

COURSE OVERVIEW

COURSE NAME

Electronic Personnel Action Form 1 (EPAF)

INSTRUCTOR INFORMATION

Les Nolan

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COURSE LENGTH

Three hours

COURSE DESCRIPTION

This course will introduce the participant to the basics of EPAF and the transaction process. Participants will learn about the four critical roles and responsibilities as well as the advantages of using EPAF. Participants will also learn how to complete five different types of personnel transactions, or Approval Categories, using the EPAF process.

- Updating an employee's Home, Timesheet and Check Distribution Code (ORGCD)
- Changing an employee's contract end date (CONDAT)
- Making changes to an employee's labor distribution (LABOR)
- Terminating one of an employee's active assignments (TERM-J)
- Terminating an employee's WSU employment (TERM-E)

This course is a blended learning event. In a computer lab, participants will be led through the eLearning experience by a facilitator and Human Resource subject-matter expert.

LEARNING OBJECTIVES

By the conclusion of this course, participants will be able to:

- Explain the components of the EPAF process.
- Identify the roles and responsibilities in the EPAF process.
- Explain timing issues within the EPAF apply cycle.
- Monitor the originator's summary page be watchful of transaction returned for correction or rejected by Banner during the apply cycle.
- Set up your Approval Category default Routing Queues.
- Set up a proxy (EPAF Approvers only).

PREREQUISITES

Access to WSU Blackboard and Banner Self-Service Pre-Production 8 are required.

COURSE MATERIALS

You will need the following course materials:

- Access to Blackboard lesson Electronic Personnel Action Form (Lesson 1)

COURSE OUTLINE

Lesson 1: Introduction to Electronic Personnel Action Form (EPAF)

- Topic 1: What is EPAF?
- Topic 2: What does EPAF do?
- Topic 3: What are the advantages of EPAF?

Lesson 2: Roles and Responsibilities

- Topic 1: Originator
- Topic 2: Approver
- Topic 3: FYler (For Your Information)

Lesson 3: EPAF Process

- Topic 1: EPAF Process
- Topic 2: EPAF Apply Cycle and Calendar)
- Topic 3: Transaction Deadlines

Lesson 4: EPAF Terminology

- Topic 1: Approval Category
- Topic 2: Job Change Reason Code
- Topic 3: Query Date
- Topic 4: Personnel Date
- Topic 5: Routing Queue

Lesson 5: Processing EPAF Transactions

- Topic 1: Accessing EPAF
- Topic 2: Changing an Organization Code (ORGCDS)
- Topic 3: Changing a Contract Date (CONDAT)
- Topic 4: Changing a Labor Distribution (LABOR)
- Topic 5: Terminating an Assignment (TERM-J)
- Topic 6: Terminating Employment at WSU (TERM-E)

Lesson 6: Routing Queues

- Topic 1: Set-up
- Topic 2: Approval Process

Lesson 7: Processing a Returned for Correction EPAF Transaction

- Topic 1: Correcting a Transaction in Error
- Topic 2: Resubmitting a Returned Transaction

SUCCESSFUL COMPLETION

To successfully complete this learning program you must meet the following criteria:

- ✓ Attend all instructor-led sessions
- ✓ Participate in instructor-led activities
- ✓ Complete all eLearning as assigned
- ✓ Successfully pass posttests (80% or higher)

ADDITIONAL RESOURCES

There are several WSU websites available to supplement this course. The websites listed below are not required for this course but are helpful references you can refer to as needed.

- [Error and Warning Messages: Descriptions and Resolutions](#)
- [EPAF Transaction Deadline Schedule](#)
- [Tips for processing EPAF Transactions](#)
- [Transaction Management](#)
- [Selecting Approval Categories](#)
- [Transfer/Separation Checklist](#) (for TERM-J and TERM-E)
- Blackboard [Glossary](#) for a list of terms and definitions (located in the Tools link)