WAYNE STATE UNIVERSITY
HUMAN RESOURCES

COURSE OVERVIEW

COURSE NAME
Electronic Personnel Action Form 1 (EPAF)

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

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.

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

- Create purchase requisitions.
- Create blanket order requests.
- Monitor the approval process and approval history.
- Create change orders and special purchase requests.
- Perform purchase document searches.
- Complete purchase order receivers.
- Manage the WayneBuy cart.
- Match exceptions.

PREREQUISITES
Banner and Cognos access is preferred.

COURSE MATERIALS
You will need the following course materials:

- WayneBuy Participant Guide

COURSE OUTLINE

Lesson 1:

        Topic 1:

        Topic 2:

        Topic 3:

Lesson 2:

        Topic 1:

        Topic 2:

        Topic 3:

Lesson 3:

        Topic 1:

        Topic 2:

        Topic 3:

Lesson 4:

        Topic 1:

        Topic 2:

        Topic 3:

Lesson 5:

        Topic 1:

        Topic 2:

        Topic 3:

Lesson 6:

        Topic 1:

        Topic 2:

        Topic 3:

Appendix:

        Topic 1:

        Topic 2:

        Topic 3:

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.

- WayneBuy (Production): https://solutions.sciquest.com/apps/Router/Home?tmstmp=1370364554410
- Procurement & Strategic Sourcing: http://purchasing.wayne.edu/waynebuy.php
- Banner Account Code Listing: http://purchasing.wayne.edu/rapp/account.php
- Special Clause Code Listing: http://purchasing.wayne.edu/rapp/clause.php
- Banner commodity Code Listing: http://purchasing.wayne.edu/rapp/commodity.php
- Imaged Purchase Order Instructions (Job Aid): http://purchasing.wayne.edu/rapp/commodity.php
- RAPP (Purchasing)Cognos Reports: http://purchasing.wayne.edu/rapp/reports.php
- Emergency Purchase Orders: http://www.forms.purchasing.wayne.edu/EPOs_List.php
- Banner: http://computing.wayne.edu/banner/index.php