 'Enter or Generate New ID' with an ID field and a 'Generate new ID' link. The 'Query Date' is set to 06/30/2025. The 'Approval Category' is set to 'Student Labor Distribution Change, STULBD'. A blue arrow points to the ID field, another to the Query Date field, a third to the Approval Category dropdown, and a fourth to the 'Go' button.

New EPAF Job Selection Page

- 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 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
 - If you entered the wrong date in the “Query Date” field at the beginning of the EPAF, click "Personnel Actions" at the top of the page and restart the process with the correct date. (The Query date should be a Payroll Monday and after the Last Paid Date which can be found at the top of the page)
- Enter 1 in the “COA” field
- 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 the error message “Account Code is Needed”
- Enter **7261** in the “Account” field and the message will disappear

- Updating the Index code
 - If you need to update the Index code, you can search for it by clicking the search icon in the “Index” field.
 - If you have the first few digits of the code you can type that and add a “%” symbol. Then Click Search
 - This will bring up all the index codes starting with those numbers you searched_ with their descriptions. You can then select the correct one you need.

2) 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.

Use the magnifying glass next to each “Approval Level” to select the appropriate approver from the “User Name” field. 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
 - “Required Action” should be set to “FYI”
- 74 – (HR) Human Resources – EPAF
 - Always select “Aduyor, Cindy S.” in the “User Name” field
 - “Required Action” is set to “Approve”
- 97 – (PAYROLL) Payroll Department – FYI
 - Always select “Durkin, Laura” in the “User Name” field
 - “Required Action” is set to “FYI”

- 98 – (PROAPP) EPAF Apply
 - Always select AUTOMATIC SERVICE_HR in the “User Name” field
 - “Required Action” is set to “Apply”

Approval Level	User Name	Required Action	Remove
44 - (FINMGR) Finance Managers - EPAF	Not Selected	FYI	
74 - (HR) Human Resources - EPAF	CADUYOR - Aduyor, Cindy S.	Approve	
97 - (PAYROL) Payroll Department - FYI	LDURKID1 - Durkin, Laura	FYI	
98 - (PROAPP) EPAF Apply	AUTOMIC_HR - AutomaticService, HR	Apply	

+ Add Row

3) Comment Section

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

- Examples include errors you received and adjustments you made to the EPAF in order to save/submit

Comments

Add Comment

Remaining Characters : 4000

4) Saving the EPAF

- Click the “Save” button and review the information you entered on the EPAF

Save

New EPAF • EPAF Originator Summary

5) Submitting the EPAF

- Scroll to the bottom of the page and click the “Submit” button
- The EPAF will now route to the Finance Manager.

Delete Save Submit

New EPAF • EPAF Originator Summary

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

Ending a Student Job (STUEND)

New EPAF Selection Pages

There are only a few sections to complete before moving to edit and review the electronic personnel action form page.

New EPAF Person Selection Page

After selecting the Banner ID and entering the “Query Date” and “Approval Category” “End Student Job Record, STUEND,” you can continue processing the EPAF.

- Query Date: The Query date should be after the Last Paid Date which can be found at the top of the page.
- Click the “Go” button to navigate to the “New EPAF Job Selection” page

The screenshot shows the 'New EPAF Person Selection' form. At the top, there is a header bar. Below it, a light blue box contains a message: 'Check the box to limit to search an Employee. Enter the Last Name and or First Name, or enter an ID, or enter the SSN/SIN/TIN. Select Go'. Below this are input fields for 'First Name', 'Last Name', and 'ID', along with a checkbox labeled 'Is an employee' and an 'or' separator. A section titled 'Enter or Generate New ID' follows, with a message: '* indicates a required field. Enter an ID, select the link to search for an ID, or generate an ID. Enter the Query Date and select the Approval Category'. The form contains several fields: 'ID *' (with a red asterisk), 'Generate new ID' (a link), 'Query Date *' (with a red asterisk and a calendar icon), and 'Approval Category *' (with a red asterisk and a dropdown menu). The 'Approval Category' dropdown is currently set to 'End Student Job Record, STUEND'. At the bottom is a blue 'Go' button. Four blue arrows point to the 'ID *' field, the 'Query Date *' field, the 'Approval Category *' dropdown, and the 'Go' button.

New EPAF Job Selection Page

- Click “All Jobs” button to view all active and terminated jobs the student has held

ELECTRONIC PERSONNEL ACTION FORMS (EPAF) STUDENTS

New EPAF Job Selection

Enter or search for a new position number and enter the suffix, or select the link next to Position.

Details

ID: [REDACTED] Query Date: 06/30/2025 Approval Category: Stud End Job, STUEND

End Student Job Record, STUEND

Select	Type	Position	Suffix	Title	Time Sheet Organization
<input checked="" type="checkbox"/>	New Job	<input type="text"/>	<input type="text"/>		
<input type="checkbox"/>	Primary	S20403	00	Undergraduate Research Assistant	958, Center for Advanced Communication

All Jobs **Go**

- Select the radio button next to the job you want to terminate.
- Click the “Go” button

New EPAF Job Selection

Enter or search for a new position number and enter the suffix, or select the link next to Position.

Details

ID: [REDACTED] Query Date: 06/30/2025 Approval Category: Stud End Job, STUEND

End Student Job Record, STUEND

Select	Type	Position	Suffix	Title	Time Sheet Organization
<input type="checkbox"/>	New Job	<input type="text"/>	<input type="text"/>		
<input checked="" type="checkbox"/>	Primary	S20403	00	Undergraduate Research Assistant	958, Center for Advanced Communication
<input type="checkbox"/>	Secondary	S12601	00	Peer Tutor	126, Tutoring Center

Active Jobs **Go**

You are now ready to complete the EPAF!

Electronic Personnel Action Form Page




There are sections to edit and review on the “Electronic Personnel Action Form” page:

1) End Student Job Record 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

- If you entered the wrong date in the “Query Date” field at the beginning of the EPAF, click "Personnel Actions" at the top of the page and restart the process with the correct date. (The Query date should be after the Last Paid Date which can be found at the top of the page.)
- Skip the “Job Change Reason” and “Job Status” fields; they are default fields which cannot be changed

End Student Job Record, S20403-00 Undergraduate Research Assistant, Last Paid Date: 09/07/2025

Jobs Effective Date (Not Enterable) *	09/08/2025	 Old Value: 02/10/2025
Job Status (Not Enterable)	T	 Old Value: Active
Job Change Reason (Not Enterable)	ENDJB	 Old Value: REAC, Student reactivations

2) 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.

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

Use the magnifying glass next to each “Approval Level” to select the appropriate approver from the “User Name” field. 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
 - “Required Action” should be set to “FYI”
- 74 – (HR) Human Resources – EPAF
 - Always select “Aduyor, Cindy S.” in the “User Name” field
 - “Required Action” should be set to “Approve”
- 97 – (PAYROLL) Payroll Department – FYI
 - Always select “Durkin, Laura” in the “User Name” field
 - “Required Action” should be set to “FYI”
- 98 – (PROAPP) EPAF Apply
 - Always select AUTOMATIC SERVICE_HR in the “User Name” field
 - “Required Action” should be set to “Apply”

ELECTRONIC PERSONNEL ACTION FORMS (EPAF) STUDENTS

Routing Queue			
Approval Level	User Name	Required Action	Remove
44 - (FINMGR) Finance Managers - EPAF	Not Selected	FYI	
74 - (HR) Human Resources - EPAF	CADUYOR - Aduyor, Cindy S.	Approve	
97 - (PAYROL) Payroll Department - FYI	LDURK01 - Durkin, Laura	FYI	
98 - (PROAPP) EPAF Apply	AUTOMIC_HR - AutomicService, HR	Apply	

[+ Add Row](#)

3) Comment Section

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

- Examples include errors you received and adjustments you made to the EPAF in order to save/submit. ***If the student is graduating, please indicate this in the comment section so that the student can be terminated from the Employee Forms***

Comments
<div> Add Comment </div>
<div> Remaining Characters : 4000 </div>

4) Saving the EPAF

- Click the “Save” button and review the information you entered on the EPAF

Save

[New EPAF](#) • [EPAF Originator Summary](#)

5) Submitting 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

Delete

Save

Submit

[New EPAF](#) • [EPAF Originator Summary](#)

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

Sample Email Notification

- **Approval 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 S0289A-Information Technology Technician II 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 S0289A-Information Technology Technician II 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” on the EPAF main menu
- Click on the “Default Routing Queue”

The screenshot shows the 'Electronic Personnel Action Forms' main menu. It contains several tiles with descriptions of their functions:

- EPAF Approver Summary:** All EPAFs that you need to currently act upon are displayed in the Current tab. The queue status will be Pending, FYI, or More Information.
- EPAF Originator Summary:** Displays only those EPAF transactions that you have originated.
- New EPAF:** Allows you to create a new transaction.
- Act as a Proxy:** Available to all self-service EPAF users who have been given proxy privilege.
- EPAF Proxy Records:** Allows you to specify and authorize one or more users to approve EPAFs in your absence.

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

The screenshot shows the 'EPAF Default Routing Queue' configuration page. It includes a dropdown menu for 'Approval Category' with options like 'Student Reactivate Job, STUREA', 'Student Change in Current Position, STUEJC', etc. A 'Go' button is next to the dropdown. Below is a table for configuring routing rules:

Category	Action	Required Action	Remove
44 - (FINMGR) Finance Managers - EPAF	Not Selected	FYI	
74 - (HR) Human Resources - EPAF	Not Selected	Approve	
85 - (PAYROL) Payroll Department - FYI	Not Selected	FYI	
90 - (PROAPP) EPAF Apply	Not Selected	Apply	

At the bottom, there is an 'Add Row' button and a 'Save Changes' button.

- Enter the required approval levels, the levels will display, you will need to pick the user names for each level:
 - 45 – (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
 - 74 – (HR) Human Resources – EPAF
 - Always select “Aduyor, Cindy S.” in the “User Name” field
 - 97 – (PAYROLL) Payroll Department – EPAF
 - Always select “Durkin, Laura” in the “User Name” field
 - 98 – (PROAPP) EPAF Apply

ELECTRONIC PERSONNEL ACTION FORMS (EPAF) STUDENTS

- 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

EPAF Default Routing Queue Approval Category Form (NTRACAT)

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

Approval Category
 Student Reactivate Job, STUREA Go

Approval Queue

Mandatory Levels defaulted from Electronic Approval Category Form (NTRACAT).

Approval Level	User Name	Required Action	Remove
44 - (FINMGR) Finance Managers - EPAF	Not Selected	FYI	
74 - (HR) Human Resources - EPAF	Not Selected	Approve	
85 - (PAYROL) Payroll Department - FYI	Not Selected	FYI	
90 - (PROAPP) EPAF Apply	Not Selected	Apply	
Not Selected	Not Selected	Not Selected	

Not Selected
 1 - (MGR) Do Not Use
 1 - (01 MGR) Don't Use

- Click the “Save Changes” 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

What is an EPAF?

RESPONSE

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 Self Service.

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

Can a department have more than one Originator?

Our department's Originator is out on leave. Can someone else make corrections to an EPAF he/she created?

How do I know which EPAF to use?

What do all the different dates in the body of an EPAF mean?

After I've made corrections to an EPAF, do I need to save the EPAF again?

How will I know if my transaction has been saved or submitted successfully?

How do I check the status of my EPAF?

Why does the queue status say "Waiting" instead of "Pending?"

RESPONSE

Yes. A department can have more than one Originator. However, an EPAF can only be corrected by the Originator who created it.

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.

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.

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

Personnel Date: The date the action actually took effect. This will generally match the effective date.

Yes. You always need to save an EPAF after you have made changes. When it is ready for approval, you can submit it.

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.

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.

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?	<p>If you have saved (but not submitted) the EPAF, you can access it from your Originator Summary and make your changes.</p> <p>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.</p> <p>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.</p> <p>If the EPAF has a transaction status of "Completed," it has been applied to Banner. You can either:</p> <ol style="list-style-type: none"> 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

What information am I expected to approve?

RESPONSE

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.

ADDITIONAL FAQ's

Position numbers are case sensitive: When entering position numbers in NOVASIS, be sure to use Upper case for the Letter. E.g. Use S00001/GA0001 instead of s00001/ga0001.