

COURSE OVERVIEW

COURSE NAME

Introduction to Electronic Personnel Action Form (EPAF) Process

INSTRUCTOR INFORMATION

Les Nolan

Office: (313) 577-9021

Email: lesnolan@wayne.edu

COURSE LENGTH

One hour

COURSE DESCRIPTION

This course is designed for individuals who require a sound, working knowledge of the EPAF process and the EPAF Apply Cycle, but will not have an active role in originating and/or processing of EPAF transactions.

This course is informational only. There are no skill building exercises.

LEARNING OBJECTIVES

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

- Explain the relationship between the schools, colleges and divisions with the HR region.
- Describe the roles and responsibilities of the EPAF Originator, EPAF Approver and the FYler.
- Explain the elements of the EPAF process: origination, submission, return for correction, approval and upload.
- Describe the EPAF to Banner Apply Cycle.

PREREQUISITES

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

COURSE MATERIALS

You will need the following course materials:

- Introduction to Electronic Personnel Action Form (EPAF) Process participant guide

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

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)