

EWU Standard Operating Procedures (SOP) for EPAFs



Job Extension (JOBEXT)

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 a Job Extension EPAF (Electronic Payroll Action Form) using the EPAF category JOBEXT. This EPAF type is used to extend the appointment currently being held by an employee and is typically only used for classified and exempt appointments. No other changes to the position are made on this EPAF.

Scope

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

Workflow

1. Originator creates and submits “JOBEXT” 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.
3. Input the Approval Category as “JOBEXT” (Job Extension).
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 is being extended.
 - The values located under the “Position” and “Suffix” columns should reflect the same values as the job being extended.
 - An end date should be listed under the “End Date” column, as the previous appointment should end before the job extension begins.
3. Under the Select column, click on the box located next to the position being extended.
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 job extension.

Under the Reappointment - 2023 Section

- Jobs Effective Date: Using the calendar icon, select the effective date of the job extension.
- Personnel Date: Using the calendar icon, select the effective date of the job extension
- Contract Type: Use the default value that populates in the EPAF (no update needed).
- Job Status: Use the default A (no update needed).
- Appointment Percent: Use the default value that populates in the EPAF (no updated needed).
- FTE: Use the default value that populates in the EPAF (no update needed).
- Job Change Reason: Select EXTN, Job Extension.

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- [Hours per Pay](#): Use the default value that populates in the EPAF (no update needed).
- [Factor](#): Use the default value that populates in the EPAF (no update needed).
- [Pays](#): Use the default value that populates in the EPAF (no update needed).
- [Annual Salary](#): Use the default value that populates in the EPAF (no update needed).
- [Timesheet Orgn](#): Use the default value that populates in the EPAF (no update needed).
- [Job Location](#): Use the default value that populates in the EPAF (no update needed).

Under the End Job Section

- [Jobs Effective Date](#): Using the calendar icon, select the last day of the job extension.
- [Personnel Date](#): Using the calendar icon, select the last day of the job extension.
- [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 September 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	Level 1 Approver	Approve
10 – (APROV2) Approval Level 2	Supervisor of Level 1 Approver	Approve
80 – (BUDGET) Budget Office	TFELICIJAN – Felicijan, 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.

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The Departmental Approvers (Level 1 and Level 2) are responsible for validating the extension has been approved.

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 Budget Office requires the following information to validate and approve an EPAF:
 - Index
- The HR Office requires the following information to validate and approve an EPAF:
 - Approval by ELT to extend the appointment.

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.

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 *Job Extension* EPAF and have ensured that EWU's employee information is up-to-date and compliant with its organizational policies and procedures.