

ELECTRONIC PERSONNEL ACTION FORMS (EPAF) General Info for Hiring Adjunct Faculty

Information required before starting an EPAF

For a new employee

- I-9
- W-4

Data Integrity

Data integrity is very important when entering information on the Electronic Personnel Action Form. Please adhere to the following guidelines:

- All fields in the EPAF must be populated.
- No symbols or punctuation may be used in the EPAF e.g. & , . + # @
- All fields are case sensitive. Do not use All Caps in any field. An exception example is “PO Box” for Post Office Box.

An EPAF may be returned for correction if data integrity guidelines are not met.

Procedure to change an appointment that has been applied to Banner by HR

This procedure cannot be used to make changes to an appointment's begin and end dates.

- Use an Adjunct Faculty Rehire EPAF form in PAWS with the following information:
 - i) Query Date = Sunday of the week in which the employee's job started.
 - ii) On the **New EPAF Job Selection** screen, select the job under *Existing Jobs* for which you need to make the change.

New EPAF Job Selection

Step 1: Enter the position number.
If unknown, search by clicking on the magnifying glass.
If the position number does not exist, follow the appropriate procedures to request a new position number.
Step 2: Enter the suffix, usually 00.
Step 3: Click CREATE.

ID: Barney O Fife, 900330123
Query Date: May 01, 2008
Approval Category: Adjunct Faculty Rehire, ADJ-RH

New Job
Position:
Suffix:

Existing Jobs

Number and Title	Time Sheet Organization	Start Date	End Date	Last Paid Date	Status
000650-00 Security Officer	2360, Security Department	Apr 01, 2008	May 17, 2008		Active

- iii) Copy the values from the Current Values column to the New Value column making changes to information as necessary. All dates and the Contract Type of the appointment should remain as the original.
- Use the comments section to indicate the reason for changes to the original EPAF. The original EPAF Transaction number must be entered in the comments section.

Procedure to cancel an appointment initially created by an EPAF

Send an email to dtudor@fit.edu, irizarry@fit.edu and mmoore@fit.edu with the following information:

- The person's full name
- The EPAF transaction number
- The subject line of the email is "Class Cancelled – Cancel EPAF".

Other pertinent information may be included in the email.