

# **ELECTRONIC PERSONNEL ACTION FORMS (EPAFS)**

---

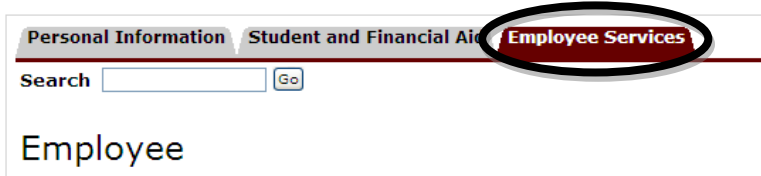
## **College Work Study Instructions**

**Financial Affairs**

**Updated 9/15/2008**

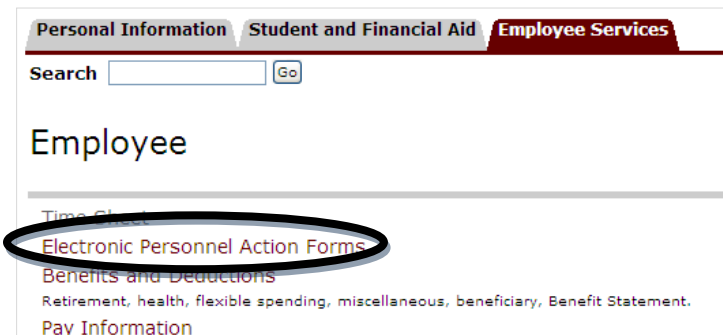
## Entering an EPAF

1. Log in to PAWS – [www.fit.edu/paws](http://www.fit.edu/paws)
2. Click on the **Employee Services Tab**




The screenshot shows the top navigation bar of the PAWS system. Three tabs are visible: "Personal Information", "Student and Financial Aid", and "Employee Services". The "Employee Services" tab is highlighted with a red background and a black oval. Below the tabs is a search bar with the text "Search" and a "Go" button. The word "Employee" is displayed below the search bar.

3. Click on **Electronic Personnel Action Forms**



The screenshot shows the "Employee Services" section of the PAWS system. The "Employee Services" tab is highlighted with a red background. Below the tabs is a search bar with the text "Search" and a "Go" button. The word "Employee" is displayed below the search bar. A list of menu options is shown below, with "Electronic Personnel Action Forms" circled in black. Other options include "Benefits and Deductions" and "Pay Information".

4. Click on **New EPAF**



The screenshot shows the "Electronic Personnel Action Form" section of the PAWS system. The "Employee Services" tab is highlighted with a red background. Below the tabs is a search bar with the text "Search" and a "Go" button. The text "Electronic Personnel Action Form" is displayed below the search bar. A list of menu options is shown below, with "New EPAF" circled in black. Other options include "EPAF Approver Summary", "EPAF Originator Summary", "EPAF Proxy Records", and "Act as a Proxy".

5. Enter the employee's 900-xx-xxxx number in the **ID field** and hit Tab. The name will automatically populate.



The screenshot shows the search form for entering an EPAF. At the top, there is a note: "\* - indicates a required field." Below this, there is a field labeled "ID:" with a red asterisk. The value "900330123" is entered in this field, and the name "Barney O Fife" is automatically populated in the adjacent field. To the right of the name field is a magnifying glass icon. Below the ID field, there are two more fields: "Query Date: MM/DD/YYYY\*" with the value "05/20/2008" and "Approval Category: \*" with a dropdown menu showing "Not Selected". A "Go" button is located at the bottom left of the form.

If the 900-xx-xxxx number is not known, select the employee by **performing a search**.

- a) Click on the magnifying glass icon.

Personal Information Student and Financial Aid **Employee Services**

Search  Go RETURN 1

### New EPAF Person Selection

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

\* - indicates a required field.

ID: \*

- b) Enter a last name as the search criteria using the '%' sign as a wildcard if needed.

**Search Criteria**

Employee:

Last Name: Fife

First Name:

Or

ID:

Or

SSN/SIN/TIN:

Records per Page: 25

- c) Click on **Go** to perform the search

- d) Click on the **ID** number of the appropriate person returned by the search

Personal Information Student **Employee** Financial Aid

Search  Go

### Person Search Results

To choose a person, select a link under ID.

ID	Last Name	First Name	Middle Name	Birth Date	Name Type
900330123	Fife	Barney	O	Nov 11, 1955	

1 - 1 of 1

The results will be returned to the **New EPAF Person Selection** page.

- Enter the query date. The query date should be the Sunday of the week in which the employee begins work.
- Select **College Work Study Hire, CWS** for the **Approval Category** from the drop down list.

Personal Information Student **Employee** Financial Aid

Search

### New EPAF Person Selection

**i** Step 1: To prevent creating duplicate IDs perform a search for the person. Change Magnifying Glass.  
 Step 2: After completing the person search ? change the Query Date to be EQUAL starts work.  
 Step 3: Select the Approval Category (also known as the type of EPAF to process)  
 Step 4: Click Go

\* - indicates a required field.

ID: \*

Query Date: MM/DD/YYYY \*

Approval Category: \*

- Click **Go**
- In the Position field, enter the position number for the employee. (Hit Tab on the keyboard.)

### New EPAF Job Selection

**i** Enter or search for a new position number and enter the suffix, or select the link under Title.

ID:   
 Query Date:   
 Approval Category:

**New Job**

Position:

Suffix:

If the **Position** number is not known, select the position by **performing a search**.

- Click on the magnifying glass icon.

Personal Information Student **Employee** Financial Aid

Search

### New EPAF Job Selection

**i** Enter or search for a new position number and enter the suffix, or select the link under Title.

ID:   
 Query Date:   
 Approval Category:

**New Job**

Position:

Suffix:

- b) Enter search criteria using the '%' sign as a wildcard in the **Position Number** if needed.
  - i. Employee Class = **20, College Work Study**
  - ii. COA = **1**
  - iii. Budget Organization = Position's home organization number

[Personal Information](#) [Student](#) [Employee](#) [Financial Aid](#)

Search

### New Position Selection

Enter search criteria and select Go. Then select the link under Position to select it.

**Search Criteria**

Position Number:

Employee Class:

COA:

Budget Organization:

- c) Click **Go**
- d) Click the **Position** number from the list returned by the search. The results will be returned to the **New EPAF Job Selection** page.

**Search Criteria**

Position Number:

Employee Class:

COA:

Budget Organization:

**Search Results**

Position	Title	Employee Class	COA	Budget Organization	Begin Date	End Date
<b>008003</b>	CWS - Service	20, College Work Study	1	15310, Undergraduate Admissions Office	Jun 20, 1993	

10. Enter the **Suffix** (usually 00).

### New EPAF Job Selection

Enter or search for a new position number and enter the suffix, or select the link under Title.

ID: Barney O Fife, 900330123  
 Query Date: May 18, 2008  
 Approval Category: College Work Study Hire, NH-CWS

**New Job**


Position:

Suffix:

11. Click **Create**.

12. Enter the job information for the employee.

## Electronic Personnel Action Form

 Enter the information for the EPAF.  
 When finished click SAVE.  
 Option 1: Once the EPAF is saved, it remains in a waiting status. This allows the originator to exit and return later.  
 Option 2: Once the EPAF is saved and is ready for approval, click SUBMIT at the bottom of the form. (Note: The SUBMIT button will not appear until the EPAF has been saved.)

**Name and ID:** Barney Fife, 900341351      **Job and Suffix:** 008003-00, CWS - Service  
**Transaction:**      **Query Date:** May 18, 2008  
**Transaction Status:**      **Last Paid Date:**  
**Approval Category:** College Work Study Hire, CWS

[Approval Types](#) | [Account Distribution](#) | [Routing Queue](#) | [Transaction History](#)

### Identification Information

Item	Current Value	New Value
Ethnicity:	Not Selected	<input type="text"/>

If there is a value in the Ethnicity Current Value field then the same value should be selected in the New Value field.

**-OR-**

If there is no ethnicity in the Ethnicity Current Value field then select an appropriate ethnicity using the dropdown menu.

### Employee Information

Item	Current Value	New Value
Employee Class Code: (Not Overrideable)		<input type="text" value="20"/>
Home COAS: (Not Overrideable)		<input type="text" value="1"/>
Home Organization:	<input type="text"/>	<input type="text"/>
Distribution COA: (Not Overrideable)		<input type="text" value="1"/>
Distribution Orgn:	<input type="text"/>	<input type="text"/>
Current Hire Date: MM/DD/YYYY		<input type="text"/>

### Job Information

Item	Current Value	New Value
Contract Type:	Primary	<input type="text"/>
Job Begin Date: MM/DD/YYYY		<input type="text"/>
Jobs Effective Date: MM/DD/YYYY		<input type="text"/>
Personnel Date: MM/DD/YYYY		<input type="text"/>
Regular Rate:	6.79	<input type="text"/>
Time Entry Method:	Employee Time Entry via Web	<input type="text"/>
Timesheet Orgn:	<input type="text"/>	<input type="text"/>
Timesheet COA: (Not Overrideable)	1	<input type="text"/>
Time Entry Type: (Not Overrideable)	T	<input type="text"/>
Factor: (Not Overrideable)	26	<input type="text"/>
Pays: (Not Overrideable)	26	<input type="text"/>
FTE: (Not Overrideable)	0.5	<input type="text"/>
Step: (Not Overrideable)	0	<input type="text"/>
Hours per Day: (Not Overrideable)	4	<input type="text"/>
Hours per Pay: (Not Overrideable)	40	<input type="text"/>
Job Change Reason: (Not Overrideable)	EPAF	<input type="text"/>
Job Status: (Not Overrideable)	A	<input type="text"/>

### Job Termination

Item	Current Value	New Value
Job Status: (Not Overrideable)	T	<input type="text"/>
Jobs Effective Date: MM/DD/YYYY		<input type="text"/>
Personnel Date: MM/DD/YYYY		<input type="text"/>

## Job Labor Distribution

Current

Effective Date: 05/18/2008

COA Index Fund Organization Account Program Activity Location Project Cost Percent

New

Effective Date: MM/DD/YYYY 05/18/2008

COA Index	Fund	Organization	Account	Program	Activity	Location	Project	Cost	Percent
1		516018	15510	61080	680				100.00
<b>Total:</b>									100.00

Job Labor Distributions defaulted from the approved Position Labor Distributions for fiscal year 2009, position 008003.

Save and Add New Rows

## Routing Queue

Approval Level	User Name	Required Action
90 - (90) HR and Superuser	<input type="text"/>	Apply
Not Selected	<input type="text"/>	Not Selected
Not Selected	<input type="text"/>	Not Selected
Not Selected	<input type="text"/>	Not Selected
Not Selected	<input type="text"/>	Not Selected

Save and Add New Rows

Enter a Banner ID for the HR approval level or search and select an ID by clicking the magnifying glass

**Valid Values**

Search:

*User Names,  
90 - HR and Superuser*

Moore, Margaret B. (MMOORE)  
Tudor, Diane B. (DTUDOR)

An ID must be entered for the HR and Superuser level.

13. Enter comments in the comment box if necessary.

14. Click Save.

### Comment

[Return to Top](#)

[Approval Types](#) | [Routing Queue](#) | [Transaction History](#)

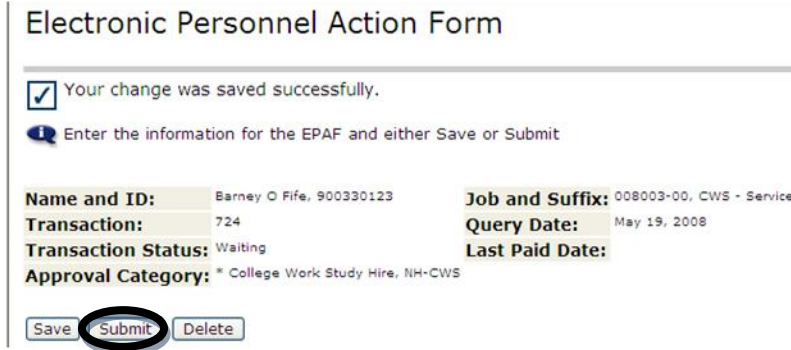
New EPAF | EPAF Originator Summary  
[Return to EPAF Menu](#)

## Submitting an EPAF for Approval

After an EPAF is saved, a Submit button becomes available to forward the EPAF to the approval queue.

### To submit an EPAF immediately after it is saved:

Scroll to the top of the EPAF form EPAF and click the **Submit** button.



Electronic Personnel Action Form

Your change was saved successfully.

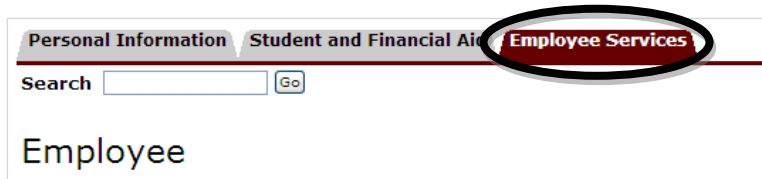
**i** Enter the information for the EPAF and either Save or Submit

<b>Name and ID:</b>	Barney O Fife, 900330123	<b>Job and Suffix:</b>	008003-00, CWS - Service
<b>Transaction:</b>	724	<b>Query Date:</b>	May 19, 2008
<b>Transaction Status:</b>	Waiting	<b>Last Paid Date:</b>	
<b>Approval Category:</b>	* College Work Study Hire, NH-CWS		

NOTE: An EPAF does not have to be submitted as soon as it is saved. You can exit the EPAF and return later to make changes or submit it.

### To submit an EPAF that was exited after being saved:

- Go back to the main EPAF menu by clicking on the **Employee Services** tab

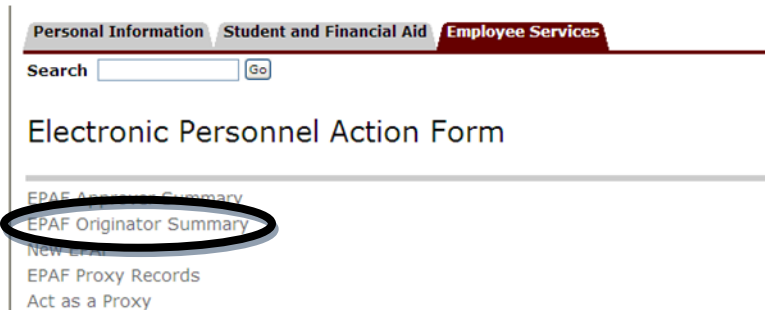


Personal Information Student and Financial Aid **Employee Services**

Search

Employee

- Click on **EPAF Originator Summary**



Personal Information Student and Financial Aid **Employee Services**

Search

Electronic Personnel Action Form

- EPAF Originator Summary**
- EPAF Assistant Summary
- New EPAF
- EPAF Proxy Records
- Act as a Proxy

- c. Click on the **Transaction** number of the EPAF that you want to update or submit. The EPAF's **Transaction Status** must be 'Waiting'.

**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:

New EPAF | Default Routing Queue | Search | Superuser or Filter Transactions

1 - 1 of 1

**EPAF Transactions**

Name	ID	Transaction	Type of Change	Submitted Date	Effective Date	Transaction Status	Links
Fife, Barney O. CWS - Service, 008003-00	900330123	724	College Work Study Hire		May 19, 2008	Waiting	Comments

1 - 1 of 1

[Return to Top](#)

\*\*Comments Exist

- d. Click on the **Submit** button to submit the EPAF for approval.

**Electronic Personnel Action Form**

Your change was saved successfully.

Enter the information for the EPAF and either Save or Submit

**Name and ID:** Barney O Fife, 900330123      **Job and Suffix:** 008003-00, CWS - Service

**Transaction:** 724      **Query Date:** May 19, 2008

**Transaction Status:** Waiting      **Last Paid Date:**

**Approval Category:** \* College Work Study Hire, NH-CWS

The EPAF has now been entered completely and is in the approval queue.