WAYNE STATE UNIVERSITY
HUMAN RESOURCES

COURSE OVERVIEW

COURSE NAME
EPAF Approvers and FYIers

INSTRUCTOR INFORMATION
Les Nolan
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COURSE LENGTH
Three hours

COURSE DESCRIPTION
This course is designed to provide participants with the knowledge and skills to verify the data accuracy of EPAF transactions and approve them in a timely manner.

In a computer lab, participants will experience a leader-led, hands-on learning event targeted for individuals who will become EPAF Approvers, Proxies, and FYIers.

LEARNING OBJECTIVES
By the conclusion of this course, partipants will be able to:

- Explain the EPAF process and timing of the Apply Cycle.
- Describe the roles of EPAF Approver and EPAF FIYer.
- Access the EPAF Approver's Summary Page to monitor EPAF activity.
- Display EPAF transactions that have been submitted by an EPAF Originator.
- View authorizing and supporting electronic documentation using ApplicationXtender.
- Verify accuracy of EPAF transaction data by comparing the transaction with the electronic documentation.
- Return EPAF transactions with data errors to the EPAF Originator for correction and re-submittion.

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: **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: FYIer (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: **Logging Into EPAF and Accessing the Approver's Summary Page**

Topic 1: Access EPAF Through Pipeline

Topic 2: Access EPAF From Within Banner

Topic 3: Viewing the Approver's Summary Page

Lesson 6: **Approving EPAF Transactions**

Topic 1: Viewing an EPAF Transaction

Topic 2: Viewing the Transaction Documentation in ApplicationXtender

Topic 3: Approving an EPAF Transaction

Lesson 7: **Returning EPAF Transactions for Correction**

Topic 1: Returning a Transaction for Correction

Topic 2: Approving the Resubmitted 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

None identified