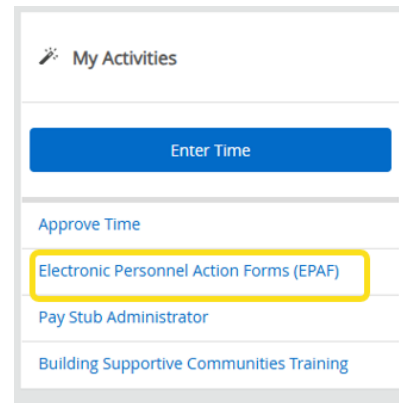


EPAF - Entering Actions



My Activities

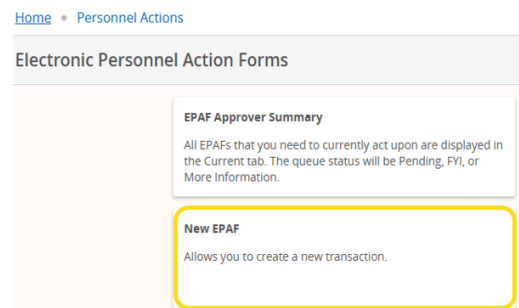
- Enter Time
- Approve Time
- Electronic Personnel Action Forms (EPAF)**
- Pay Stub Administrator
- Building Supportive Communities Training

Step 1

- From the Employee Dashboard homepage, click Electronic Personnel Action under My Activities

Step 2

- Click Enter New EPAF

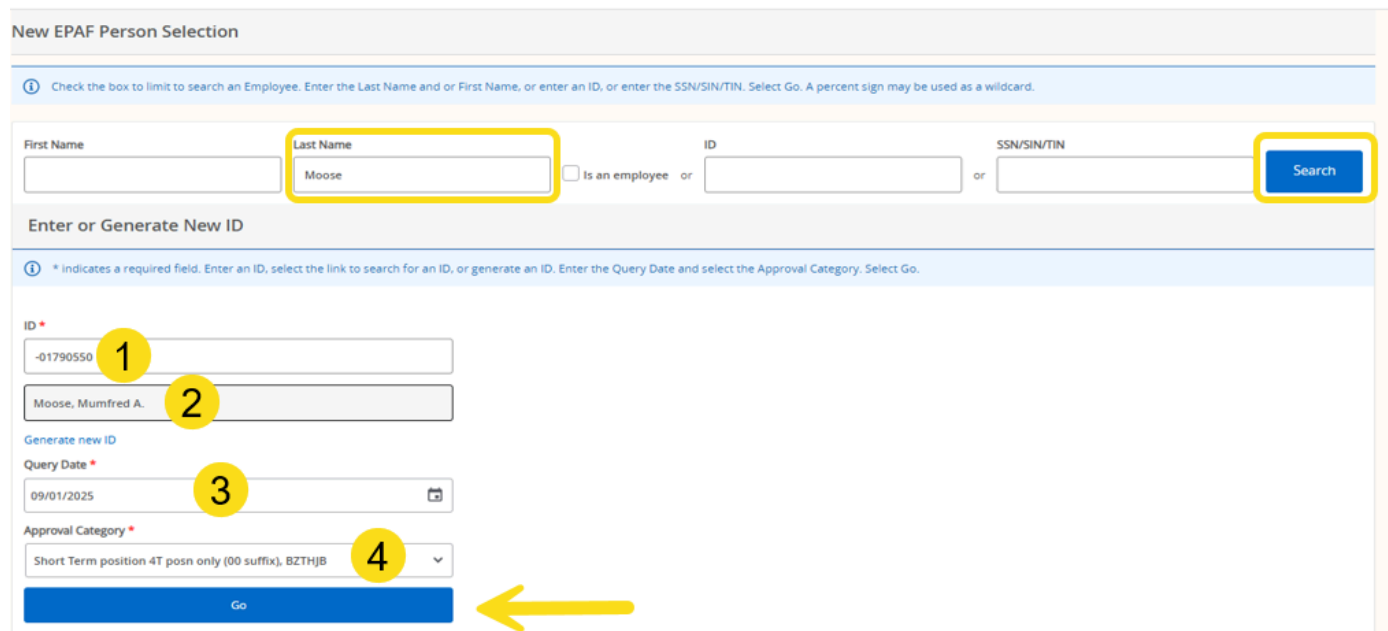


Home • Personnel Actions

Electronic Personnel Action Forms

EPAF Approver Summary
All EPAFs that you need to currently act upon are displayed in the Current tab. The queue status will be Pending, FYI, or More Information.

New EPAF
Allows you to create a new transaction.



New EPAF Person Selection

Check the box to limit to search an Employee. Enter the Last Name and/or First Name, or enter an ID, or enter the SSN/SIN/TIN. Select Go. A percent sign may be used as a wildcard.

First Name: Last Name: ☐ Is an employee or ID: or SSN/SIN/TIN:

Enter or Generate New ID

* Indicates a required field. Enter an ID, select the link to search for an ID, or generate an ID. Enter the Query Date and select the Approval Category. Select Go.

ID * 1

2

Generate new ID

Query Date * 3

Approval Category * 4

Step 3

Use the search feature to find an employee ID

1. Enter Employee ID
2. Verify the employee name
3. Enter Query date
4. Select action type
5. Click Go

New EPAF Job Selection

Enter or search for a new position number and enter the suffix, or select the link next to Position.

Details

ID: Moose, Mumfred A., -01790550 Query Date: 09/16/2025 Approval Category: BZ Short Term Job 4T only, BZTHJB

Job Detail/ Funding, STADJB

Select	Type	Position	Suffix	Title	Time Sheet Organization	Start Date	End Date	Last Paid Date	Status
<input checked="" type="checkbox"/>	New Job	4K6100	00	TH - Specialist	421450, Center for Health & Safety Culture				
<input type="checkbox"/>	Primary	4M0342	00	Computer Sftwr Eng/Appl II	Z6885U, TS IT Center	09/10/2025			Active

A All Jobs **B** Next Approval Type Go

Step 4

- Details: Pulls forward the information you entered on the first screen of EPAF
- Enter the position number and suffix or select the position number and suffix of the position you want to make a change
- Click Go to enter EPAF information

Features:

A: All Jobs - Click the All Jobs button to see all jobs the employee has been assigned

B: Next Approval Type - If there are multiple approval types for an EPAF, click the Next Approval Type to enter additional position numbers if needed

Routing Queue

Approval Level	User Name	Required Action	Remove
96 - (BZPHRT) HR Personnel Tech - BZ	SCOTTH07 - Threl, Duanna	Approve	
97 - (BZBENT) HR Benefit technician - BZ	JFRASZ02 - Fraser, Joshua R	Pay	
99 - (BZPAWT) HR Payroll Tech - BZ	JFERRE04 - Ferreira, Jessica	Apply	

+ Add Row

Comments

Add Comment

Remaining Characters : 4000

Delete Save Submit

Step 5

- Enter the required fields for the action
- Review and/or update the routing queue
- Click Save
- Review for errors and click Submit to finish the EPAF