WAYNE STATE UNIVERSITY
HUMAN RESOURCES

COURSE OVERVIEW

COURSE NAME
Electronic Personnel Action Form 3 (EPAF)

INSTRUCTOR INFORMATION
Les Nolan
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COURSE LENGTH
Three hours

COURSE DESCRIPTION
This course, EPAF-3, will introduce participants to ID, CAMPUS, NEWPOS, HR-POS and AT-POS Approval Categories.

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

- Renewal of Appointment (RENEW)
- Appointment (HIAPP)

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:

- Create or edit Biographical and Address Information (ID)
- Create or edit Campus Address Information (CAMPUS)
- Create a New Hire or Assign to a New Position (NEWPOS) for an employee's first job, first job with benefits or rehired after a 3-year separation (HIAPP)
- Create a New Hire or Assign to a New Position (NEWPOS) and Renew an Appointment for PTF (RENEW)
- Assign a New Position or service (ADDIT) to an hourly employee (HRPOS)
- Create a New Attachment (HIAPP) for an existing employee (AT-POS)

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 3)

COURSE OUTLINE

Lesson 1:   New Hire or Assignment to New Position

        Topic 1:   Approval Categories for Changing Assignments

        Topic 2:   Job Change Reason Codes for Changing Assignments

Lesson 2:   Common New Assignment Job Change Reason Codes

        Topic 1:   Appointment (HIAPP)

        Topic 2:   Reappointment/Rehire (HIREA)

        Topic 3:   Renewal of Appointment (RENEW)

        Topic 4:   Additional Service (ADDIT)

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)