Quick Reference Guide to EPAFs

Common Terms	Definition
Hire Part Time Faculty, E50PTF	Used to hire Adjunct / Part-time Faculty
Special Payment for Full Time Employee, E45SP	Use if a full-time faculty member is getting additional compensation.
Query Date	The first day of the pay period the employee will be paid.
Approval Category	The type of EPAF you would like to complete.
Originator	The person who creates the EPAF.
Approver	Reviews and Approves (or disapprove) EPAF. Can return to the Originator for correction or forward to next Approver.
Proxy	Someone who has been delegated proxy access by an approver and has the same authority as the approver in making decisions on personnel transactions.
FYI (For Your Information)	Only views the details of an EPAF
Applier	An HR user who applies the EPAF data to Banner. Final Step in EPAF process.
Approved	The EPAF has been approved by all approvers in the routing queue, but has not been applied to Banner by Human Resources.
Complete	The EPAF has been applied to Banner by Human Resources.
Disapproved	The EPAF has been disapproved by an approver in the routing queue.
Pending	The EPAF is waiting for the next approver in the queue to take action.
Return for Correction	The EPAF has been returned to the originator for correction by an approver in the routing queue.
Void	The EPAF has been voided by the originator.
Waiting	The EPAF is in the process of being created and has not been submitted yet.
ERROR	Error messages will not allow the EPAF to progress to the approval levels. Errors must be corrected. Read the details provided, and correct the errors as indicated
WARNING	Warning messages simply deliver information, and allow the EPAF to progress successfully.