

# Electronic Personnel Action Form (EPAF)

## Glossary of Terms & Definitions

<b>Approver</b>	The person listed in the EPAF routing queue to take action. The required actions are: <ul style="list-style-type: none"> <li>• Approve</li> <li>• Disapprove</li> <li>• Return for Correction</li> </ul>
<b>Approval Category</b>	The different types of EPAFs that can be selected by the EPAF Originator based on the purpose of the specific personnel action. The EPAF Originator selects a person, a position number, and an EPAF Approval Category to originate an EPAF transaction. The Approval Categories are: <ul style="list-style-type: none"> <li>• End Job Record Early</li> <li>• Pay Change for Grad</li> <li>• Rate Change for Hourly/Student</li> <li>• Rehire New Position/Grad/Hourly/Student</li> <li>• Rehire Same Position/Grad/Hourly/Student</li> <li>• Term Employee/Grad/Hourly/Student</li> <li>• Terminate Job Record/Grad/Hourly/Student</li> </ul>
<b>Approval Level</b>	Represents the hierarchy structure of the organization starting from the lowest level that needs to approve an EPAF.
<b>Apppliers</b>	Student Employment or Human Resources personnel will review the EPAF and apply the EPAF transaction to Banner.
<b>Contract Type</b>	Primary: <ul style="list-style-type: none"> <li>• The Primary job is the first active job.</li> </ul> Secondary: <ul style="list-style-type: none"> <li>• The Secondary job is the second active job.</li> </ul>
<b>Effective Date</b>	Date when action takes effect in Banner.
<b>EPAF</b>	Electronic Personnel Action form is a paperless method to submit employee changes for Student Hourly, Graduate Assistant, and Hourly employees electronically to Human Resources and/or Student Employment.
<b>EPAF Approver Summary</b>	A summary page that is available to all EPAF approvers and has three tabs. <ul style="list-style-type: none"> <li>• The <b>Current</b> tab displays EPAF transactions that are currently awaiting action by you as an approver.</li> <li>• The <b>In my Queue</b> tab displays EPAF transactions displayed to you.</li> </ul>

**Queue Status:**