Personal Information Employee Finance

Electronic Personnel Change Form

EPAF Approver Summary EPAF Originator Summary New EPAF EPAF Proxy Records Act as a Proxy

RELEASE: 8.18

Personal Information Employee Finance

New EPCF	Person	Selection
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	box.
Renter an ID. Enter the Effective Date in the Query Date Field and select the Approval Category. Select Go.	
* - indicates a required field.	*Query date should
ID: * X02*****	date of BW pay perio pay schedule)
Query Date: MM/DD/YYYY* 04/25/2021	
Approval Category: * Hire Grant Student, HGRANT 🗸	*Select (HGRANT)
Go	
EPAF Approver Summary EPAF Originator Summary	*Click "GO"
Return to EPAF Menu	

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Personal Information Employee Finance

New EPCF Job Selection

Reter a new position number and enter the suffix. For College Work Study students, enter S01969 for the position number. Enter '00' for all suffixes. Select Create.

ID: Query Date: Apr 25, 2021

Approval Category: Hire Grant Student, HGRANT

Hire Student, HSTUDE

Search	Туре	Position	Suffix	Title	Time Sheet Organization	Start Date	End Date	Last Paid Date	Status	Select
Q	New Job									0
	Primary	S00750	00	Regular Student Worker I-V	157, Registrar-Jamaica	Jan 27, 2020		Apr 24, 2021	Active	0

Active Jobs Next Approval Type Go

Return to EPAF Menu

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*Enter X number with Capital "X". *Press tab button to populate equal BEGIN od (see BW

*Click "ALL JOBS"

*Obtain position number from Payroll.

*Select position number from list. (If not found, enter position and suffix in NEW POSITION box)

*Click "GO"

New EPAF

If you receive an error while pro	cessing this EPCF,	please contact F	luman R	esources (Department	at ext. :	1471				
Name and ID: Mr-tana But" Transaction: Transaction Status: Approval Category: Hire Grant St Save	o, X03:3 Q tudent, HGRANT	uery Date: Apr	25, 202	:1							
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Comment

Web Timesheet Approver -

Save

Approval Types |

Enter Comments

-Enter name of Web Timesheet Approver -Click <u>SAVE</u> -Once saved, click <u>SUBMIT</u> At the top of the EPCF, you should see *"Succesfully Submitted"*