MANAGERS’ & ADMINISTRATORS’ GUIDE
TO HUMAN RESOURCES BANNER
FORMS & TRANSACTIONS
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Chapter 1: Paper and Electronic Forms

What is a Personnel Action Form (PAF)?

The PAF is a paper form available to managers and administrators to initiate different types of Human Resources (HR) transactions that are essential for employment and accurate payroll processing.

When to use a PAF?

A completed paper PAF must be submitted for the following HR transactions:
   I. New Hire - professorial, instructional, and temporary professional
   II. Continuation of appointment
   III. Secondary job appointment
   IV. One-time/supplemental/additional payments
   V. Salary/Grade/Title Changes (except interim salary changes)

What is an Electronic Personnel Action Form (EPAF)?

The EPAF is an electronic tool available to managers and administrators to initiate 3 types of transactions:
   I. Termination of Job
   II. Transfers
   III. Reappointment – Part/time Instructional Appointments for Fall, Spring, and Summer (2013) terms
   IV. Rate Changes for Interim Employees
   V. Index Changes for Interim Employees

When to use an EPAF?

I. Termination of Job
   Submit a “Termination of Job” EPAF when an employee is leaving a job that s/he holds in your department.

II. Transfers
   Submit a “Transfer” EPAF when an employee is leaving the job that s/he holds in your department to assume another job within the College.

III. Reappointment – Part/time Instructional Appointments for Fall and Spring terms
   Submit a “Reappointment” EPAF when an employee who is returning to the same appointment in the following classifications in the same academic department:
   - Fee Based Instructor
   - Part-Time Instructor
   - Adjunct Assistant Professor
   - Adjunct Associate Professor
   - Adjunct Professor
Reappointment EPAF can only be used for appointments where funding information (index and account numbers) does not change from the previous appointment.

IV. **Rate changes for interim employee.**
Submit a rate change for an interim employee if you are changing their rate for an existing job. If it is for a new job or type of work, submit a PeopleAdmin request instead.

V. **Index change for interim employee.**
Submit an index change to an interim employee. If it is for another department, submit a PeopleAdmin request instead.
Chapter 2: Step-by-Step Directions on Termination of Job - EPAF

1. Access the TC Portal with the following URL: https://my.tc.columbia.edu/
2. Log into the portal by entering your UNI and Password and clicking the Log in button.
   
   For assistance with UNI and Password, please contact Academic Computing at Ext. 3302 or acs@tc.edu.
3. Once you have logged into the portal click on the TC Services tab.
4. Click on the EPAFs (Electronic Personnel Action Form) link found in the Self Service channel under Payroll & Human Resources subtitle. This will take you to the EPAFs (Electronic Personnel Action Form) page.
5. Select New EPAF link under Electronic Personnel Action Form page.
6. Enter the TC ID of the employee whose job you are terminating in the ID field and select Tab on your keyboard.

   If you do not know the employee’s TC ID click on the magnifying glass icon to go to the Person Search page.
   
   a. Click on the Employee radio button. This will limit your search to employee records in Banner.
   
   b. Enter the employee’s last name in the Last Name field.
   
   c. Enter the employee’s first name in the First Name field.
   
   d. Click the Go button. This will take you to the Person Search Results Page.
   
   e. Click on the ID to select the person.
7. Under the Query Date field, current date will default.
8. Press the Tab key on your keyboard to scroll to the Transaction Type field.
9. Click the dropdown arrow in this field to access the Transaction Types available.
10. Click on Termination of Job, TERMJB.
11. Click on the GO button to navigate to the New EPAF Job Selection Page.
12. Select the appropriate job you wish to terminate from the table by clicking on the radio button.

   *Note: Employees hold multiple jobs; make sure to select the correct job*

13. Click on the GO button to navigate to the Electronic Personnel Action Form page.

14. Enter the effective date of the job termination into the Effective Date field under the New Value column.

   *Note: The date format (MM/DD/YYYY) is required.*

   This date should reflect the last day the employee worked and must be greater than or equal to the employee’s Last Paid Date which can be found in the top block of the page. If the employee’s Last Paid Date is greater than the last day worked, use the Last Paid Date on the Effective Date field. Employee’s last day worked must be entered in the Comment field.

15. Define the Routing Queue for this EPAF by selecting the Human Resources Associate and HRIS Approval Levels.

   *Note: You can establish Default Routing Queues to avoid steps 16-19. Please see chapter 7.*

16. Click on the magnifying glass next to the Human Resources Associate Approval Level.

17. Click on the name of the Human Resources Associate assigned to your department and click Select.

18. Click on the magnifying glass next to the HRIS Approval Level.

19. Click on Estela, Elizabeth and click Select.

20. Type the Reason for Job Termination in the Comment field. A list of acceptable Job Termination Reasons can be accessed by clicking on the HELP menu at the top of this page.

21. Click on the Save and Add New Rows button.

22. When you get confirmation that your change was saved successfully, click the Submit button.
Chapter 3: Step-by-Step Directions on Transfer - EPAF

1. Access the TC Portal with the following URL: [https://my.tc.columbia.edu/](https://my.tc.columbia.edu/).
2. Log into the portal by entering your UNI and Password and clicking the Log in button.
   
   *For assistance with UNI and Password, please contact Academic Computing at Ext. 3302 or [acs@tc.edu](mailto:acs@tc.edu).*
3. Once you have logged into the portal click on the **TC Services** tab.
4. Click on the **EPAFs (Electronic Personnel Action Form)** link found in the **Transactions** channel under **Payroll & Human Resources** subtitle. This will take you to the **EPAFs** page.
5. Select **New EPAF** link under **Electronic Personnel Action Form** page.
6. Enter the TC ID of the employee whose job you are terminating in the **ID** field and select **Tab** on your keyboard.
   
   If you do not know the employee’s TC ID click on the magnifying glass icon to go to the **Person Search** page.
   
   a. Click on the **Employee** radio button. This will limit your search to employee records in Banner.
   b. Enter the employee’s last name in the **Last Name** field.
   c. Enter the employee’s first name in the **First Name** field.
   d. Click the **Go** button. This will take you to the **Person Search Results Page**.
   e. Click on the ID to select the person.
7. Under the **Query Date** field, current date will default.
8. Press the **Tab** key on your keyboard to scroll to the **Transaction Type** field.
9. Click the dropdown arrow in this field to access the Transaction Types available.
10. Click on **Transfer, TRANS.**
11. Click on the **GO** button to navigate to the **New EPAF Job Selection Page**.
12. Select the appropriate job you wish to transfer from the table by clicking on the radio button.
13. Click on the GO button to navigate to the **Electronic Personnel Action Form** page.

14. Enter the effective date of the transfer into the **Effective Date** field under the **New Value** column.

   *Note: The date format (MM/DD/YYYY) is required.*

   This date should reflect the last day the employee worked and must be greater than or equal to the employee’s **Last Paid Date** which can be found in the top block of this page.

15. Define the **Routing Queue** for this EPAF by selecting the Human Resources Associate and HRIS **Approval Levels**.

   *Note: You can establish Default Routing Queues to avoid steps 16-19. Please see chapter 7.*

16. Click on the magnifying glass next to the Human Resources Associate **Approval Level**.

17. Click on the name of the Human Resources Associate assigned to your department and click **Select**.

18. Click on the magnifying glass next to the HRIS **Approval Level**.

19. Click on Estela, Elizabeth and click **Select**.

20. Type “Transfer” in the **Comment** field.

21. Click on the **Save and Add New Rows** button.

22. When you get confirmation that your change was saved successfully, click the **Submit** button.
Chapter 4: Step-by-Step Directions on Reappointment – EPAF & Reappointment EPAF with Promotion

1. Access the TC Portal with the following URL: https://my.tc.columbia.edu/.

2. Log into the portal by entering your UNI and Password and clicking the Log in button

   For assistance with UNI and Password, please contact Academic Computing at Ext. 3302 or acs@tc.edu.

3. Once you have logged into the portal click on the TC Services tab.

4. Click on the EPAFs (Electronic Personnel Action Form) link found in the Transactions channel under Payroll & Human Resources subtitle. This will take you to the EPAFs (Electronic Personnel Action Form) page.

5. Select New EPAF link under Electronic Personnel Action Form page.

6. Enter the TC ID of the employee whose job you are reappointing in the ID field and select Tab on your keyboard.

   If you do not know the employee’s TC ID click on the magnifying glass icon to go to the Person Search page.

   a. Click on the Employee radio button. This will limit your search to employee records in Banner.

   b. Enter the employee’s last name in the Last Name field.

   c. Enter the employee’s first name in the First Name field.

   d. Click the Go button. This will take you to the Person Search Results Page.

   e. Click on the ID to select the person.

7. Under the Query Date field, current date will default.

8. Press the Tab key on your keyboard to scroll to the Transaction Type field.

9. Click the dropdown arrow in this field to access the Transaction Types available.

10. Click on Reappointment “Spring Term”, “Fall Term”, “Reappointment with promotion – Fall Term”, or “Reappointment with promotion – Spring Term” as appropriate.
11. Click on the GO button to navigate to the **New EPAF Job Selection Page**.

12. Select the appropriate job you wish to reappoint from the table by clicking on the radio button.

*Note: Employees hold multiple jobs; make sure to select the correct job*

Before the beginning of each semester HRIS Team will release a list of employees and their position numbers that are eligible for Reappointment through an EPAF.

13. Click on the GO button to navigate to **Electronic Personnel Action Form** page.

14. Enter the appointment salary under the **New Value** column under **Salary**.

15. If the reappointment includes a promotion enter the rank ‘FULL’ (Professor) or “ASSC” (Associate Professor) the employee is being promoted to under the **New Value** column under **Rank**.

*Note: Funding “index” and “account” information is listed above the New Value and this information cannot be changed.*

16. Define the **Routing Queue** for this EPAF by selecting the Department Level Approval, Budget, Human Resources Associate, HR Review/Approval, and HRIS Approval Levels.

*Note: You can establish Default Routing Queues to avoid steps 17-20.*

Please see chapter 7.

17. Click on the magnifying glass next to the **Department Level Approval** and select the appropriate Director of Academic Administration for the appointment.

18. Click on the magnifying glass next to the **Budget** and select Anderson, Joan.

19. Click on the magnifying glass next to **Human Resources Associate** and select the assigned Human Resources Associate to your department.

20. Click on the magnifying glass next to **HR Review/Approve** and select Eneva, Svetla.

21. Click on the magnifying glass next to the **HRIS Approval Level** and select Ahmed, Easmatara.
22. Type the “course numbers” in the **Comment** field.

23. For reappointments with promotion enter the new “job title” in the **Comment** field.

24. Click on the **Save and Add New Rows** button.

25. When you get confirmation that your change was saved successfully, click the **Submit** button.
Chapter 5: Step-by-Step Directions on Hourly Rate change for Interim Employee EPAF.

*Note, if this wage change is for different job, you should use PeopleAdmin instead of this option to change the rate of your interim employee.

1. Access the TC Portal with the following URL: https://my.tc.columbia.edu/.
2. Log into the portal by entering your UNI and Password and clicking the Log in button.
   
   For assistance with UNI and Password, please contact Academic Computing at Ext. 3302 or acs@tc.edu.
3. Once you have logged into the portal click on the TC Services tab.
4. Click on the EPAFs (Electronic Personnel Action Form) link found in the Self Service channel under Payroll & Human Resources subtitle. This will take you to the EPAFs (Electronic Personnel Action Form) page.
5. Select New EPAF link under Electronic Personnel Action Form page.
6. Enter the TC ID of the employee whose job you are terminating in the ID field and select Tab on your keyboard.
   
   If you do not know the employee’s TC ID click on the magnifying glass icon to go to the Person Search page.
   
   i. Click on the Employee radio button. This will limit your search to employee records in Banner.
   
   ii. Enter the employee’s last name in the Last Name field.
   
   iii. Enter the employee’s first name in the First Name field.
   
   iv. Click the Go button. This will take you to the Person Search Results Page.
   
   v. Click on the ID to select the person.
7. Under the Query Date field, current date will default.
8. Press the Tab key on your keyboard to scroll to the Transaction Type field.
9. Click the dropdown arrow in this field to access the Transaction Types available.
10. Click on Raise for Interim Employees, RAISEI.
11. Click on the GO button to navigate to the New EPAF Job Selection Page.

12. Select the appropriate job you wish to assign from the table by clicking on the radio button.

   \textit{Note: Employees hold multiple jobs; make sure to select the correct job}

13. Click on the GO button to navigate to the Electronic Personnel Action Form page.

14. Enter the effective date and new hourly wage amount of the interim wage change into the \textbf{Effective Date and Regular Rate} field under the \textbf{New Value} column. The job change reason automatically defaults and can’t be changed.

   \textit{Note: The date format (MM/DD/YYYY) is required.}

   This date must be greater than the employee’s \textbf{Last Paid Date} which can be found in the top block of the page.

15. Define the \textbf{Routing Queue} for this EPAF by selecting the Human Resources Associate and HRIS Approval Levels.

   \textit{Note: You can establish Default Routing Queues to avoid steps 16-19. Please see chapter 7.}

16. Click on the magnifying glass next to the Human Resources Associate Approval Level.

17. Click on the name of the Human Resources Associate assigned to your department and click \textbf{Select}.

18. Click on the magnifying glass next to the HRIS Approval Level.

19. Click on Estela, Elizabeth and click \textbf{Select}.

20. Type the Reason for wage change in the \textbf{Comment} field.

21. Click on the \textbf{Save and Add New Rows} button.

22. When you get confirmation that your change was saved successfully, click the \textbf{Submit} button.
Chapter 6: Step-by-Step Directions on Job Index change for Interim EPAF

1. Access the TC Portal with the following URL: https://my.tc.columbia.edu/.
2. Log into the portal by entering your UNI and Password and clicking the Log in button.
   
   *For assistance with UNI and Password, please contact Academic Computing at Ext. 3302 or acs@tc.edu.*
3. Once you have logged into the portal click on the TC Services tab.
4. Click on the EPAFs (Electronic Personnel Action Form) link found in the Self Service channel under Payroll & Human Resources subtitle. This will take you to the EPAFs (Electronic Personnel Action Form) page.
5. Select New EPAF link under Electronic Personnel Action Form page.
6. Enter the TC ID of the employee whose job you are terminating in the ID field and select Tab on your keyboard.
   
   If you do not know the employee’s TC ID click on the magnifying glass icon to go to the Person Search page.
   
   a. Click on the Employee radio button. This will limit your search to employee records in Banner.
   b. Enter the employee’s last name in the Last Name field.
   c. Enter the employee’s first name in the First Name field.
   d. Click the Go button. This will take you to the Person Search Results Page.
   e. Click on the ID to select the person.
7. Under the Query Date field, current date will default.
8. Press the Tab key on your keyboard to scroll to the Transaction Type field.
9. Click the dropdown arrow in this field to access the Transaction Types available.
10. Click on Job Index Change for Interim, LABORI.
11. Click on the GO button to navigate to the New EPAF Job Selection Page.
12. Select the appropriate job you wish to terminate from the table by clicking on the radio button.

   Note: Employees hold multiple jobs; make sure to select the correct job

13. Click on the GO button to navigate to the Electronic Personnel Action Form page.

14. Enter the effective date of the labor change into the Effective Date field under New. Enter the Index under Index and Press save.

15. If you want the job to charge to multiple indexes, you will need to enter both the index and the account on the second line, third line, etc. You should also have all lines add up to 100%. The account should be the same as the account the line labeled Current.

   Note: The date format (MM/DD/YYYY) is required.

   This date must be greater than the employee’s Last Paid Date which can be found in the top block of the page.

16. Define the Routing Queue for this EPAF by selecting the HRIS Apply Level.

   Note: You can establish Default Routing Queues to avoid steps 16-19. Please see chapter 7.

17. Click on the magnifying glass next to the HRIS Apply Level.

18. Click on Estela, Elizabeth and click Select.

19. Click on the Save and Add New Rows button.

20. When you get confirmation that your change was saved successfully, click the Submit button.
Chapter 7: Directions to Establish Default Routing Queues for EPAFs

1. Access the TC Portal with the following URL: [https://my.tc.columbia.edu/](https://my.tc.columbia.edu/).

2. Log into the portal by entering your UNI and Password and clicking the Log in button.
   
   *For assistance with UNI and Password, please contact Academic Computing at Ext. 3302 or [acs@tc.edu](mailto:acs@tc.edu).*

3. Once you have logged into the portal click on the **TC Services** tab.

4. Click on the **EPAFs (Electronic Personnel Action Form)** link found in the **Self Service** channel under Payroll & Human Resources subtitle. This will take you to the EPAFs (Electronic Personnel Action Form) page.

5. Click on the **EPAF Originator Summary** link.

6. Click on the **Default Routing Queue** link at the bottom of the page.

7. Click on the dropdown arrow in the **Approval Category** field to select the type of transaction and click **GO**.

   Follow steps 8-13 for EPAF types “Termination of Job” and “Transfer”.

   Follow steps 14-13 for EPAF type “Reappointment” and “Reappointment with Promotion”.

8. Click on the magnifying glass icon next to the Human Resources Associate Approval Level.

9. Click on the name of the Human Resources Associate assigned to your department. Click **Select**.

   *Click on the link to find the HR Associate for your department.*

10. Click on the magnifying glass next to the HRIS Approval Level.

11. Click on **Estela, Elizabeth**. Click **Select**.

12. Click on the **Save and Add New Rows** button.

13. You will get confirmation that your change was saved successfully at the top of the page.

14. Click on the magnifying glass next to the **Department Level Approval** and select the appropriate Director of Academic Administration for the appointment.
15. Click on the magnifying glass next to the **Budget** and select *Anderson, Joan*.

16. Click on the magnifying glass next to **Human Resources Associate** and select the assigned Human Resources Associate to your department.

   *Click on the link to find the HR Associate for your department.*

17. Click on the magnifying glass next to **HR Review/Approve** and select *Eneva, Svetla*.

18. Click on the magnifying glass next to the HRIS **Approval Level** and select *Estela, Elizabeth*.
# Chapter 8: EPAF Transaction Glossary

## Transaction Status and Queue Status Guide

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<tr>
<th>Status</th>
<th>Status Type</th>
<th>Definition</th>
</tr>
</thead>
<tbody>
<tr>
<td>Approved</td>
<td>Transaction Status / Queue Status</td>
<td>Indicates that the transaction has been approved by all parties and ready to be applied to Banner</td>
</tr>
<tr>
<td>Complete</td>
<td>Transaction Status</td>
<td>Indicates that the transaction has been applied to Banner</td>
</tr>
<tr>
<td>Disapproved</td>
<td>Transaction Status / Queue Status</td>
<td>Indicates that the transaction has been disapproved by an approver</td>
</tr>
<tr>
<td>Pending</td>
<td>Transaction Status</td>
<td>Indicates that the transaction requires action by the approver(s)</td>
</tr>
<tr>
<td>Removed From Queue</td>
<td>Queue Status</td>
<td>Indicates that the transaction no longer needs your action</td>
</tr>
<tr>
<td>Return for Correction</td>
<td>Transaction Status / Queue Status</td>
<td>Indicates that the transaction has been returned to the Originator for update/correction</td>
</tr>
<tr>
<td>Void</td>
<td>Transaction Status</td>
<td>Indicates that the transaction has been voided by an originator or superuser and is no longer a valid transaction</td>
</tr>
<tr>
<td>Waiting</td>
<td>Transaction Status</td>
<td>Indicates that the transaction is in the process of being created</td>
</tr>
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## Action Buttons Guide

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<th>User Type</th>
<th>Function</th>
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<tbody>
<tr>
<td>Approve</td>
<td>Approver(s)</td>
<td>The transaction will progress to the next level of approval in the transaction queue</td>
</tr>
<tr>
<td>Comment</td>
<td>originator / Approver(s)</td>
<td>Available on all transactions for users as a free text field to share additional information</td>
</tr>
<tr>
<td>Disapprove</td>
<td>Approver(s)</td>
<td>The transaction will be removed from all levels of approvals and no further action will be possible</td>
</tr>
<tr>
<td>Return for Correction</td>
<td>Approver(s)</td>
<td>The transaction will be returned to the Originator for update/correction</td>
</tr>
<tr>
<td>Update</td>
<td>Originator</td>
<td>Available on transactions that have been returned for correction and the originator can make changes and submit for approval</td>
</tr>
<tr>
<td>Void</td>
<td>Originator</td>
<td>The transaction will be removed from all levels of approvals and no further action will be possible</td>
</tr>
</tbody>
</table>

## Summary Page Guide

<table>
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<tr>
<th>Summary Page Tabs</th>
<th>User Type</th>
<th>Definition</th>
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</thead>
<tbody>
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<td>Current</td>
<td>Originator / Approver(s)</td>
<td>Transactions that require your taken action</td>
</tr>
<tr>
<td>In My Queue</td>
<td>Approver(s)</td>
<td>Transactions that will require your action after the approvers before you take action</td>
</tr>
<tr>
<td>History</td>
<td>Originator / Approver(s)</td>
<td>Transactions that you have already taken action</td>
</tr>
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