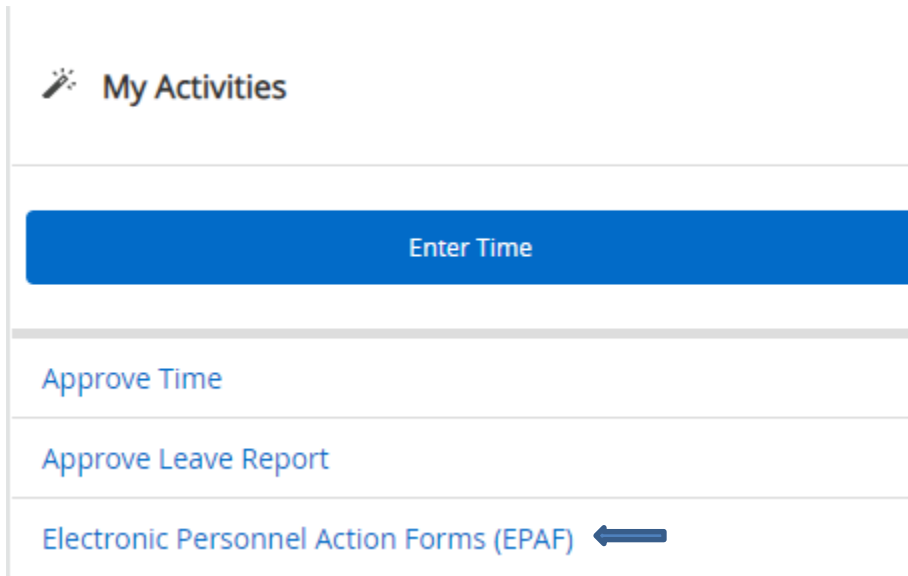
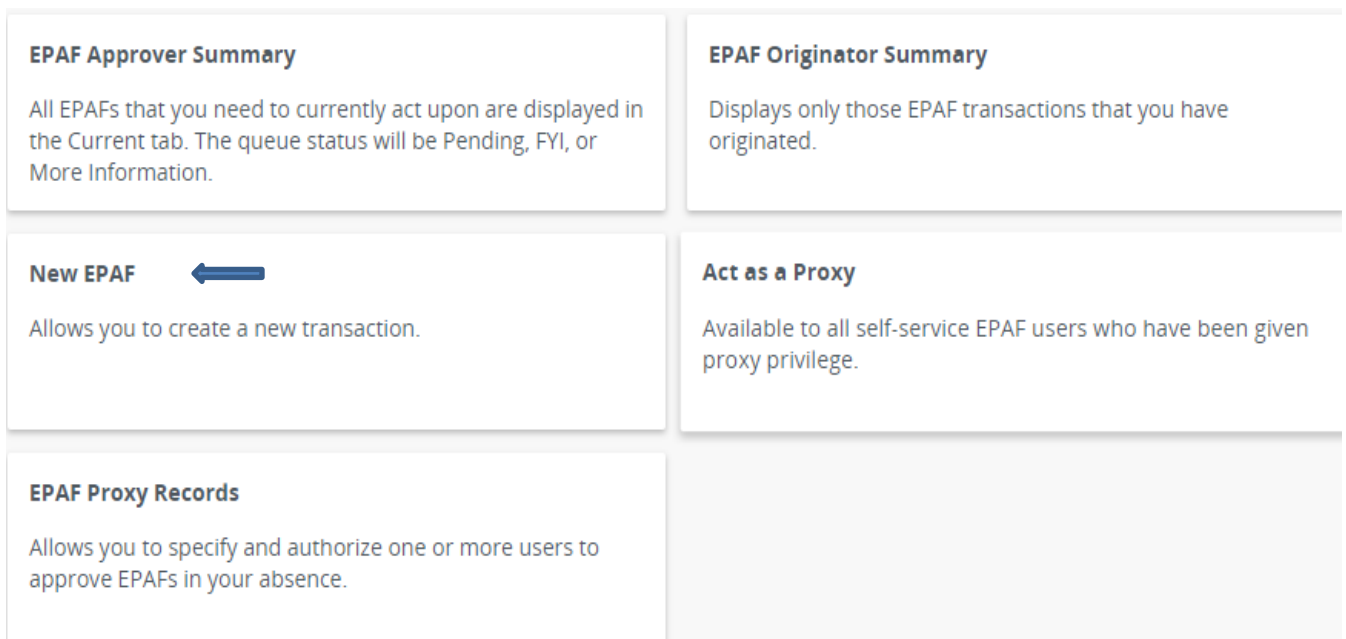


# Electronic Personnel Action Forms (EPAF) Rate Change/Student

1. Select **Electronic Personnel Action Forms (EPAF)** under My Activities.  
If you do not see the EPAF link and completed the electronic approval access form, please contact Human Resources.



2. The main Electronic Personnel Action Form (EPAF) menu appears.  
Select **New EPAF**.



- Departments can verify enrollment in Banner via the Registration Query Form (SFAREGQ or SFAREGF)
- Departments can verify submission of Hiring Forms in Banner by contacting E1s Processing.  
**PEAEMPL:** The **Employee Form** shows whether the I-9 has been completed.  
Click on the United States Regulatory Tab.  
**PPACMNT:** The **Comment Form** shows all other supplemental hiring documents received.

3. Enter **UIN** under New EPAF Person Selection

**OR**

Enter **First Name** and **Last Name**, Click **Search**.

Click **Calendar** and Select **Effective Date** of rate change, **MUST** be 1<sup>st</sup> or 16<sup>th</sup>

Click down arrow to select **Approval Category**.

Click **Go**.

First Name Last Name ID SSN/SIN/TIN

Is an employee or  or

**New EPAF Person Selection**

**ID \***

[Generate new ID](#)

**Query Date \***

**Approval Category \***

4. List of active jobs will appear.

Select button for position to change rate.

If position does not show, Click **All Jobs** to view all jobs.

Click **Go**.

## New EPAF Job Selection

Rate change, PAY

Select	Type	Position	Suffix	Title
<input type="checkbox"/>	New Job	<input type="text"/>	<input type="text"/>	
<input checked="" type="checkbox"/>	Primary	RS4300	00	REGULAR STUDENT

5. Click **Calendar** and Select **Effective Date** and **Personnel Date** of rate change.

**Both dates must be the same.**

Enter new **Hourly Rate**.

Job Change Reason "**PAYAD**" will default.

**Rate change, RS4300-00 REGULAR STUDENT,**

**Effective Date \***

10/16/2020



**Personnel Date \***

10/16/2020



**Hourly Rate \***

13.00

**Job Change Reason \***

PAYAD

6. Click down arrow to either enter or select username for approval level of Department (approver).  
Click down arrow to either enter or select username for approval level of Payroll.  
Enter a comment regarding rate change if necessary.  
Click **Save**.

## Routing Queue

Approval Level	User Name	Required Action
20 - (DEPT) Department	CHOLLAND - HOLLAND, CATHERINE J.	Approve
90 - (PAYR) Payroll	BBLOUNT - WOODHOUSE, BRENDA R.	Apply

## Comments

Add Comment

Remaining Characters : 4000

Save

7. Select **Submit** to finish if change was saved successfully.  
**Note:** There will be an error message in red with details if your change did not Save or Submit successfully. **Ignore ALL warning messages.**