WAYNE STATE UNIVERSITY
HUMAN RESOURCES

COURSE OVERVIEW

COURSE NAME
Electronic Personnel Action Form 2 (EPAF)

INSTRUCTOR INFORMATION
Les Nolan
Office: (313) 577-9021
Email: lesnolan@wayne.edu

COURSE LENGTH
Three hours

COURSE DESCRIPTION
This course, EPAF-2, will introduce the participant to three new Approval Categories: JOBDTL, HR-DTL and AT-DTL. This course will also introduce Job Change Reason Codes (JCRE). Job Change Reason Codes (JCRE) are "reasons" why the transaction is taking place. Each Approval Category covered in this lesson is assigned a reason (code) to determine the type of action needed. Participants will learn that there are more than 35 Job Change Reason Codes (JCRE) available and many are completed in a similar fashion. The EPAF system will filter available Job Change Reason Codes (JCRE) when you select the Approval Category

The Job Change Reason Codes (JCRE) covered in this lesson are as follows:.

- Change in Appointment Percentage (CHAPP)
- Salary Adjustment (PASAL)
- Renewal of Appointment (RENEW)

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, partipants will be able to:

- Change a Job Assignment (JOBDTL) by changing the employee's appointment percentage (CHAPP)
- Change a Job Assignment (JOBDTL) by renewing an appointment (RENEW)
- Change an Hourly Job Assignment (HR-DTL) by adjusting an employee's salary (PASAL)
- Change an Attachment (AT-DTL) by adjusting an employee's wages.

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 2)

COURSE OUTLINE

Lesson 1:   **Changes to Existing Assignments**

        Topic 1:   Approval Categories for Changing Assignments

        Topic 2:   Job Change Reason Codes for Changing Assignments

Lesson 2:   **Common Job Change Reason Codes**

        Topic 1:   Change of Appointment Percent (CHAPP)

        Topic 2:   Renewal of Appointment (RENEW)

        Topic 3:   Joint Appointment (CHJOI)

        Topic 4:   Course Cancel Comp Fee (PTCAN)

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)