



Florida Institute of Technology
High Tech with a Human Touch™

Electronic Personnel Action Forms (EPAFs)

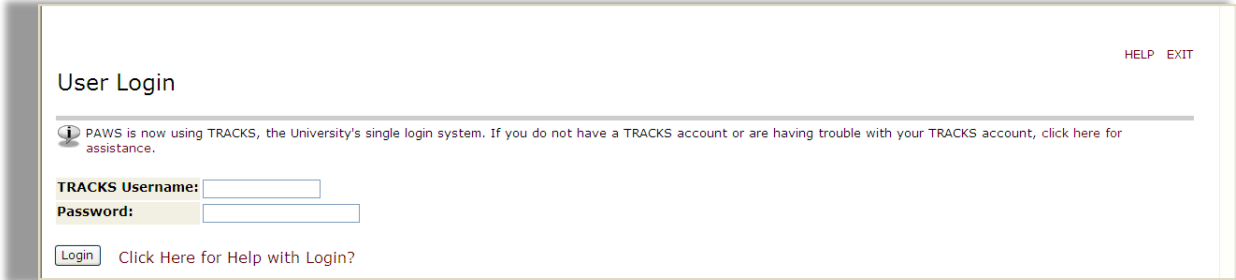
General Originator Instructions

6/22/2009

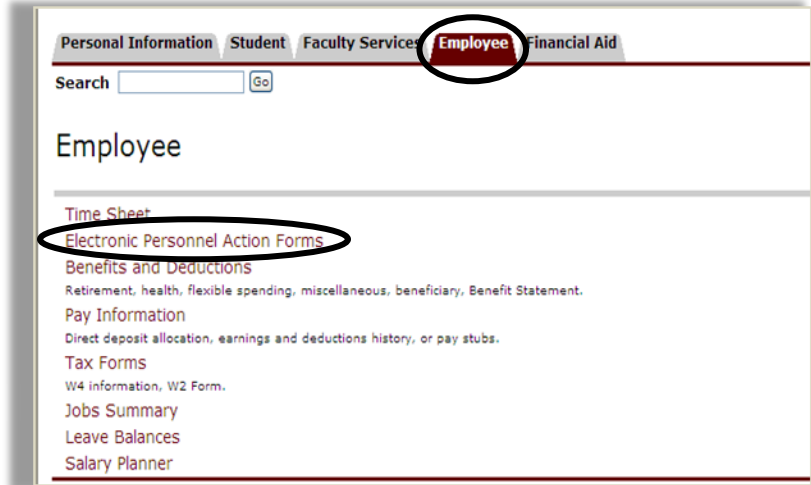


General originator instructions common to all EPAFs

Entering a New EPAF

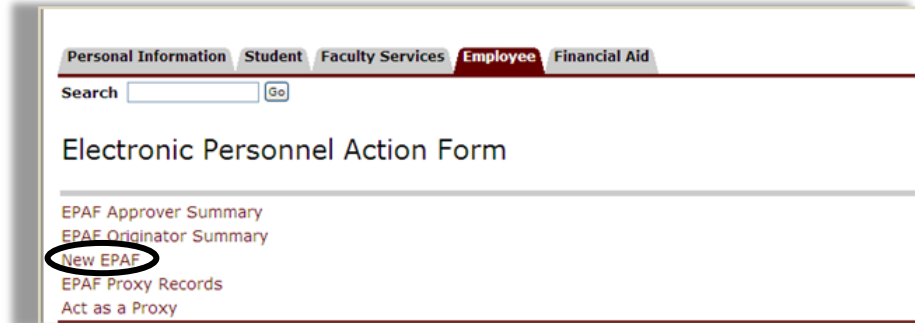


1. Log into PAWS



2. Click on the **Employee Tab**

3. Click on the **Electronic Personnel Action Forms** link in the list under “Employee”



4. Click on the **New EPAF** link.

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

Search

New EPAF Person Selection

I Step 1: Enter the employee's ID number in the ID box if it is known.
If the employee is new or you do not know the employee's ID number, perform a person search.
Step 2: Change the Query Date to the first Sunday of the Pay Period in which the employee begins work.
Step 3: Select the Approval Category (also known as the type of EPAF to process).
Step 4: Click GO.

Query Date = Jobs Effective Date

* - indicates a required field.

ID: *

Query Date: MM/DD/YYYY *

Approval Category: *

EPAF Approver Summary
Return to

5. **ID:** Enter or generate the employee's 900 #.

If the Employee already has a 900 #, enter the employee's 900 # **or** search for the 900 # by clicking on the magnifying glass icon. (See "[Searching for an Employee](#)" on page 5.)

If the employee does not have a 900 #, click on the  icon to generate a 900 # for the employee. **Do not type the word GENERATED in the ID box.**

Important: Always perform a Person Search to make sure that the employee does not have a 900 # before generating an ID. (See "[Searching for an Employee](#)" on page 5.)

6. **Query Date:** The date of the **first** Sunday of the pay period in which the employee begins work. For Supplemental EPAFs, the query date is the first Sunday of the pay period in which the employee will begin to be paid.
7. **Approval Category:** Select an Approval Category / EPAF type based on the position being used to hire the employee.

NOTE:

A **New Hire** is an employee with no record in Banner. If you did not find the employee in the Person Search and had to generate an ID for the employee, choose the appropriate **New Hire** EPAF e.g. Adjunct Faculty New Hire.

A **Rehire** is an employee with an existing record in Banner. If you knew or found the employee's ID in the Person Search, choose the appropriate **Rehire** EPAF e.g. Adjunct Faculty Rehire.

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

Search

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 Fife, 900356005
Query Date: May 03, 2009
Approval Category: College Roll Hire, CROL1

New Job
Position:
Suffix:

There are no active jobs based on the Query Date.

8. **Position:** Enter or Search for the position number being used to hire the employee.
 - Enter the position number if it is known.
 - If the position number is not known, click on the magnifying glass to search for a position number. (See "[Searching for a Position Number](#)" on Page 6).

9. **Suffix:** Enter the position's suffix.
The suffix will usually be **00**.
However, if the employee will have **the same position number** which will overlap in time e.g. a supplemental position which will end and restart in the same week, then the first position will have a suffix of 00 and the second will have a suffix of 01.

10. **Create:** Click the create button to continue.

NOTE: The **All Jobs button** on this page can be used to

- find the **Start Date / Begin Date** for a position that the employee held previously. This date will be needed for entry on the **Electronic Personnel Action Form** page (see below).
- find out if an employee has other active positions e.g. if the employee has College Roll positions in other departments.

Personal Information	Student	Faculty Services	Employee	Financial Aid
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Search

RETURN TO EMPLOYEE MENU SITE MAP HELP EXIT

Electronic Personnel Action Form

i 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, 900356005	Job and Suffix:	008014-00, CWS - Service
Transaction:		Query Date:	May 12, 2009
Transaction Status:		Last Paid Date:	
Approval Category:	College Work Study Hire, CWS		

11. Enter employee and job information.

Individual instructions for each type of EPAF can be found at <http://www.fit.edu/hr/epaf.php>.

Available EPAFs include:

- Adjunct New Hire
- Adjunct Rehire
- Supplemental Pay - Non-Academic
- Supplemental Pay - Non-Grant EPAF
- Supplemental Pay - Grant EPAF
- College Roll – Grant
- College Roll – Non-Grant

APPENDIX

i. Searching for an Employee

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

Search

Person Search

i Step 1: Do NOT check the box next to Employee.
 Step 2: Enter the employee Last Name and click GO (a percent sign may be use
 Step 3: If Step 2 does NOT find the employee, enter the employee SSN and cli
 Step 4: If the employee is NOT found using Step 2 or Step 3, click on the NEW

Search Criteria

Employee:

Last Name:

First Name:

Or

ID:

Or

SSN/SIN/TIN:

Records per Page: 25

1. Enter a last name as the search criteria using the '%' sign as a wildcard if needed.
Important: Do not check the box next to Employee.
2. Click the **Go** button to perform the search

Person Search Results

i To choose a person, select a link under ID.

ID	Last Name	First Name	Middle Name	Birth Date	Name Type
900356005	Fife	Barney		Mar 16, 1963	

1 - 1 of 1

3. Click on the ID number of the appropriate person returned by the search.

The ID will be returned to the [New EPAF Person Selection](#) page (see Page 2).

ii. Searching for a Position Number

1. Enter search criteria using the ‘%’ sign as a wildcard in the Position Number if needed.
 - a. **Employee Class:** Select an Employee class by scrolling through the selection.
 - b. **COA (Chart of Accounts):** Select *1, Florida Institute of Technology*
 - c. **Budget Organization:** Select the org where the position number is assigned.

Tip: Hold down the Ctrl Key on the Keyboard to select more than one item in a group.

2. Click the **Go** button to perform the search

Position	Title	Employee Class	COA	Budget Organization	Begin Date	End Date
007547	College Roll	21, College Roll	1	12501, Human Resources	Nov 23, 1993	

3. Click on the appropriate **Position** number from the list returned by the search.

The Position number will be returned to the [New EPAF Job Selection](#) page (see Page 3).