

EWU Standard Operating Procedures (SOP) for EPAFs



Department Chair Reappointment (DPCREA)

Refer to the [EPAF Glossary](#) for a complete list of term definitions.

Purpose

The purpose of this Standard Operating Procedure (SOP) is to provide step-by-step instructions for completing an Department Chair Reappointment EPAF (Electronic Payroll Action Form) using the EPAF category DPCREA. This EPAF type is used if the employee has previously held an appointment where the position and suffix have already been assigned to the employee.

Scope

This SOP applies to all employees involved in originating and approving Banner EPAFs.

Workflow

1. Originator creates and submits “DCPREA” EPAF.
2. Approvers review EPAF for accuracy and either approve or return the action when appropriate; FYI users acknowledge receipt of EPAF.
3. HR applies approved action.

Operating Procedure

Access EPAF Portal

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 \(EPAF\)](#).

Screen 1: Electronic Personnel Action Forms

1. Select [New EPAF](#).

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Screen 2: New EPAF Person Selection

1. Input the numerical Employee ID.
 - To search for the Employee ID, enter in the First and Last Name of the employee, select the Is an employee box, and press Search.
 - Once you have located the appropriate Employee from the generated list, click on the ID, and it will populate in the box on the previous page.
2. Input the Query Date by selecting the calendar icon.
 - For faculty, the effective date should be the beginning of the pay period for which the EPAF takes effect (i.e. 1st or 16th).
3. Input the Approval Category as “**DCPREA**” (Department Chair Reappointment).
4. Press Go.

Screen 3: New EPAF Job Selection

1. At the bottom of this screen, select All Jobs, which populates all jobs the Employee has held within the university.
2. From the populated list, locate the position that the Employee is being reappointed to.
 - The values located under the “Position” and “Suffix” columns should reflect the same values as the job the Employee is being reappointed to.
 - An end date should be listed under the “End Date” column, as the previous appointment should end before the reappointment begins. Do not use a Position and Suffix combination that is still active, even if the Effective End Date is in the future.
 - If the job the Employee is being reappointed to is not included in the populated list, an Initial Department Chair (DPINC) EPAF will need to be created instead of an Department Chair Reappointment EPAF; you will need to restart the EPAF process.
3. Under the Select column, click on the box located next to the position the Employee is being reappointed to.
4. Press Go.

Screen 4: Electronic Personnel Action Form

A majority of the values that were previously used during the last appointment will repopulate in the appropriate boxes. Review the populated data in the sections below and make appropriate changes to reflect the current information for the reappointment.

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Under the *Reappointment - 2023* Section

- [Jobs Effective Date](#): Using the calendar icon, select the first day of the pay period in which the appointment begins (i.e. 1st or 16th).
- [Personnel Date](#): Using the calendar icon, select the actual start date of instruction/appointment.
- [Contract Type](#): The contract type will always be overload, where benefits will not be pulled for this appointment.
- [Job Status](#): Use the default A (no update needed).
- [Employee class](#): For semester faculty use “F4” for quarter faculty use “F1”.
- [FTE](#):
 - For academic year: The FTE is always “0”.
 - For summer: To calculate the FTE, use the [Calculations and Comments](#) workbook.
- [Appointment Percent](#):
 - For academic year: It is always 100%.
 - For summer: To calculate appointment percent, use the [Calculations and Comments](#) workbook.
- [Job Change Reason](#): Select REAP, Reappointment.
- [Hours per Pay](#):
 - For academic year: Always use “1”.
 - For summer: To calculate the hours per pay period, use the [Calculations and Comments](#) workbook.
- [Factor](#): To calculate the number of pay periods in an appointment, use the [Calculations and Comments](#) workbook. Note, the Pays and Factors will always be the same.
- [Pays](#): To calculate the number of pay periods in an appointment, use the [Calculations and Comments](#) workbook. Note, the Pays and Factors will always be the same.
- [Annual Salary](#): The total amount paid for the appointment.
- [Timesheet Orgn](#): In most cases, the Organization is tied directly to the Index in which the work is performed. Use the [Calculations and Comments](#) workbook to determine the Organization.
- [Job Location](#): County in which the work is being performed.

Under the *Hours Per Pay Period - 2023* Section

Under the “Current” Heading: The values populated were used during the Employee’s previous Department Chair appointment.

Under the “New” Heading:

- [Effective Date](#): Using the calendar icon, select the first day of the pay period in which the appointment begins (i.e. 1st or 16th).

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- Earnings: Use the default FTF, Full Time Faculty Contract (no update needed).
- Hours or Units Per Pay:
 - For academic year: Always use “1”.
 - For summer: To calculate the hours per pay period, use the [Calculations and Comments](#) workbook.
- Deemed Hours: Not used by EWU, leave blank.
- Special Rate: Not used by EWU, leave blank.
- Shift: Use the default 1 (no update needed).

Under the *Labor Distribution - 2023* Section

Under the “Current” Heading: The values populated were used during the Employee’s previous Department Chair appointment.

Under the “New” Heading: The following information should automatically fill when the Q position number is entered at the beginning of the EPAF process:

- Effective Date null: Using the calendar icon, select the first day of the pay period in which the appointment begins (i.e., 1st or 16th). Note that this is the same date as the Jobs Effective Date.
- COA (Chart of Accounts): Use the default E (no update needed).
- Index: Double check the Index that has been autofilled; if the Index is incorrect, the wrong D position number was selected during Screen 3 (New EPAF Job Selection), and the EPAF will need to be deleted and restarted using the correct D position number.
- Fund: Use the default, as this is the fund associated with the Index.
- Organization: Use the default, as this is the organization associated with the Index.
- Account: There is only one account that should be used for a Department Chair Reappointment EPAF: 62100
- Program: Use the default, as this is the program associated with the Index.
- Activity: The appropriate Activity Code is always “FACDPC”.
- Location: Not used by EWU, leave blank.
- Project: Not used by EWU, leave blank.
- Cost: Not used by EWU, leave blank.
- Percent: Defaults to 100%.
 - This should only be adjusted if there is an additional activity code that needs to be included for the EPAF using the same index.
 - If this is required, type in the correct percent related to the activity code entered, press the + icon to Add Row, and enter the same information as the above row, but update the activity code and percent fields.
- Encumbrance Override End Date: Not used by EWU, leave blank.

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Under the *End Job -2023* Section

- Jobs Effective Date: Using the calendar icon, select the last day of the pay period in which the appointment ends (i.e., 15th or last day of the month).
- Personnel Date: Using the calendar icon, select the actual end date of instruction/appointment.
- Job Status: Use the default T (no update needed).
- Job Change Reason: Use the default AEND (no update needed).

Under the *Routing Queue* Section

As of August 2025, the following are the appropriate approvers and FYI users for this EPAF type:

Approval Level	User Name	Required Action
5 – (APROV1) Approval Level 1	College/Dept Budget Officer	Approve
10 – (APROV2) Approval Level 2	BDONAHUE – Donahue, Brian	Approve
80 – (BUDGET) Budget Office	TFELICIJAN – Felician, Tammy	Approve
90 – (HRAPPR) HR Approval	CLINCOLN – Lincoln, Caren	Approve
95 – (PAYROL) Payroll	LGLAZE – Glaze, Loretta	FYI
99 – (APPLY) Apply Level HR	LSTEELE3 – Steele, Logan	Apply

If an EPAF is for a person that is paid on a grant index, the Grants Office needs to be added to the Routing Queue as an FYI User.

Approval Level	User Name	Required Action
70 – (GRANTS) Grants Office	Grant Specialist	FYI

Note: EPAF Originators are responsible for knowing where the EPAF data is coming from.

The Departmental Approvers (Level 1 and Level 2) are responsible for validating the pay is for work performed and all input is accurate.

The Budget Office is responsible for validating the following during their approval process:

- Index
- D position number
- Fund

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- Organization
- Program
- Account

The HR Office will validate all fields during the approval and apply process. Once applied, HR will validate NBAJOBS in Banner.

Under the Comments Section

- The Academic Affairs Office requires the following information to validate and approve an EPAF:
 - Assignment(s)
 - Compensation Formula
 - Term(s)
 - Other information
- The Budget Office requires the following information to validate and approve an EPAF:
 - Index
- If applicable, the Payroll Office requires the following information to process a retroactive EPAF:
 - Course Information (Subject, Course Number, Section)
 - Note, if the appointment is for multiple courses, course information needs to be included in the comment section for each course.
 - Job location for tax purposes
- The HR Office requires the following information to validate and approve an EPAF:
 - Account Percent (if not referenced above)
 - Calculation used to obtain [FTE](#) and [Hours per Pay](#)
 - Dates of Appointment (if different from [Job Effective Begin](#) and [Job Effective End Date](#))

Once information has been verified to be correct, Save the EPAF.

Once saved, Submit EPAF for approval and action.

Monitoring Transaction Status and Required Actions

Originator: Once the EPAF has been submitted, the originator should monitor the History queue under the Originator Summary section for the EPAF's status. If an EPAF has been returned for corrections, it will be listed in the Current queue under the Originator Summary.

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Approvers and FYI Users: In the Approval Summary for Required Actions, approvers and FYI users should monitor the Current queue for submissions.

Completion (Apply) of EPAF

Once an Approver approves the assigned EPAF, the Originator should verify that the EPAF has been processed by checking the Originator Summary Status.

Conclusion

By following the previous steps, you have now successfully and efficiently applied the *Department Chair Reappointment* EPAF and have ensured that EWU's employee information is up-to-date and compliant with its organizational policies and procedures.