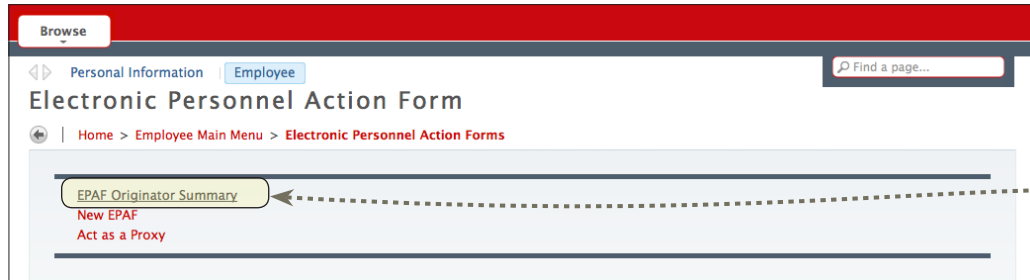


# Electronic Personnel Action Form

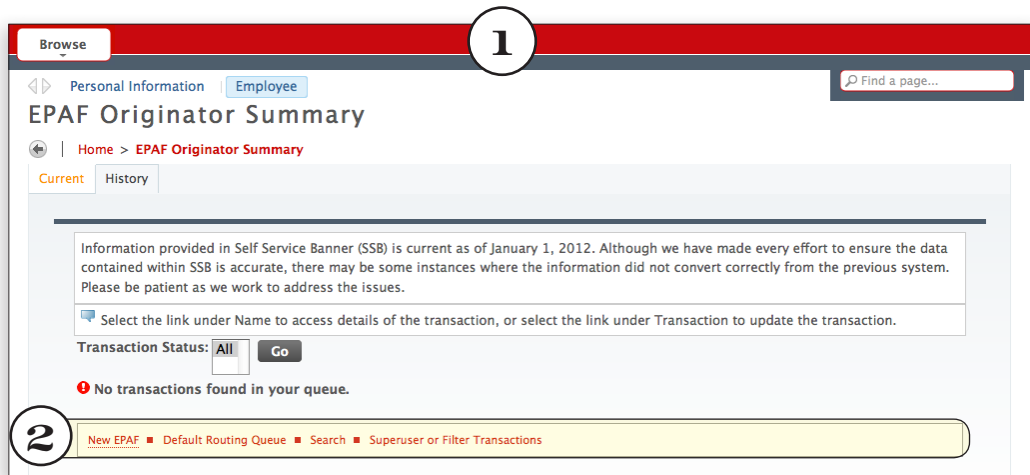
## Setting your default approvers for the EPAFs used



To eliminate some steps in this process, take a moment to set your default approvers. Here's how you do it.

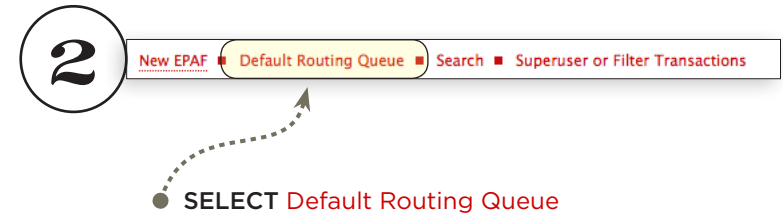
With the EPAF menu open in your browser's window, **SELECT**

- EPAF Originator Summary



**1** If you have not completed any transactions, the screen will look similar to this example.

For now, the objective is to find the EPAF Menu on this screen. If you have completed EPAF transactions, you may see them listed here and you may need to scroll down a bit to find the menu we need.



- **SELECT** Default Routing Queue

Selecting this option takes you directly to the Approval Category menu and the Approval Queue menu.

# Electronic Personnel Action Form

Setting your default approvers for the EPAFs used

Browse

Personal Information | Employee

Find a page...

## EPAF Default Routing Queue

Home > EPAF Default Routing Queue

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

Approval Category: Not Selected Go

Approval Queue

Approval Level	User Name	Required Action
Not Selected		Not Selected
Not Selected		Not Selected
Not Selected		Not Selected
Not Selected		Not Selected

Save and Add New Rows

[EPAF Originator Summary](#)

[Return to EPAF Menu](#)

You can set the default approvals for each Approval Category. This action will save you steps in the long run, especially if you complete and submit EPAF transactions often.

First, determine which Approval Categories you will use most often.

3

**SELECT** an Approval Category from the menu.

If you are not sure what to choose, [go to the last page](#) of this document and review EPAF Terms, Approval Categories, Abbreviations, and the Reference Key.

4

**SELECT** Go.

**Do not skip this step!**

**The browser's screen may blink as the content on the screen refreshes.**

# Electronic Personnel Action Form

Setting your default approvers for the EPAFs used

**5** With an Approval Category chosen and GO selected you will notice that some Approval Level boxes have been populated with approvers. These approval steps are required for the selected category and you must select a name for each approval level.

**6** **SELECT** the magnifying glass next to each Approval Level to assign the appropriate person to each task and route the EPAF through its approval queue.

**7** Use the remaining boxes to fill in your area's unique approval queue. Think about when you completed the paper process, who needed to approve personnel changes in your area. Your immediate supervisor, manager, or director; the college dean, or vice president?

If you are not sure who to select, consult with your immediate supervisor to determine the appropriate people to place in the approval queue for your EPAFs.

# Electronic Personnel Action Form

Setting your default approvers for the EPAFs used

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

Approval Category: **MO - New Job Assignment Ongoing, MTH100** Go

Approval Queue

Approval Level	User Name	Required Action
650 - (PAPHR) Pre-approval HR	Select a name from the menu	Approve
770 - (PAYFYI) Payroll Fyi	Select a name from the menu	FYI
800 - (UHRS) Human Resources	Select a name from the menu	Apply
Not Selected	Select a name from the menu	Not Selected

600 - (VPRES) Vice President

The Approval Level, User Name and Required Action are linked together like a chain.

If one box is left empty in the chain of approvers, you will get an error and the EPAF will not be processed.

Make sure the Approver Level, the person's name, and the action is complete.

8

8

**SELECT** the Approval Level menu. This menu lists the various roles on campus. Select the role which matches the approver's name you plan to add.

9

**SELECT** the magnifying glass to find his/her name from the User Name menu that appears.

10

Next, you must **SELECT** the action you need this approver to perform. In most situations, you will select **APPROVE**

After you have completed all of the steps, **SELECT SAVE**

When save is selected, the approval queue will be saved to the selected Approval Category. Since the selected category is, **MO - New Job Assignment Ongoing, MTH100**, the next time this EPAF is used the Approval Queue will automatically be filled with this group of approvers.

After Save is selected, the approval order changes to show your approvers first, followed by payroll and UHRS approvers.

# Electronic Personnel Action Form

## EPAF Terms, Abbreviations, and Reference Key

Before you begin, take a few moments to become familiar with the terms used throughout this process.

You will need to know

- Employee classification codes
- The organization (FOAPAL) code for your department
- The position code, or where to get it
- How to search for people

### Term Abbreviations

- BE . . . . . Benefits Eligible
- COA . . . . . Chart of Accounts
- Cont . . . . . Continuing
- Contrt . . . . . Contract
- FT . . . . . Full Time
- LTD . . . . . Long Term Disability
- NB . . . . . No Benefits
- PT . . . . . Part Time
- Rec . . . . . Receive
- Reg . . . . . Regular
- Rtmt . . . . . Retirement
- Sck . . . . . Sick Pay

### EMPLOYEE CLASS

A1 . . .	Affiliated Service-FT BE
B1 . . .	Bargaining Unit-FT BE
B2 . . .	Bargaining Unit PT No Benefits
E1 . . .	Exempt Staff-FT BE
E2 . . .	Exempt Staff-PT No Benefits
F1 . . .	Faculty Tenure or Ten Track-BE
F2 . . .	Faculty Contract-PT BE No Rtmt
F3 . . .	Faculty Contract-FT BE No Rtmt
F4 . . .	Faculty Semester-PT No Benefit
F5 . . .	Faculty Semester-FT NB Rec Sck
LR . . .	LTD Retiree Post Emp-BE Varies
N1 . . .	Non Exempt Staff-FT BE
N2 . . .	Non Exempt Staff Reg-PT NB
P1 . . .	Professional-FT Cont Contrt BE
P2 . . .	Professional-PT Cont Contrt BE
P3 . . .	Professional-FT Contract BE
P4 . . .	Professional-PT Contract BE
P5 . . .	Professional-FT BE 10mo
S1 . . .	Student-Under Grad Hourly
S2 . . .	Student-Under Grad Salary*
S3 . . .	Student-Graduate Asst Salary*
S4 . . .	Student-Graduate Asst Hourly
TB . . .	All Temporary BiWeekly-NB
TM . . .	All Temporary Monthly-NB
Hourly/*Paid Bi-Weekly	Salary/Paid Monthly

### APPROVAL CATEGORIES

BW-New Job Assignment Ongoing, BWK100
BW-Casual Assignment Flat Amount, BWK101
BW-Add a Stipend as a Secondary Job, BWK102
BW-Add a Secondary Job Assignment, BWK103
BW-New Job Assignment with Termination Date, BWK110
BW-Change Base Pay, BWK201
BW-Add Additional Earnings to Existing Job, BWK300
BW-Change in Labor, BWK301
BW-End Job Assignment, BWK400
General Title Change, GEN300
MO-New Job Assignment Ongoing, MTH100
MO-Limited Contract Assignment, MTH101
MO-New Job Assignment with Termination Date, MTH110
MO-Additional Compensation with New Labor, MTH105
MO-Change Base Pay, MTH201
MO-Additional Earnings, MTH300
MO-Change In Labor, MTH301
MO-End Job Assignment, MTH400
Student-New Hire, STU100
Student-New Hire Stipend, STU101
Student-Reactivate, STU200
Student-Change Base Pay, STU201
Student-End Job Assignment, STU400
ADM - Admin Change Supervisor, ADM100
ADM - Admin Org Change, ADM200