

EMPLOYEE PERSONNEL ACTION FORM (EPAF) TRAINING 2025-2026

THE OFFICE OF HUMAN RESOURCES
CJ BARBER BUILDING (LOWER LEVEL)
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This guide should be utilized for all originators creating ePAFs for the following faculty groups:

- **Adjunct faculty rehired for teaching credit hour course/s.**
- **Permanent faculty teaching credit hour course as an overload.**
- **Permanent staff teaching credit hour courses as an extra duty.**

ePAF USER GUIDE:





An Electronic Personnel Action Form (ePAF) is an application that allows departments to enter payment information for employees. It informs the payroll system who is being hired, their position, and the amount they should be paid.

What is an ePAF?



Instructions: Accessing the SUFFIX App



Adjunct Faculty EPAF - Next Job Suff

Enter the employees BANNERID and the Position for the new contract.

This app will return the **NEXT SUFFIX AND FTE** that must be entered the the EPAF.

BannerID:

Position:

Credit Hours:

Contract Term: -Select TERM for Contract

Submit

1. Open a new browser tab.
2. Navigate to and open the SUFFIX App.
3. The SUFFIX App will provide you with:
 - The SUFFIX Number required to initiate the EPAF.
 - The job suffix is the job sequence number for each job processed.
 - The FTE (Full-Time Equivalent) needed to complete the EPAF.
 - The FTE is the employee's workload for each job processed.

Please make sure you have this information before you begin the EPAF process.

LINK: [SUFFIX APP](#)

SUFFIX APP: Retrieving the SUFFIX and FTE



Adjunct Faculty EPAF - Next Job Suff

Enter the employees BANNERID and the Position for the new contract.
This app will return the **NEXT SUFFIX AND FTE** that must be entered the the EPAF.

BannerID: Position: Credit Hours:

Insert FTE in NBAJOBS section within the ePAF Insert new Suffix in Labor Distribution Update, LABOR section on the New ePAF Job Selection page

FTE=0.225 for 3 Credit Hours
 Next Suffix for Milton J. Marshburn [830[REDACTED]] position XC5165 is **01**
 [830616541] Current Employ Status= 'A'

Continue with the EPAF Contract !



Adjunct Faculty EPAF - Next Job Suff

Enter the employees BANNERID and the Position for the new contract.
This app will return the **NEXT SUFFIX AND FTE** that must be entered the the EPAF.

BannerID: Position: Credit Hours:

Contract Term: -Select TERM for Contract

1. Enter the Faculty's Banner ID.
2. Enter the Position # (refer to the job position sheet on the next slide if unknown).
3. Enter the Credit Hours.
4. Select the Current Contract Term.

**PLEASE NOTE:
SUFFIXES AND FTES MAY VARY
FOR EACH FACULTY MEMBER!
YOU WILL NEED TO
COMPLETE THIS PROCESS
FOR EACH FACULTY MEMBER
INDIVIDUALLY!**

EPAFS: POSITION NUMBERS



1 Each department is assigned a unique position number. (See Chart)

2 Position Numbers will always begin with an “FA” or “XC”.

FA**** = Refers to all Adjunct (Part-Time) Faculty teaching courses as a primary duty.

XC**** = Refers to all Permanent Faculty teaching courses as an overload.
= All Permanent Staff teaching courses as an extra duty.

ePAF Support Application *ePAF Position Suffix App*

A position number, suffix (job sequence number) and FTE are needed to process an ePAF.

POSITION NUMBER

The following positions will be used for creating ePAFs when processing the hiring of the following types of employees:

FALL & SPRING Semesters/Terms & MAYMESTER

- 👇 Adjunct faculty rehire appointments – **FA....** (refer to chart below for position number)
- 👇 Permanent faculty teaching credit hour course as overload – **XC....** (refer to chart below for position number)
- 👇 Permanent staff teaching credit hour course as extra duty – **XC....** (refer to chart below for position number)

DEPARTMENT / SCHOOL	ADJUNCT (PART-TIME) FACULTY	PERMANENT FACULTY OVERLOAD
Biological Sciences	FA5080	XC5080
Chemistry Physic	FA5200	XC5200
Communications, Languages & Cultures	FA5050	XC5050
Criminal Justice	FA5380	XC5380
English	FA5040	XC5040
Government and History	FA5331	XC5331
Mathematics & Computer Sciences	FA5440	XC5440
Middle Grades, Second & Specialized Subjects	FA5170	XC5170
Performing & Fine Arts	FA5405	XC5405
Psychology	FA5375	XC5375
Sociology	FA5280	XC5280
Nursing	FA5420	XC5420
Social Work	FA5310	XC5310
Educational Leadership	FA5410	XC5410
Elementary Education	FA5140	XC5140
Accounting, Finance, Health Admin & Info Systems	FA5100	XC5100
Management, Marketing and Entrepreneurship	FA5320	XC5320
College of Business & Economics	FA5370	XC5370
College of Business & Economics	FA5301	XC5301
Summer School	FA5165	XC5165
University College	FA5030	XC5030

SUMMER SCHOOL Sessions

- 👇 Adjunct faculty rehire appointments – **FA5165**
- 👇 Permanent faculty teaching credit hour course as overload – **XC5165**
- 👇 Permanent staff teaching credit hour course as extra duty – **XC5165**

SUFFIX

The job suffix is the job sequence number for each job processed. Refer to the ePAF Support App to obtain the next job suffix.

FTE

The FTE is the employee workload for each job processed.

Refer to the ePAF Support App to obtain the next job suffix and FTE.

ePAF Position Suffix App

Suffix App Down?

How to Keep ePAFs Moving Without the Suffix App”

1. Utilize the “FTE Cheat Sheet” to determine the FTE.
2. Suffixes reflect the job sequence number tied to a Position Number. All faculty start with 00 for their very first assignment, and the suffix increases with each additional job under that same position.
3. Refer to the last ePAF you completed for the faculty member to determine the next suffix for the current semester.

**EXAMPLE - IF DR. FLOYDS’S
LAST EPAF IN SPRING 2025 WAS
= XC5030-01
THIS FALL 2025 EPAF
SHOULD BE
= XC5030-02
AND SO ON.**

FTE CHEAT SHEET

Credit Hours	FTE
1	0.075
2	0.15
3	0.225
4	0.3
5	0.375
6	.45
7	0.525
8	0.6
9	0.675
10	0.75

Formula 0.075 * credit hours = FTE

🔧 TEMPORARY WORKAROUND 🔧

**IF YOU'RE EXPERIENCING ISSUES WITH THE SUFFIX APP,
PLEASE NOTIFY ME AS SOON AS POSSIBLE.
SO THAT WE COORDINATE WITH I.T. TO RESOLVE THE ISSUE.**

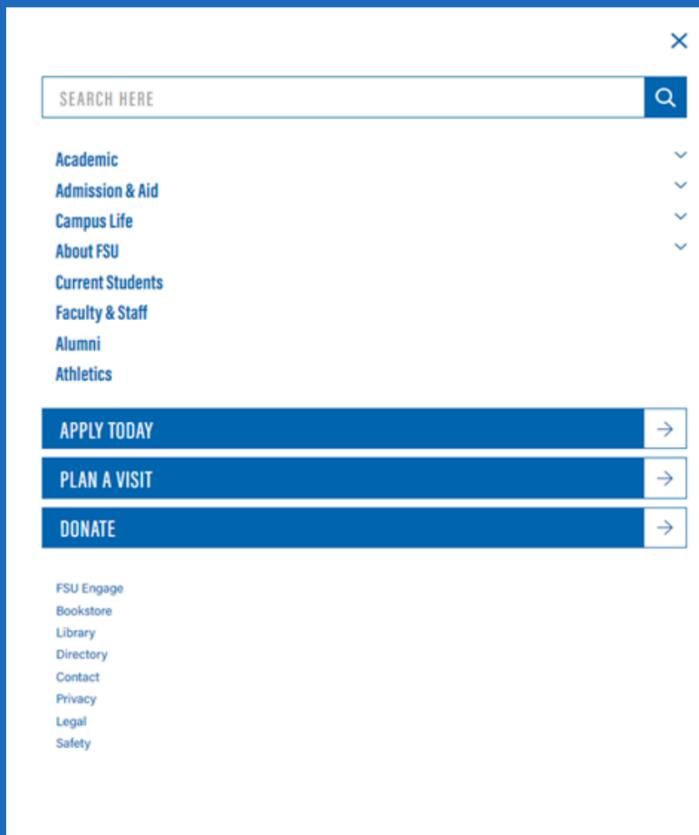
 **ALERT: Incorrect Platform Usage**

 **DO NOT USE BANNER 8
TO SUBMIT EPAFS!
ALL EPAF SUBMISSIONS
MUST BE COMPLETED
USING BANNER 9!**

CREATING AN EPAF: LOGGING INTO BANNER 9

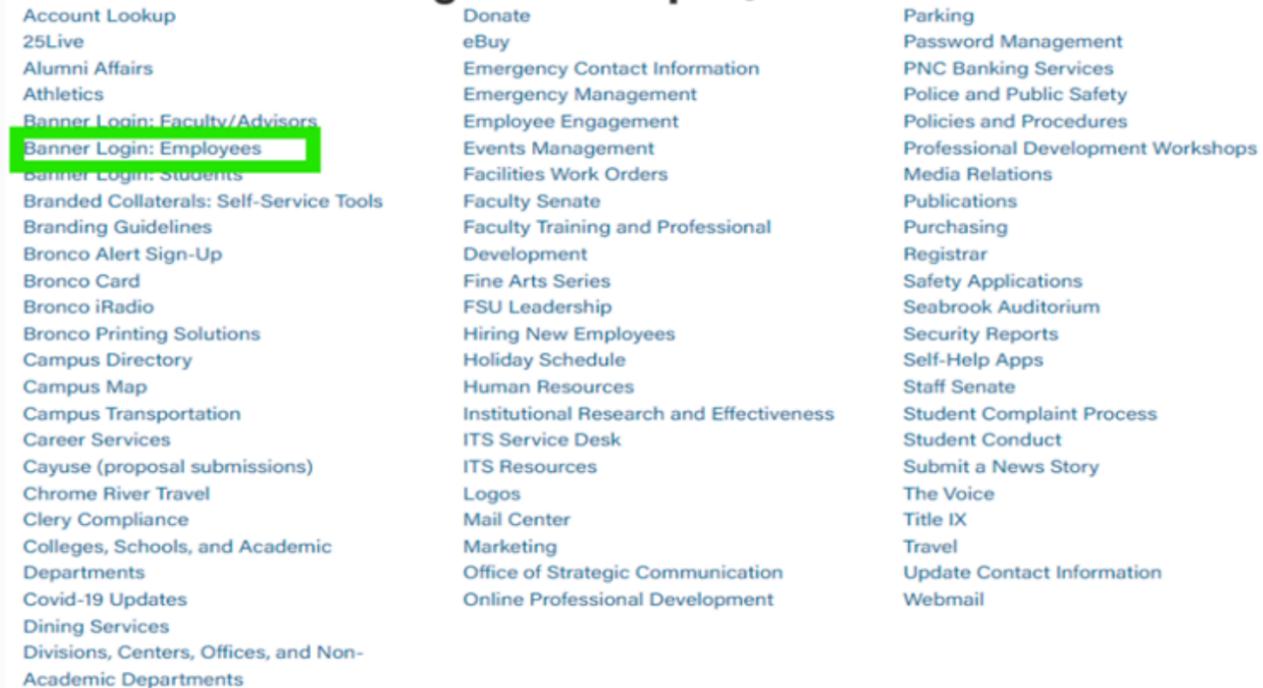
From the FSU homepage, select Faculty and Staff > Banner Login: for Employees > Login using your FSU credentials.

1

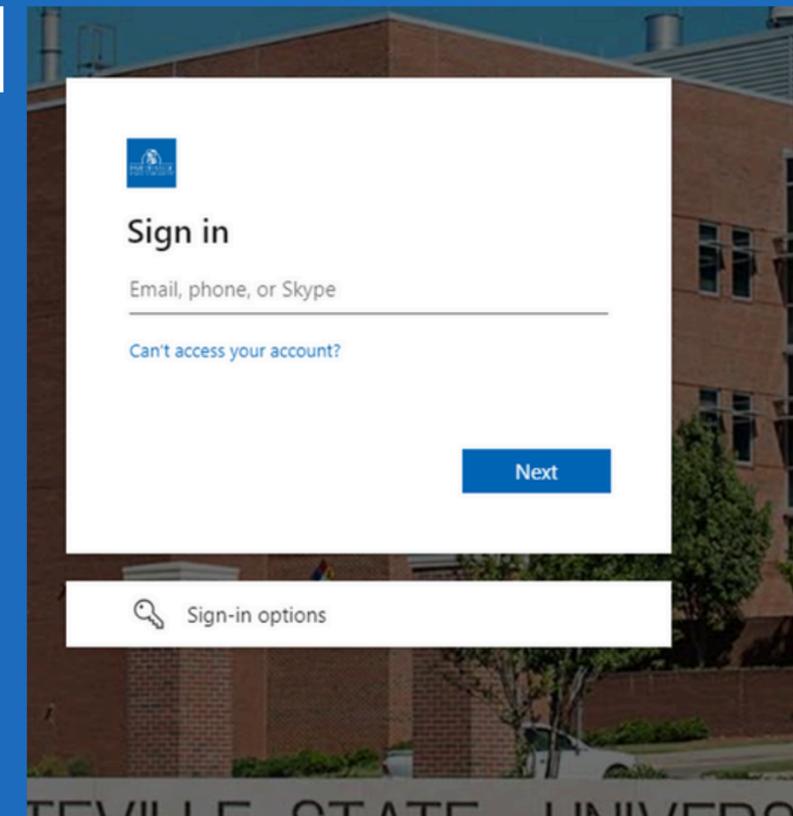


2

Campus Resources (includes resources for faculty and staff located throughout campus)



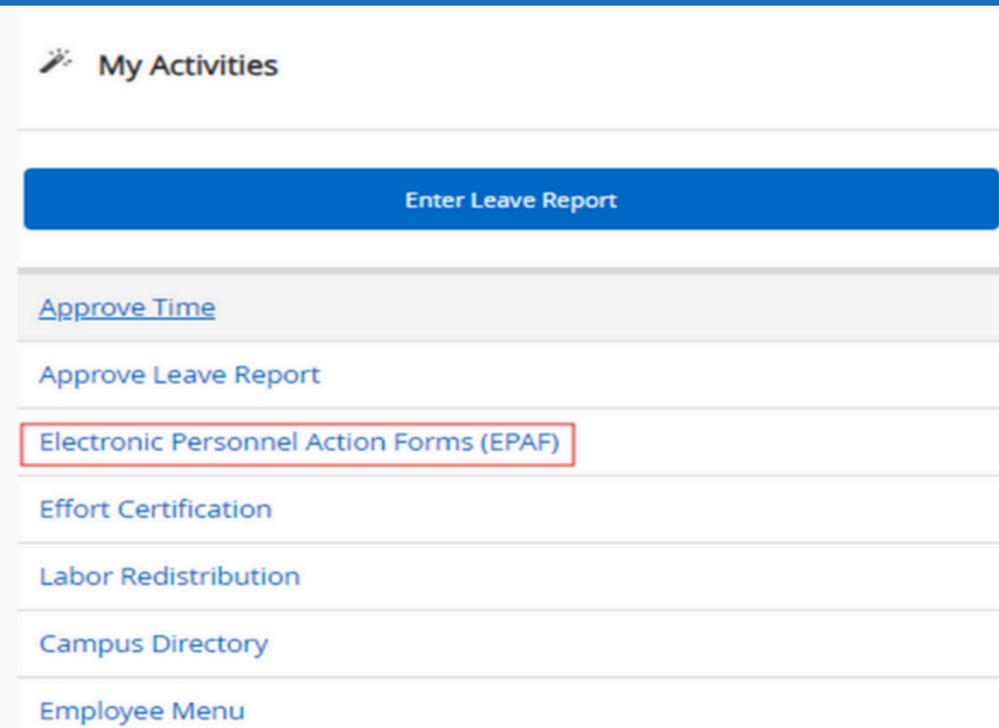
3



CREATING AN EPAF: SETTING UP THE DEFAULT ROUTING QUEUE

1 To begin the EPAF:

1. In Banner, select EPAF under “My Activities”.



My Activities

Enter Leave Report

Approve Time

Approve Leave Report

Electronic Personnel Action Forms (EPAF)

Effort Certification

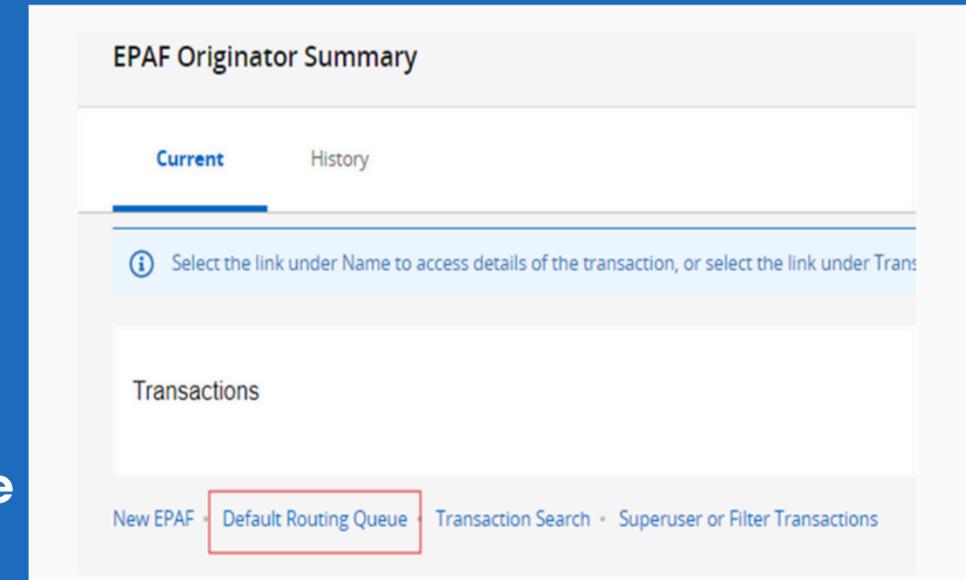
Labor Redistribution

Campus Directory

Employee Menu

2 Select EPAF Originator Summary, then choose Default Routing Queue at the bottom of the page.

1. Before creating an ePAF, set up a default routing queue.
2. If you don't set this up, you'll need to add approvers manually every time you create an ePAF!



EPAF Originator Summary

Current History

Select the link under Name to access details of the transaction, or select the link under Trans

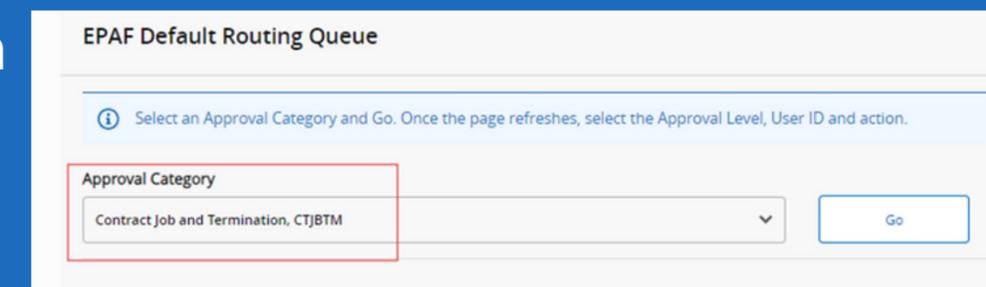
Transactions

New EPAF Default Routing Queue Transaction Search Superuser or Filter Transactions

3

Next, click the down arrow next to Approval Category and select the category for which you want to set up a Default Routing Queue:

1. Always select Contract Job and Termination (CTJBTM).
2. Select Go.



EPAF Default Routing Queue

Select an Approval Category and Go. Once the page refreshes, select the Approval Level, User ID and action.

Approval Category

Contract Job and Termination, CTJBTM

Go

CREATING AN EPAF:

SETTING UP THE DEFAULT ROUTING QUEUE PART 2

1 The routing queue should be in this order (see photo):

2 For each Approval Level (1, 6, 11, 16, 20, 35, 40, 50, 55, 92), click the search icon and select the correct username. Also note each approver's *Required Action* on the page's right side.

****IF THE APPROPRIATE INDIVIDUAL (CHAIR/DEAN) FOR YOUR AREA ISN'T LISTED, CONTACT THE HR CONTRACT ADMINISTRATOR.**

3 After entering all usernames, click Save.

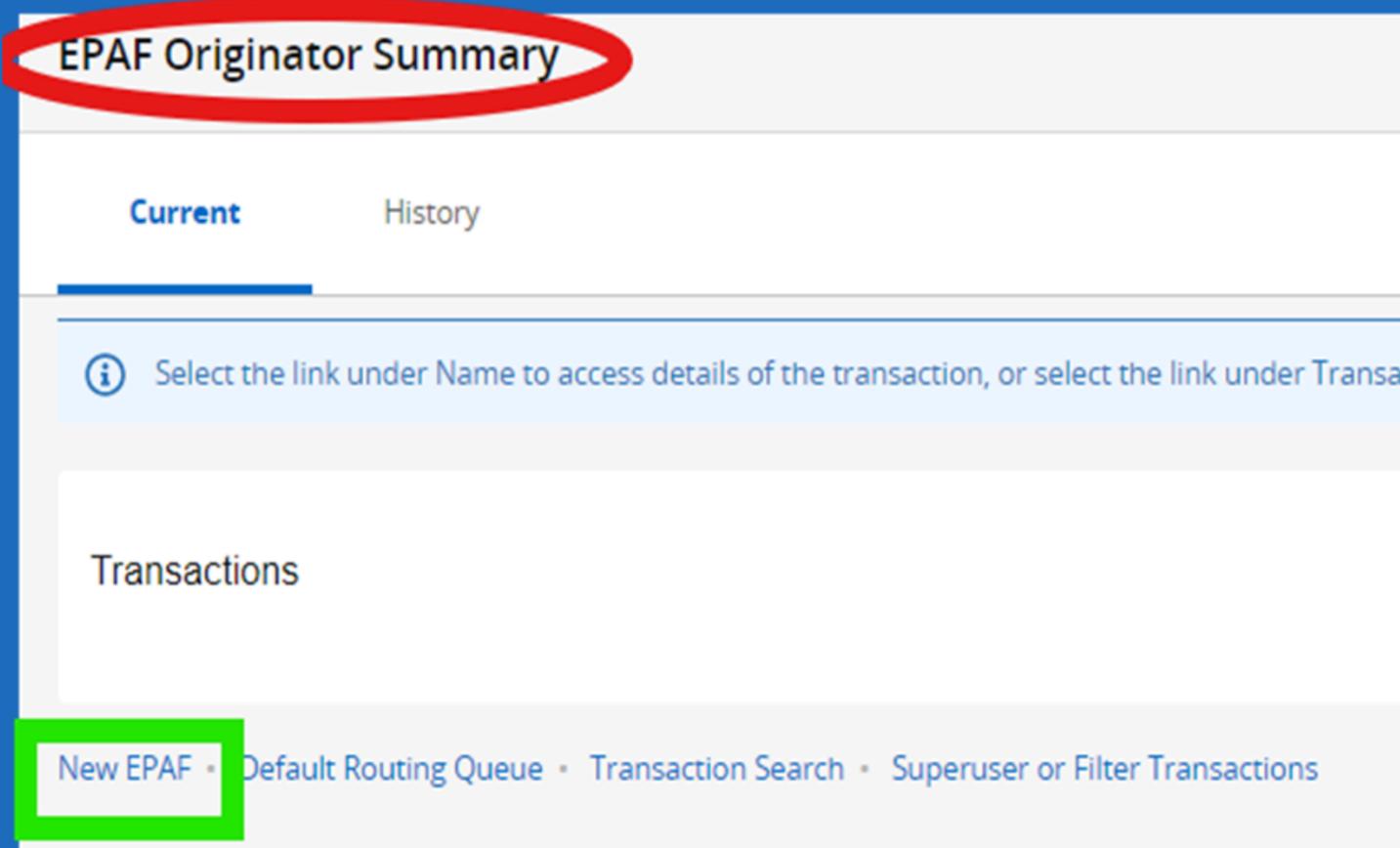
4 Once the default routing queue is created and saved, you won't need to repeat this unless there's a change in the Approval Level (Dean, Chair)!

MAKE SURE YOUR ROUTING QUEUE INCLUDES THE CORRECT DEPARTMENT CHAIR AND COLLEGE DEAN FOR THE DISCIPLINE/AREA YOU ARE ENTERING!

Approval Level	User Name	Required Action
1 - (CTHR15) Contract HR_10 Review	BELLIOTT - Elliott, Bridgett L.	Approve
6 - (AABUD2) Academic Affairs Budget_2	GSUTTLES - Suttles-Battle, Gailletta M.	Approve
11 - (CTHR46) Contract HR_20 Review	SSOLES - Soles, Sharon D.	Approve
16 - (CHAIR2) Chair_2	Not Selected	Approve
20 - (DEAN) Dean	Not Selected	Approve
35 - (AAPVST) Academic Affairs Provost	MLEACH6 - Leach, Monica T.	Approve
40 - (CTUBUD) University Budget	NGOMEZ - Gomez, Natalie	Approve
50 - (CTHR30) Contract HR 30 Before Email	BELLIOTT - Elliott, Bridgett L.	Approve
55 - (CTHR40) Contract HR 40 After Email	BELLIOTT - Elliott, Bridgett L.	Approve
92 - (EPAFHR) EPAF - HR Administration	SSOLES - Soles, Sharon D.	Apply
Add Row		

CREATING AN EPAF: NEW EPAF

- 1 To start creating your EPAF, go back to EPAF Originator Summary.
- 2 At the bottom, click NEW EPAF. This will prompt you to begin the New EPAF Person Selection.



EPAF USERS SHOULD USE THE SPREADSHEET PROVIDED BY ACADEMIC AFFAIRS.

**THE SPREADSHEET INCLUDES:
THE FACULTY MEMBER'S NAME, BANNER ID,
AND THE CORRECT POSITION NUMBER.**

**ALL COURSES MUST BE ENTERED INTO
THE EPAF SYSTEM SEPARATELY!**

CREATING AN EPAF: PERSON SELECTION AND POSITION NUMBER

1 Enter the Banner ID.

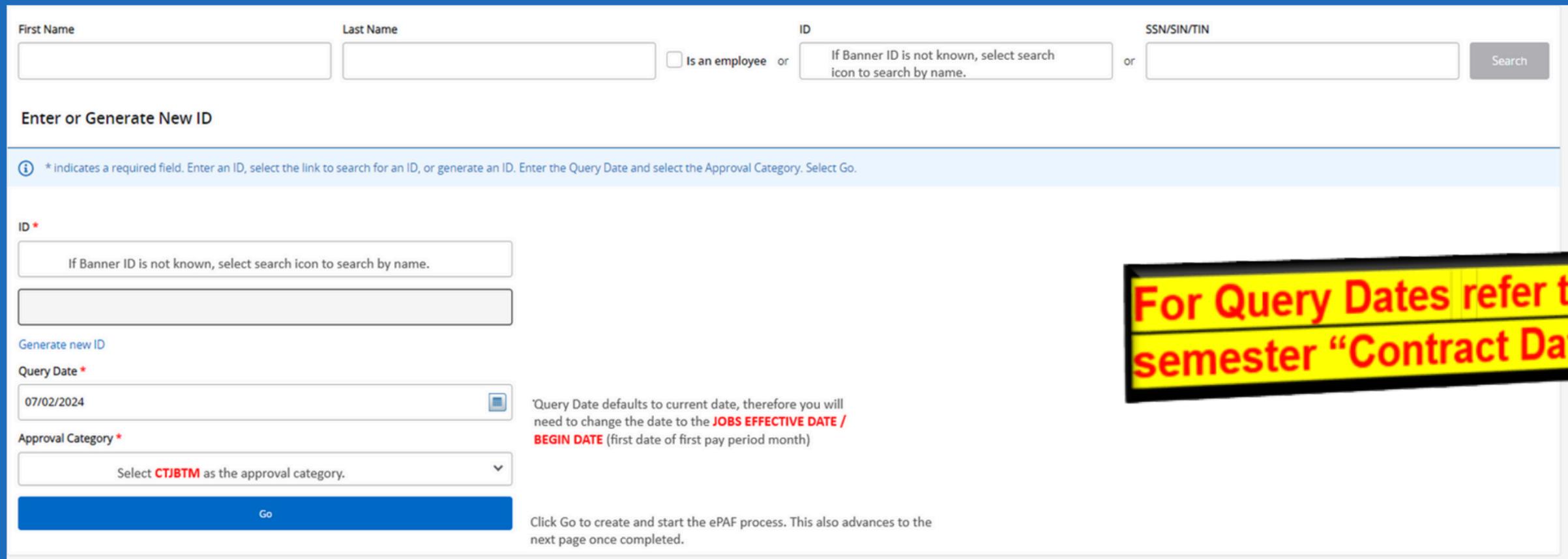
2 Enter the **Query Date** (see “contract dates.pdf”).

NOTE: If the query date is entered incorrectly, the originator will NOT be able to edit later. A new ePAF must be started!

EPAF SUBMITTERS WILL RECEIVE EMAIL UPDATES WITH THE LATEST CONTRACT DATES, DEADLINES, AND PAY RATES.

3 Select the correct Approval Category. Always select “Contract Job and Termination (CTJBTM)”.

4 Select Go.



The screenshot shows a web form for creating an EPAF. At the top, there are input fields for 'First Name', 'Last Name', 'ID', and 'SSN/SIN/TIN'. Below these is a search button. A section titled 'Enter or Generate New ID' contains a message: '* indicates a required field. Enter an ID, select the link to search for an ID, or generate an ID. Enter the Query Date and select the Approval Category. Select Go.' Below this, there is an 'ID' field with a search icon and a 'Generate new ID' link. The 'Query Date' field is set to '07/02/2024'. The 'Approval Category' dropdown is set to 'Select CTJBTM as the approval category.' A blue 'Go' button is at the bottom. A note states: 'Click Go to create and start the ePAF process. This also advances to the next page once completed.'

For Query Dates refer to current semester “Contract Dates”.pdf

EPAF SUBMITTERS SHOULD USE THE SPREADSHEET PROVIDED BY ACADEMIC AFFAIRS.

THE SPREADSHEET INCLUDES: THE FACULTY MEMBER’S NAME, BANNER ID, AND THE CORRECT POSITION NUMBER.

CREATING AN EPAF: SETTING UP NEW EPAF JOB SELECTION

1 Enter the faculty's position number .

EPAF USERS SHOULD REFER TO THE SPREADSHEET PROVIDED BY ACADEMIC AFFAIRS, WHICH INCLUDES EACH INDIVIDUAL'S NAME, BANNER ID, AND THE CORRESPONDING POSITION NUMBER.

2 Click on the opened SUFFIX APP tab and enter the provided suffix number. *(PLEASE NOTE: SUFFIXES WILL VARY FOR EACH FACULTY MEMBER.)*
If the suffix is incorrect, the originator will NOT be able to edit later. A new ePAF must be started!

3 Select GO to proceed. On the next screen, you will finish creating the new EPAF.

New EPAF Job Selection

Enter or search for a new position number and enter the suffix, or select the link next to Position.

Details

ID	Query Date	Approval Category
.	07/03/2024	Contract Job and Term, CTJBTM

Here you will see the employee's name, ID, current date, and the type of job/approval category

Labor Distribution Update, LABOR

Select	Type	Position	Suffix	Title	Time Sheet Organization	Start Date	End Date
<input checked="" type="checkbox"/>	New Job	<input type="text"/>	<input type="text"/>				
<input type="checkbox"/>	Primary	001881	00	Human Resources Specialist	2502, AVC for Human Resources	04/15/2024	

See FSU ePAF Support App to determine Position number and next Suffix.

All jobs will show all previous positions.

Clarification on Suffix Usage in ePAF Submissions

When assigning multiple courses to an instructor within the same semester, each course requires a different suffix under the instructor's same position number.



1

The suffix application only recognizes a suffix as “used” after the ePAF is fully processed and applied in both Banner and the payroll system.

2

Until then, the system does not prevent reuse of the same suffix number in additional ePAF submissions.

3

Therefore, when submitting multiple ePAFs for the same instructor in one term, the submitter must manually track and increment suffix numbers to avoid duplication.

4

Example of Suffix Usage for Multiple Courses:

If Bridgett Elliott is teaching ***three*** courses this semester, and her first ePAF suffix (as shown in the app) is ***04***, then the suffixes for her courses would be assigned as follows:

- First ePAF: 04
- Second ePAF: 05
- Third ePAF: 06

Note: Even if the suffix app still displays 04 as available after submitting the first ePAF, you will need to manually proceed with suffixes 05 and 06 for the remaining courses.

LABOR DISTRIBUTION UPDATE SECTION:

- 1 NO ENTRY IS NEEDED! This information will generate automatically!**
- 2 The percentage in the Labor Distribution Update section should always total 100%.**

Labor Distribution Update, FA5030-01 Faculty Adjunct Monthly

Current

Effective Date
07/03/2024

COA	Index	Fund	Organization	Account	Program	Activity	Location	Project	Cost	Percent	Encumbrance Override End
No results found.											

New

No entry is needed in the Labor Distribution Update section. This information is automatically generated.

Effective Date null
07/03/2024

Percent should always be 100%

COA	Index	Fund	Organization	Account	Program	Activity	Location	Project	Cost	Percent	Encumbrance Override End Date	Remove
F		1101	5034	21150	A101					100		

CREATING AN EPAF: CONTRACT EMPLOYEE STATUS PEAEMPL INFORMATION

- 1 Confirm that the home organization number matches the department's organization number.
- 2 Complete PEAEMPL section for FA Faculty ONLY !!!!

Permanent Faculty and Employees:

NO ENTRIES OR CHANGES ARE NEEDED IN THIS SECTION!!!!!!

Leave the new value section as is!

Permanent EE

Enter Changes	Current Value	New Value
Home Organization:	50122, One Stop Shop	
Home COAS:	F	F
Original Hire Date:	12/15/2010	
Current Hire Date:	08/05/2022	
Employee Status:	Active	Active
Employee Class Code:	EN, EHRA Non Faculty	
First Work Date:	08/05/2022	

Adjunct Faculty and Part-Time Employees:

Please ensure that the "Current Hire" and "First-Work" dates accurately reflect the current contract begin dates.

On the "Contract Dates" PDF, please note that the Personnel Date corresponds to the contract begin date.

Non Permanent (FA)

Enter Changes	Current Value	New Value
Home Organization:	53601, Department of GPSB	
Home COAS:	F	F
Original Hire Date:	01/05/2010	
Current Hire Date:	10/16/2021	08/18/2021
Employee Status:	Terminated	Active
Employee Class Code:	FA, Adjunct Faculty	
First Work Date:	10/16/2021	08/18/2021

Contract Employee Status PEAEMPL Information

Home Organization	2502	If Home Organization Current Value does not reflect your department please contact HR to update.
Home COAS	F	
Original Hire Date	06/03/2019	
Current Hire Date	06/03/2019	← Contract Start Date
Employee Status	A	Old Value: Active
Employee Class Code	SN, SHRA - Non-Exempt	
First Work Date	06/03/2019	← Contract Start Date, ite

CREATING AN EPAF: CONTRACT EMPLOYEE NBAJOBS SET UP INFORMATION

ALWAYS REFER TO THE “CONTRACT DATES”.PDF

Title:

Enter the correct title for the faculty member.

Timesheet Orgn:

Use the Department Org # (this should match the organization number at the top of the ePAF).

Contract Type:

- FA = Part-time / Non-permanent adjuncts
 - Their first contract in a given semester is labeled as Primary. Any additional contract in the same term is labeled as Overload.
 - XC = Permanent Staff and faculty (Lecturers, Adjunct Assistant Professors, Assistant Professors, etc.)
- These contracts are always classified as Overload.

Job Begin/ Effective Date:

No entries needed! Defaults from the query date (the first day of the pay period month)

Personnel Date:

This is the contracts begin date. (First physical day of work)
Refer to the “Contract Dates”.pdf

Annual Salary:

Refer to the spreadsheet or “Rate of Pay” faculty sheet.

Factor:

This is the total pay periods.
Refer to the “Contract Dates”.pdf

Pays:

This represents the number of payments to be made. It should be the same as “Factor”.
Refer to the “Contract Dates”.pdf

FTE:

Refer to the “SUFFIX APP” or cheat sheet to enter the provided FTE.

Supervisor’s Banner ID Number::

Enter the supervisor’s Banner ID.

Contract Employee NBAJOBS Set Up Information, FA5030-01 Faculty Adjunct Monthly

Title *
Enter Title: Example Adjunct Lecturer, Assistant Professor, Lectures, Adjunct Associate Professor, etc.

Timesheet Orgn *
Use Dept Organization # (same number for the organization # in the Labor Distribution section)

Contract Type *
Primary
Not Selected
Secondary
Overload

Job Begin Date
07/03/2024
These dates default from Query Date.

Jobs Effective Date *
07/03/2024
Old Value

Personnel Date *
← Contract Start Date

Annual Salary *
Enter Salary ex: 3000.00

Job Change Reason
00004
Old Value

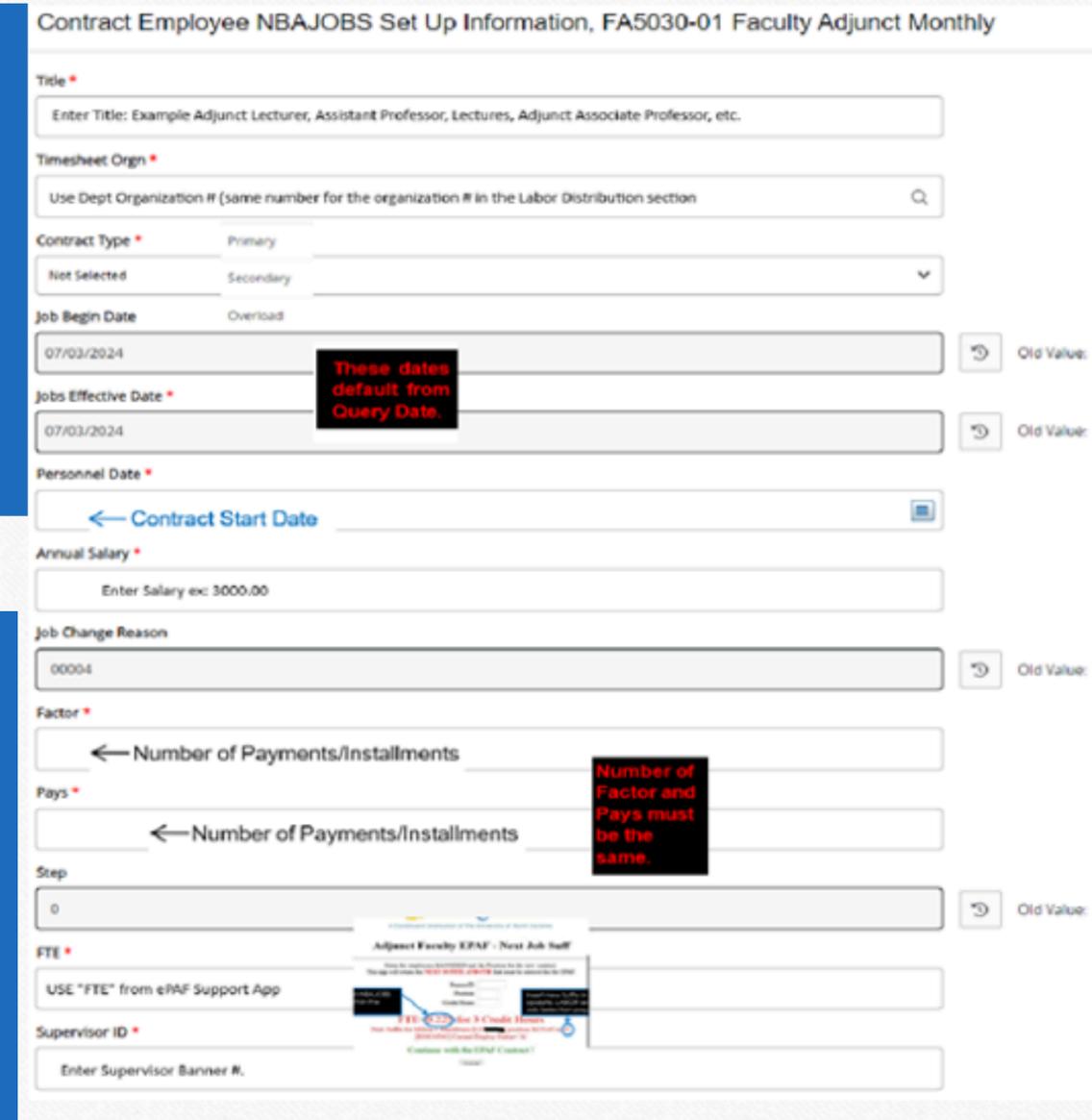
Factor *
← Number of Payments/Installments
Number of Factor and Pays must be the same.

Pays *
← Number of Payments/Installments
Old Value

Step
0
Old Value

FTE *
USE “FTE” from ePAF Support App

Supervisor ID *
Enter Supervisor Banner #.



CREATING AN EPAF: CONTRACT EMPLOYEE JOB TERMINATION



REFER TO "CONTRACT DATES".PDF

Jobs Effective Date

= Last day of the contract's pay period.

Refer to "Contract Dates".pdf

Personnel Date:

= Contract End Date.
(Last Physical Day of Work)

Refer to "Contract Dates".pdf

Contract Employee Job Termination, FA5030-01 Faculty Adjunct Monthly

Jobs Effective Date *

← Last day of pay period month



Personnel Date *

← Last physical day of work = contract end date



Job Change Reason



Old Value:

Job Status *



Old Value:

CREATING AN EPAF: COMMENT SECTION

In the Comment box, all ePAFs must include the following standardized verbiage:

- CRN,
 - Semester/Term,
 - Course Length,
 - Course Name & Number,
 - Section Number,
 - Credit Hours,
 - and Student Enrollment Total
- (indicate greater than >10 or <10)

CLICK SAVE.

This will allow you to scroll and review the information you entered on the EPAF.

CLICK SUBMIT.

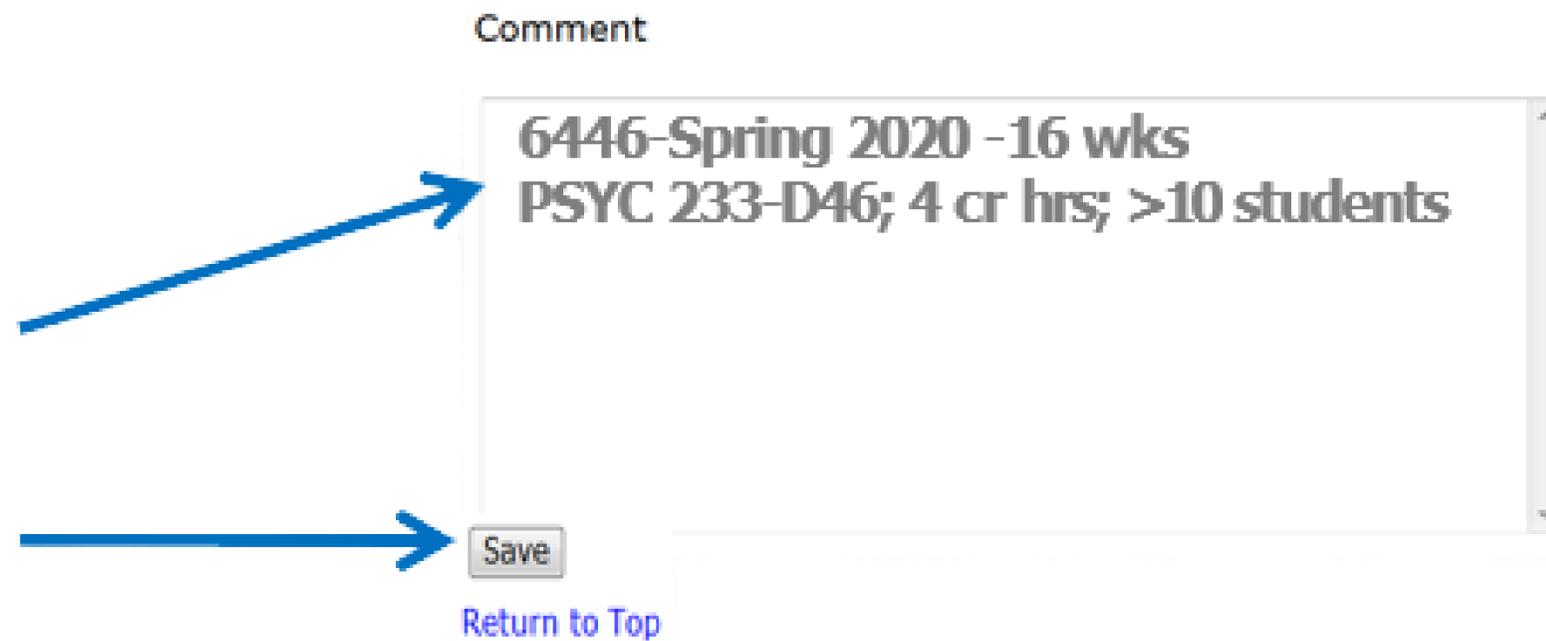
This will allow the EPAF to begin routing to the first level approver.

Comment

6446-Spring 2020 -16 wks
PSYC 233-D46; 4 cr hrs; >10 students

Save

[Return to Top](#)



PLEASE DOUBLE-CHECK FOR ACCURACY, AS THIS INFORMATION WILL APPEAR EXACTLY AS ENTERED WHEN THE INSTRUCTOR SIGNS THE CONTRACT.

✓ BEFORE YOU SUBMIT YOUR EPAFS: FINAL CHECKLIST



1 Check your Query Date!

⚠ Remember if the query date is incorrect, you'll need to start over.

2 Verify Job, Suffix, and Position Number!

Ensure the Job, Suffix, and Position Numbers are correct.

3 Review the “Contract Employee State (PEAEMPL) Information” section!

This section should only be updated for non-permanent hires.

4 Confirm the “Contract Employee NBAJOBS Setup Information” section!

Ensure the Title, Personnel Date, Contract Type, Salary, Factor, and Pays are correct.

5 Review the “Contract Employee Job Termination” section!

Double-check the Job Effective Date and Personnel Date.

6 Confirm the Default Routing Queue!

Make sure it reflects the most current approvers.

7 Ensure the Comment Section includes all required details:

CRN,
Semester/Term,
Course Length,
Course Name & Number,
Section Number,
Credit Hours,
and Student Enrollment Total
(indicate greater than >10 or <10)

ERRORS AND WARNINGS!



1

You will NOT be able to proceed if you receive an ERROR message.

Please resolve the issue before continuing.

Errors and Warning Messages	
Type	Message Type Description
Contract Employee NBAJOBS Set Up Information	ERROR *ERROR* This employee already has a primary job.

2

You may ignore all WARNING messages.

These do not prevent submission and will not affect processing.

Errors and Warning Messages	
Type	Message Type Description
Contract Employee NBAJOBS Set Up Information	WARNING *WARNING* Encumbrance has been set to 0, because method is Value Input.
Contract Employee NBAJOBS Set Up Information	WARNING *WARNING* Total FTE for this employee exceeds one as of the eff date.
Contract Employee NBAJOBS Set Up Information	WARNING *WARNING* Rate for this job is outside the Table/Grade range.

* - indicates a required field.

Creating an ePAF: Summary Of Steps



1. **Select “New EPAF”**
2. **Enter the Banner ID, Query Date, and Select the Approval Category.**
3. **Enter The Position and Suffix Number. (Retrieve from the ePAF Support App.)**
4. **Complete the PEAEMPL Section (for Adjunct Faculty ONLY.)**
5. **Contract Employee NBAJOBS Set Up Information**
 - i. **Enter the appropriate job title for the faculty member.**
 - ii. **Enter Org Number.**
 - iii. **Enter the Department Organization Number (same as listed at the top of the ePAF).**
 - iv. **Select Contract Type from the dropdown.**
 - v. **Enter Personnel Date.**
 - vi. **Enter Annual Salary.**
 - vii. **Enter Factor.**
 - viii. **Enter Pays.**
 - ix. **Enter FTE.**
 - x. **Enter the Supervisor’s Banner ID.**
6. **Contract Employee Job Termination Section**
 - i. **Enter Job Effective Date.**
 - ii. **Enter Personnel Date.**
7. **Ensure the Routing Queue is correct.**
8. **Enter comment Information.**
9. **Save and Submit.**



WARNING:

**EPAF(BANNER) SCREENS WITH NO ACTIVITY WILL AUTOMATICALLY TIMEOUT AFTER 20 MINUTES,
CAUSING YOU TO LOSE ANY UNSAVED INFORMATION!**

**IF YOU NEED TO STEP AWAY OR SWITCH TASKS,
BE SURE TO SAVE YOUR EPAF SO YOU CAN EASILY RETURN AND UPDATE IT LATER.**

! 20 minute inactivity caused web session timeout.

ePAF Action Buttons: What Do They Do & When to Use Them

Transaction History	
Action	Date
Created	07/15/2025

Buttons: Delete, Update, Add Comment, Void

- 1** **SUBMIT:** This button appears when a transaction is in “Waiting” or “Return for Correction” status.
You must click “Submit” to initiate or reinstate the approval process.
- 2** **UPDATE:** This button allows users to modify information within an existing ePAF.
If an ePAF has been returned for correction, the originator can click the “Update” button to make the necessary adjustments, and then save and resubmit it for approval.
- 3** **DELETE:** This button appears when a transaction is in “Waiting” or has no status.
Selecting this option will permanently remove the transaction from the table.
- 4** **VOID:** This button appears after an ePAF has been submitted but before it has been completed.
This allows you to remove a transaction that is still in the approval process but not yet finalized.
- 5** **CANCEL:** This button appears after an ePAF has been completed.
This option allows you to remove a transaction that has already completed the approval process.

Tracking Your ePAFs Like a Pro:

The ePAF 'Originator Summary' displays a list of all ePAFs you have submitted. It can be accessed from the main ePAF screen.

EPAF Approver Summary All EPAFs that you need to currently act upon are displayed in the Current tab. The queue status will be Pending, FYI, or More Information.	EPAF Originator Summary Displays only those EPAF transactions that you have originated.
New EPAF Allows you to create a new transaction.	Act as a Proxy Available to all self-service EPAF users who have been given proxy privilege.
EPAF Proxy Records Allows you to specify and authorize one or more users to approve EPAFs in your absence.	

1

The 'Current' tab displays all ePAFs that are still in the routing process. Use this tab to monitor which approver's queue each ePAF is currently in.

2

The 'History' tab provides a record of all ePAFs that have either been fully approved and completed or voided during the process.

EPAF Originator Summary

Current History

 Select the link under Name to access details of the transaction.

Transactions

SUBMITTED YOUR EPAFS?

ePAF ORIGINATOR/APPROVER RESPONSIBILITY:

It is the responsibility of each department to regularly monitor the ePAF routing workflow to ensure it is moving through the approval process without delays!



1

Originators should follow up with their department's approvers if an ePAF has been pending in their approval queue for an extended period (3 or more days) of time.

2

Approvers receive email notifications four times per day reminding them of any ePAFs awaiting their approval.

3

It is the responsibility of the approver to thoroughly review the ePAF for accuracy, including salary, FOAP, pays/factors, timesheet organization, and other relevant details.

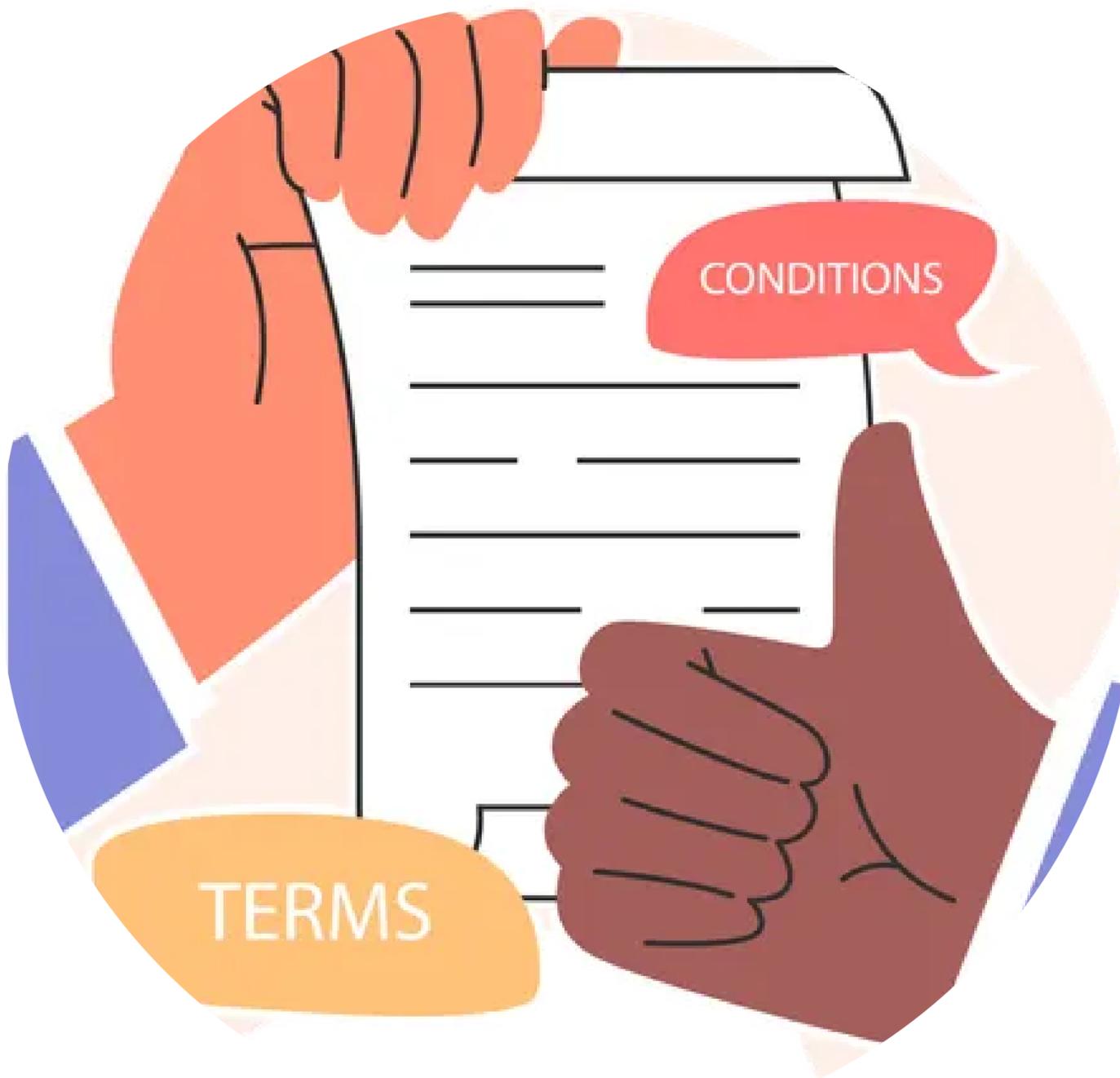
4

If any information submitted by the originator is incorrect, the approver should select 'Return for Correction' and include a comment specifying the changes that need to be made.

4

Once the necessary corrections are made, the originator must resubmit the ePAF. *Please note that regardless of which approver returned it for correction, the resubmitted ePAF will route through the entire approval queue again.*

WAITING FOR FACULTY MEMBERS TO ACCEPT THEIR CONTRACT?



1

Once I have provided the approval that triggers the contract email to the faculty member, please continue to monitor and nudge faculty who have not yet reviewed and accepted their contract(s).

2

It is the responsibility of the faculty member to sign contracts in a timely matter upon receiving!

Faculty members receiving ePAFs should monitor their e-mails for the subject: Your FSU CONTRACT, from services@uncfsu.edu .

3

Courtesy emails may be sent to faculty who have not yet signed their contract if it has remained unsigned for some time or is approaching the personnel deadline.

The department's admin and chair are cc'd on these emails to keep everyone informed!

4

Contracts not signed by the payroll deadline will have to be voided and resubmitted for the next month's payout.

RESOURCES FOR EPAFS:

**PLEASE MAKE FULL USE OF ALL THE RESOURCES PROVIDED TO YOU!
THEY ARE HERE TO SUPPORT YOU AND WILL BE KEY TO THE SUCCESSFUL
SUBMISSION OF YOUR EPAF TRANSACTIONS. 😊**

- 📌 **Contract Dates.** *The updated Contract Dates.pdf is emailed at the beginning of every semester.*
- 📄 **Faculty Information Spreadsheet**
- 📋 **Electronic Personnel Action Forms (ePAF) Guide**
- 🧩 **ePAF Suffix App**
- 🗝️ **HR Account Request**
 - **If there are new approvers in your department who need ePAF access, please contact the Contract Administrator.**
- 📄 **New Adjunct Hires***
 - **A credential packet and hiring proposal must be completed by the hiring manager before a contract can be issued to the faculty member.**
 - *New adjunct hires will not receive ePAFs during their initial semester. Instead, the contract provided by HR during onboarding will be used for payment. Starting the following semester, adjuncts will receive ePAFs for their contracts.*

Questions? Contact Us:



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