

EPAF Frequently Asked Questions (FAQ)

What is an EPAF?

EPAF stands for Electronic Personnel Action Form. It is a digital form used in organizations and institutions to initiate and process various types of personnel actions or changes. These actions can include hiring a new employee, paying an employee, updating employee information, changing job location, adjusting salaries, and managing other aspects related to personnel administration.

Why is EWU moving away from paper PAFs to EPAFs?

Some of the many advantages to using EPAFs include the following:

- EPAFs are stored and searchable by approvers and originators anytime during the process.
- EPAFs provide the ability to see where an EPAF is in the process in real-time.
- EPAFs pave the way for automating processes.
- EPAFs streamline the process by eliminating paper forms and allowing for electronic submission, review, and approval of personnel actions.
- EPAFs provide faster processing.

Can I still use paper PAFs if an EPAF is available?

Paper PAFs will not be used for any EPAFs that replace the current paper process. As part of the implementation process, it is required to exclusively use the EPAF system for all personnel actions that have been migrated to EPAFs. It is important to familiarize yourself with the EPAF system and ensure that all new personnel actions are submitted electronically, save for those that are still paper based.

Who do I contact if I run into issues submitting an EPAF?

- Reference the documentation:
[Common Errors](#) document link
- Contact your College Financial Officer, who will assist with determining that department should be contacted ie. Human Resources, IT, Budget Services (new position number assignment), etc.
How can I navigate to the EPAF home page?
 1. Navigate to inside.ewu.edu and access EagleNET.
 2. In the EagleNET system, log in with your username (NetID) and password.
 3. Select [Employee](#).
 4. Select [Employee Profile](#).
 5. Under “My Activities” select [Electronic Personnel Action Forms \(EPAF\)](#).

How can I check the status of my EPAF?

You can search for your EPAF status on the View an EPAF search page by using various search parameters like Employee ID, Employee First Name, Last Name, or Transaction Number. If none of the search values are known, check the EPAF Originator Summary Current and History queues.

NOTE: View of the status/history of EPAF submissions is limited to named users in the approval queue.

What transaction statuses are available for EPAFs?

- Waiting: The EPAF has been created but has not yet been submitted for approval. It is still in the draft stage and can be edited.
- Pending Approval: The EPAF has been submitted for approval and is awaiting review and approval by the appropriate authority.
- Approved: The EPAF has been reviewed and approved by the relevant approver. The requested action can proceed as planned.
- Denied: The EPAF has been reviewed and denied by the approver. The requested action will not be implemented.
- Void: The EPAF was voided by the Originator and/or Approver/Superuser.
- Pending: The EPAF has been approved and is pending action from the HR department. This status indicates that HR needs to process the required changes or updates.
- Applied: The EPAF has been processed and all necessary actions have been taken. The requested changes or updates have been implemented.
- Returned for Correction: The EPAF has been returned to the Originator for correction.

When should I submit an EPAF to Human Resources to ensure timely processing?

Please refer to the [HR Processing Schedule PDF for deadline dates](#) since an EPAF may have to go through several levels of approvals within the department and Human Resource Services. Please plan accordingly when submitting your employee action. HR cannot approve EPAFs that are not in their queue.

What type of EPAF should I use for payment?

Refer to Glossary of Terms for list of EPAFs and SOP (Standard Operating Procedures).

NOTE: When processing Department Chair appointments in the summer, use the Adjunct Reappointment (QTREAP) EPAF, rather than Summer Appointment (SAPPT) or Summer Reappointment (SUMAPT) EPAFs.

What data points do I need to have to originate a EPAF?

Similar to the forms, EPAF requires supporting data. Please refer to the Prerequisites column in the EPAF List document for a summary of the necessary data and documentation that you will need to create and enter the EPAF. Any EPAF without the correct data, required comments, and any necessary documentation will be sent back to the originator. Once corrected, the EPAF will need to be sent through the entire approval process again so all approvers can see the changes. See [EPAF List](#).

What do I do with approved Additional Compensation Forms?

HR has created a [Google folder](#) for temporary storage of fully approved (Provost, Supervisor, etc.) Additional Compensation forms until Etrieve is available for use with employee documents. EPAFs submitted without approved Additional Compensation forms will be returned to Originator with a comment in the EPAF requesting the approved Additional Compensation Form.

Can I send a paper form along with the EPAF, just to make sure it gets processed?

No, there is no need to send a paper form. Once submitted on EPAF, any paper forms will need to be saved to the HR [Google folder](#) for temporary storage until Etrieve is available. You can always check the EPAF in the Originator Summary to see where it is in workflow.

Do I need a backup Person in my EPAF Role/Proxy?

It is strongly recommended that each EPAF Role have a backup person (Proxy) who can approve on your behalf when you are unable to do so.

What are some common reasons for an EPAF to be Returned for Correction?

- Incorrect Job Change Reasons.
- Wrong Employee class.
- Missing/Incorrect Work County.
- Incorrect hours per pay (87 hours per pay period * job percent).
- Date Range & Number of Pays/Factors do not agree.
- Incorrect Account Code.
- Incorrect Effective and or Personnel dates ie.begin and end dates.
- Missing/Incorrect comments.
- Missing new employee paperwork.
- Missing/incomplete Additional Compensation form.

Can an employee hold more than one EPAF role? If so, are there exceptions?

Yes, employees can hold multiple roles, but there are additional considerations. The Originator can hold the Originator role and an Approver/Applier role, however the system will “skip and stamp” thus taking the highest role and bypassing the other roles assigned at the lower levels.

Can I type in the date instead of using the calendar?

No, the calendar icon must be used to add in dates.

How do I submit an EPAF to correct a previously approved EPAF?

HR and IT are working on a solution for **cancel and supersede** payroll action forms. Until that solution is developed, a corrected payroll action form will need to be submitted through the Google drive. The corrected payroll action form needs to reference the EPAF transaction being changed.

Which EPAFs do I submit for a regular Faculty member?

EPAFs that can be submitted for a faculty member’s FXXXXX are faculty activity code changes and index changes. Other personnel actions should be submitted on a payroll action form through the Google drive.

Do I need to save an EPAF after I make changes before I submit?

Yes, in order for the changes to be applied to the EPAF, it must be saved and then submitted.

How do I request access to Electronic Personnel Action Forms?

To request access to Electronic Personnel Action Forms, submit a Help Desk Ticket to Information Technology. The ticket will be routed for approval and access will be granted or denied.

How do I update approver status?

Notify HR at hr@ewu.edu to request an update to an EPAF approver.

How do I cancel an EPAF that has already been applied?

Submit a payroll action form through to Google drive to cancel and EPAF that has already been applied. Using the “cancel” action on the EPAF does not remove the action from Banner and would result in an overpayment if the payroll action form is not submitted through the Google drive.