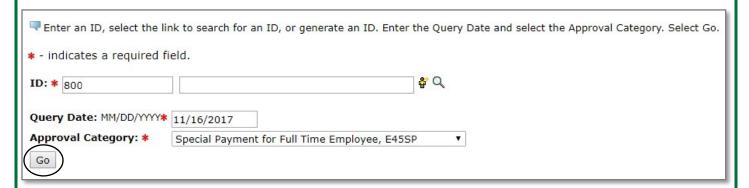
## **Quick Reference Guide to EPAFs**

## **Creating an EPAF**

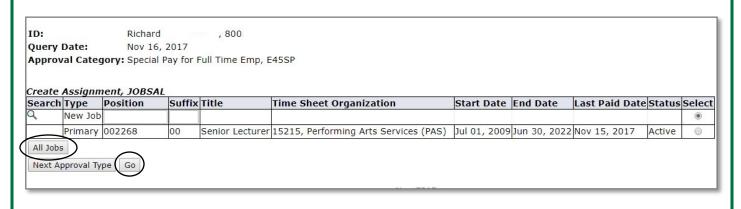
1. Click New EPAF in the EPAF menu



- 2. Enter UNCC ID
- 3. Query Date must be the 1st or the 16th.
- 4. Choose Approval Category
- 5. Once Approval Category is chosen, click **Go**.

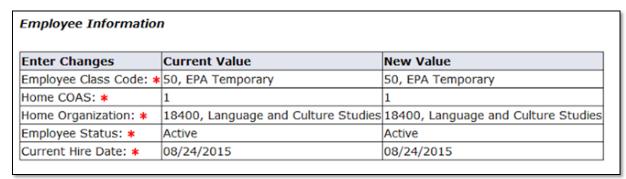


- 6. Click **All Jobs** to see the employee's past and current jobs.
- 7. Enter position number and two digit suffix, then tab.
- 8. Job Status will tell you if they have a current job.
- 9. Click **Go** to continue.



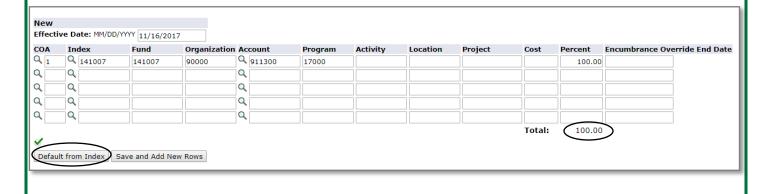
## **Quick Reference Guide to EPAFs**

- 10. Enter the information requested for each field
- The "Employee Information" section sets the employee up on PEAEMPL in Banner



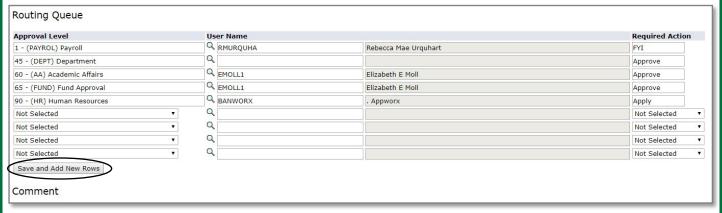


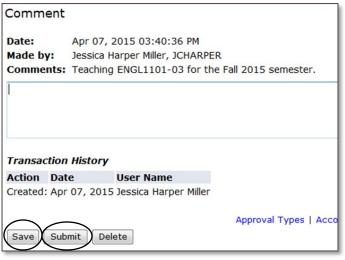
- 11. Enter in information requested for each field
- The "Create Assignment" and "Assignment End Date" sets up and terminates the job record on NBAJOBS in Banner
- 12. Enter in funding source information requested for each field
- 13. Click **Default from Index** once the Index has been entered.
- The "Funding Source" populates NBAJOBS in Banner.
- If split funding enter each funding source on separate lines.



## **Quick Reference Guide to EPAFs**

- 14. Enter in the appropriate approvers into the Routing Queue
- If you set up your Default Routing Queue the routing section will be complete.
- 15. Click Save and Add New Rows once the approvers have been entered.





- 16. Click **Save** once the comments have been entered.
- Comments are always needed and are used to enter additional information and provide explanations for actions concerning the EPAF.
- Comments can be added at any time as the EPAF moves through the workflow.
- 17. Click **Submit** to route the EPAF for approval.
- A confirmation message at the top of the screen
- A "Transaction" number
- "Transaction Status" will change to Pending.

✓ The transaction has been successfully submitted.		
■ Enter the information for the EPAF and either Save or Submit		
Name and ID:	Courtney	, 800
Transaction:	78941	Query Date: Apr 01, 2015
Transaction Status: Pending		
Approval Category: Hire Part Time Faculty, E50PTF		