What We'll Cover Today

- [What is an ePAF?](#)
- [How to Access ePAFs](#)
- [New ePAF](#)
- [ePAF Originator](#)
- [ePAF Approver](#)
- [Act as a Proxy](#)
- [Demo](#)
- [Defaulted Values, Common Errors and System Defects](#)
- [Other Items](#)
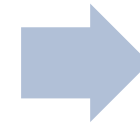- [EPAF Transaction Glossary](#)

What is an ePAF?

What is an ePAF?

Electronic Personnel Action Form

→

Data entry forms used to initiate employee transactions
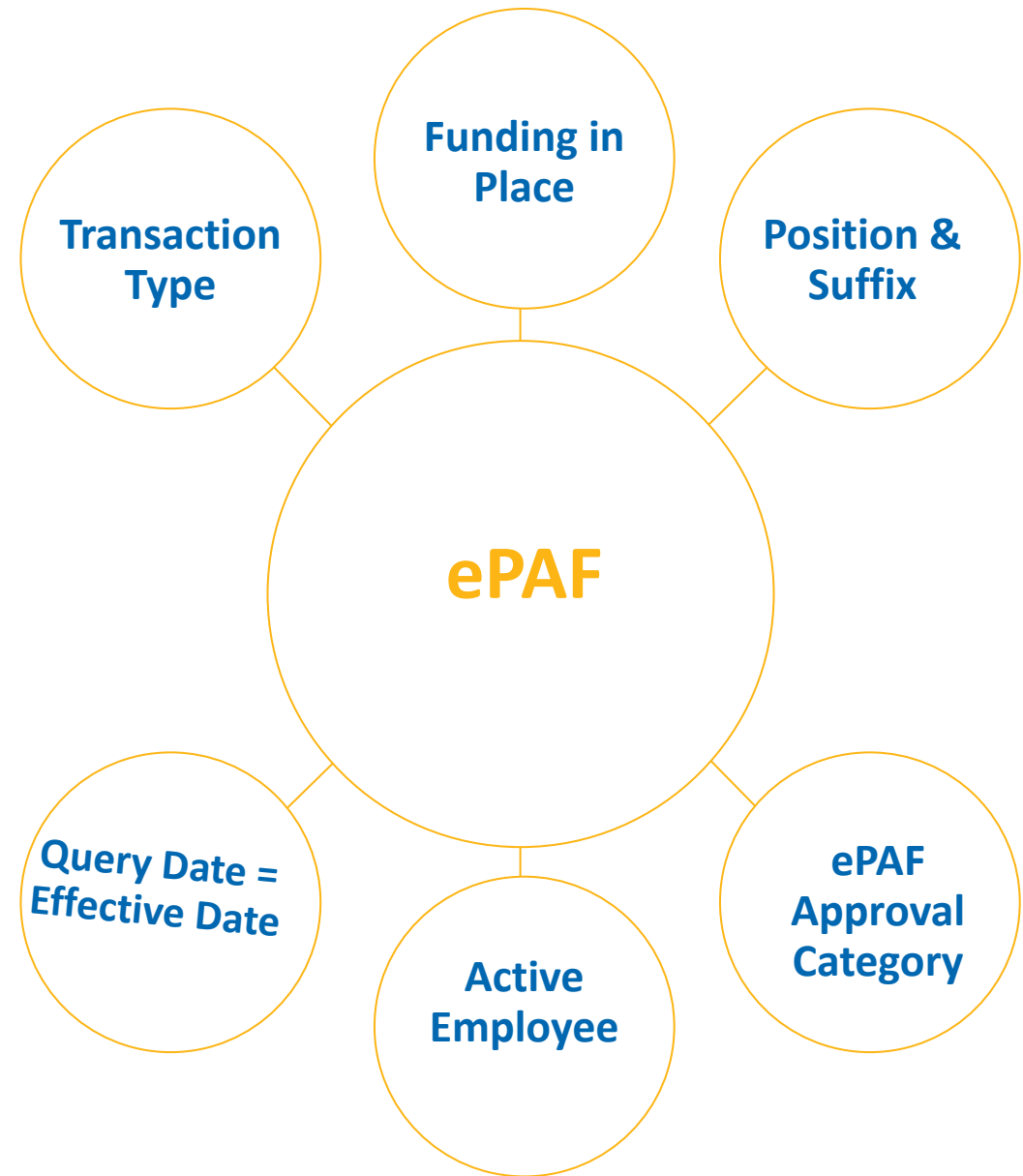
→

These transaction types include:

- Reappointments
- Terminations and Transfers
- Additional Jobs/Compensation
- Adjustments to Active Jobs

Main Components of an ePAF

Elements that must be in order prior to moving transactions through the ePAF system.

Transaction Type

Funding in Place

Position & Suffix

ePAF

Query Date = Effective Date

Active Employee

ePAF Approval Category

Available ePAF Approval Categories

Approval Category *

Reappt - Sem Based, Conversion Community Teachers, ADDJ11 ⌃

🔍

_____Reappt - Sem Based_____, BRK5

Reappt - Sem Based, PT Instructional, PTIAPP

Reappt - Sem Based, Conversion PT Instructional, ADDJ10

Reappt - Sem Based, Community Teacher, CMMUTY

Reappt - Sem Based, Conversion Community Teachers, ADDJ11

- Ordered by transaction type:
  - Reappointments
  - Terminations/ Transfers
  - Additional Job or Compensation
  - Adjustments to Active Jobs

How to Determine Which ePAF to Use

- [Detailed Chart of ePAFs](#)

Transaction Type	ePAF Approval Category	Availability	Personnel Transactions	Scope
Reappointments - Semester Based	Reappt - Sem Based, PT Instructional	Semester	Reappointment	PT Instructional staff paid from accounts 6122/6129, 6132/6139 or 6152/6159.
	Reappt - Sem Based, Conversion PT Instructional • Reappt - Sem Based, Conversion PT Instructors • Reappt - Sem Based, Conversion Adjunct Professor • Reappt - Sem Based, Conversion Fee Based Instructors	Semester	Reappointment and conversion to designated pooled position number	PT Instructional staff paid from accounts 6122/6129, 6132/6139 or 6152/6159.
	Reappt - Sem Based, Community Teacher	Semester	Reappointment	Part Time instructional staff paid from account 6142 or 6149.
	Reappt - Sem Based, Conversion Comm. Teachers	Semester	Reappointment and conversion to designated pooled position number	Part Time instructional staff paid from account 6142 or 6149.
	Reappt - Sem Based, RA/TA	Semester	Reappointment	Student employees paid from account 6422 or 6429

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ePAF User Guides

- Always available on the HR Website

  [**TCHR Website**](#) > Employee Resources > Managers's Toolkit > HR Systems' Guides Always Available on the HR Website

HR Systems Guides (SSB9)

EPAFS

General Information and Tools

- Intro to SSB9 ePAFs - Originator & Approver Training
- Conversion and Reappointment ePAF Training
- Detailed Listing of ePAFs - SSB9
- Position Guidance for Additional Compensation or Job
- Pooled Positions Crosswalk
- Determining a Position Number for a Supplemental Compensation for FT Employee
- Additional Job or Compensation ePAF - Common Issues Guide

How To:

Additional Compensation or Job

- Additional Compensation or Job - Salaried - SSB9
- Additional Job - Hourly - SSB9
- Additional Job - CWS - SSB9
- Additional Job - Salaried Student - SSB9
- Reinstate Job or Compensation - Salaried - SSB9

How to Access ePAFs

Log into the TC Portal

Log into the new TC Portal, head to the **Resource** section and click **All Resources**

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Log into the [TC Portal](#)

You will be taken to an **All Resource** page where you can find all resources available to you. Find and click the **Employee Resource** button.

Log into the new [TC Portal](#)

You will be presented with all the resources categorized as **Employee Resources**. From there, you can find and click the **Electronic Personnel Action Form (EPAF)** link.

*If you wish, you can click the icon next to the title and save this to your bookmarks.

ePAF Home Screen

Electronic Personnel Action Forms

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.

HR Systems Access Request Form
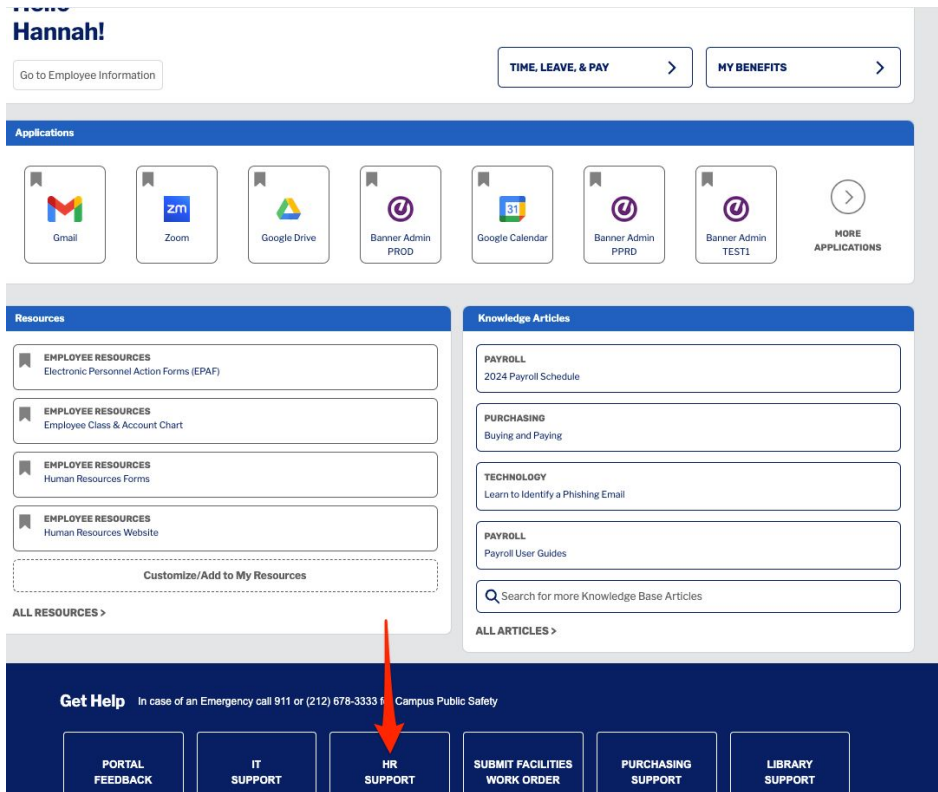
If you don't have the ePAF link, please have your supervisor submit the **HR Systems Access Request Form**.

This can be found by going to the home page of the TC portal. Click the **HR Support** link. Then click and submit the **HR Systems Access Request form.**
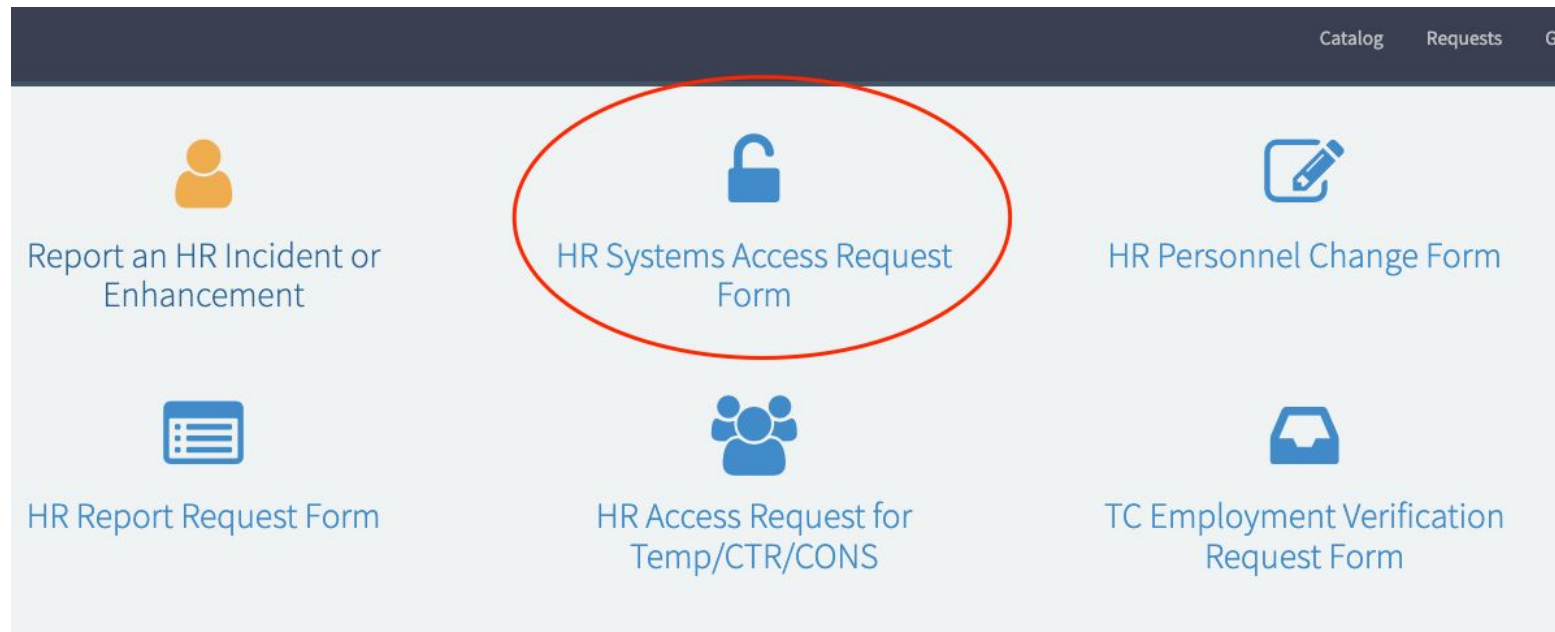
New ePAF

New ePAF

Where you go as an Originator to create a new employee transaction

Home • Personnel Actions

Electronic Personnel Action Forms

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New ePAF Person Selection Screen

New EPAF Person Selection

ⓘ Check the box to limit to search an Employee. Enter the Last Name and or First Name, or enter an ID, or enter the SSN/SIN/TIN. Select Go. A percent sign may be used as a wildcard.

First Name

Last Name

☐ Is an employee   or

If needed, employee search functionality via First & Last Name

Search

Enter or Generate New ID

ⓘ * 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.

ID *

← Input employee's TCID

Employee name will populate once TCID is entered

Query Date *

03/21/2023

← Input the effective date of the transaction

Approval Category *

⌄

← Select the ePAF approval category

Go

← Clicking Go will lock in your ePAF approval category selection

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New ePAF Job Selection Screen

A. **Position/Suffix -** Where you manually input a position number if granting someone a brand new job

B. **End Date** - Displays the job end date; important for reappointments

C. **Status** - Displays the status of the job; important to select an active job for any epafs that make adjustments to an active job

D. **All Jobs** - by clicking you will see a listing of all jobs the employee has held at the College; this is important to review especially for reappointments

ePAF Originator

ePAF Originator Summary

Where you go to see all ePAFs that you have originated

Home • Personnel Actions

Electronic Personnel Action Forms

EPAF Approver Summary

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ePAF Originator Summary

Current
ePAFs sitting with you for action

History
ePAFs that you have originated and successfully submitted and are no longer sitting with you for action

Transaction Status
Ability to filter different statuses by clicking drop down menu

EPAF Originator Summary

Current   History

ⓘ Select the link under Name to access details of the transaction, or select the link under Transaction to update the transaction.

Transactions   Transaction Status   All

Name	ID	Transaction	Type of Change	Submitted Date	Effective Date	Status	Links
Amanda	T00021894	143959	Reappt - Year Round (Hourly)		01/18/2023	Waiting	
	T00021894	143851	Reappt - Sem Based, PT Instructional		01/16/2022	Waiting	
			Reappt - Sem Based, PT				

Employee Name
By clicking name, you'll be taken to the ePAF details

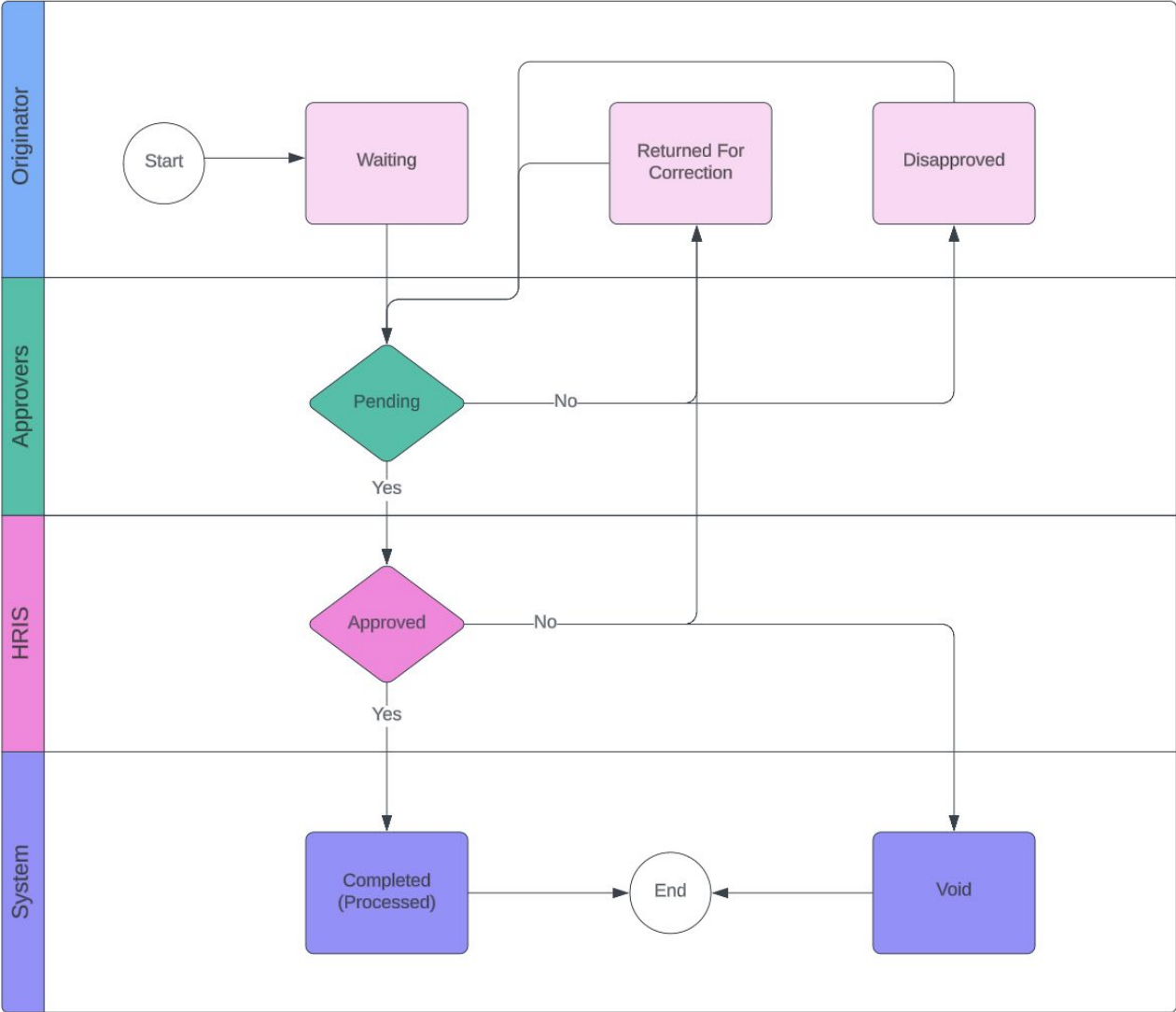**Status**
ePAF Transaction status (see next slide)
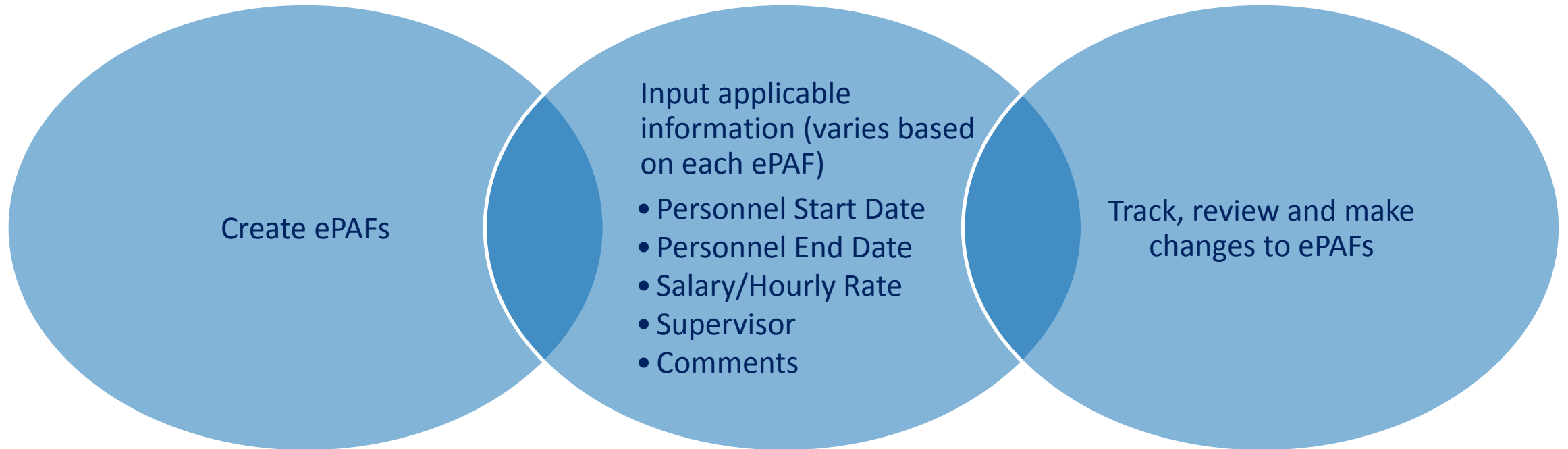
ePAF Transaction Status Key

Transaction Status	What It Means	Action Needed
Waiting	Indicates that the transaction is in the process of being created	ePAF Originator needs to review and submit
Return for Correction	Indicates that the transaction has been returned to the Originator for update/correction	ePAF Originator needs to review, update and submit
Disapproved	Indicates that the transactions has been disapproved by an Approver	ePAF Originator can chose to return it to themselves for correction, update, save and submit again
Pending	Indicates that the transaction requires action by the approver(s)	Approver needs to review and approved
Approved	Indicates that the transaction has been approved by all parties	HRIS needs to review and process
Complete	Indicates that the transaction has been applied to Banner; no further action needed	No Action
Void	Indicates that the transaction has been voided by an originator or superuser and is no longer a valid transaction; no action can be taken on this ePAF	No Action

ePAF Transaction Flow Chart

Your Role as an ePAF Originator

Create ePAFs

Input applicable information (varies based on each ePAF)

- Personnel Start Date
- Personnel End Date
- Salary/Hourly Rate
- Supervisor
- Comments

Track, review and make changes to ePAFs

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ePAF Approver

ePAF Approver Summary

Where you go to see all the ePAFs you need to OR have approved.

ePAF Approver Summary

Home • Personnel Actions • Approver Summary

Approver Summary

Current   In My Queue   History

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

Transactions   Queue Status [All ▼]

Name ⇅	ID ⇅	Transaction ⇅	Type of Change ⇅	Submitted Date ⇅	Effective Date ⇅	Required Action ⇅	Action	Links
Rassi, Cody	T00067163	143796	Hourly Rate Update	11/17/2022	11/17/2022	Approve	☐	💬 ⚠️

Current
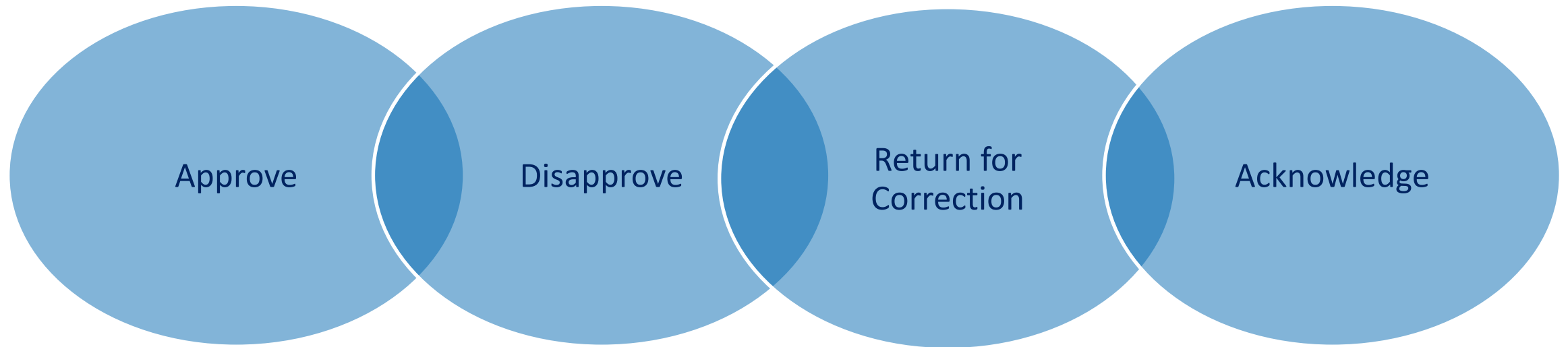ePAFs sitting with you for action

In My Queue
ePAFs that will eventually come to you once the previous levels have approved

History
ePAFs that you have approved and are no longer sitting with you for action

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Your Role as an ePAF Approver

Approve

Disapprove

Return for Correction

Acknowledge

How to Approve an ePAF (Method 1)

1. Click the Current tab

2. Click the employee name to take you to the ePAF for review

3. Review the ePAF.

4. Scroll to the bottom. Click one of the action buttons, and/or Add a comment.

How to Approve an ePAF (Method 1)

Add Comment
Adds comment to ePAF where all users can see

Approve
Approves the ePAF and moves to the next approval level

Disapprove
Returns ePAF to Originator; They can return it to themselves, update and re-submit if they wish; Please add comment

Return for Correction
Returns ePAF to Originator; They can update and re-submit if they wish; Please add comment

More Info
Removes it from your main queue, but still sitting with you for action; Common use if you need to wait for outside information before approving

How to Approve an ePAF (Method 2)

1. Click the Current tab

2. Click the employee name to take you to the ePAF for review

3. From the ePAF Approver Summary home screen, click the box in the Action column

4. Click Save

Act as a Proxy

Act as a Proxy

Where you go to approve an ePAF as a proxy approver

**must be requested in advance by supervisor submitting HR Systems Access Request Form

Act as a Proxy

Act as a Proxy

You'll be taken to the ePAF Approver Summary screen of the person you're proxy approving for as indicated by the "Filtering On" in the upper right corner

Act as a Proxy

Routing Queue

Approval Level	Name	Required Action	Status
Budget/Grant, 24	Ryan Clarke McGhee, MCGHEE1	Approve	Pending
HRIS Apply, 90	Brendan Thomas Stone, STONE1	Apply	In the Queue

Approver Proxy has access to same actions as actual approver

Comments

Date	Made By	Comments
02/01/2023 10:24 AM	Saeedullah Jan	TEST: Reappt - Summer B, FT Faculty FAAPP2 more

Transaction History

Approver Action Buttons

Action	Date	
Created	02/01/2023	Saeedullah Jan
Submitted	02/01/2023	Saeedullah Jan

| Add Comment | Approve | Disapprove | Return for Correction | More Info |

Routing Queue

Approval Level	Name	Required Action	Status	Date
Budget/Grant, 24	Johanna J Masbad, MASBAD1 For Ryan Clarke McGhee, MCGHEE1	Approve	Approved	03/21/2023 04:16 PM
HRIS Apply, 90	Brendan Thomas Stone, STONE1	Apply	Pending	

Proxy approver name captured in routing queue section

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Now a Demo!

Step 1: Select an Employee & ePAF Approval Category

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Step 2: Select Job

Step 3: Input Fields on ePAF

Fields to input will depend on the specific ePAF transaction selected; all mandatory fields marked by *

the Job records.

Electronic Personnel Action Form

Details

Name and ID	Transaction	Transaction Status	Approval Category
Klay Thompson, T00061052			Salary Update / Promotion, MODJB4

Query Date
03/01/2023

ⓘ Enter the information for the EPAF and either Save or Submit.

Begin Appointment ░░░░░░░░░░░░░░░ 02/28/2023

Effective Date *

03/01/2023

Personnel Date *

03/01/2023

Salary *

0

Supervisor TC ID/UNI

Step 4: Save ePAF

Once all fields are filled, click Save at the bottom of the ePAF

Comments

ssb9 test

Remaining Characters : 3991

Save

New EPAF · EPAF Originator Summary

Electronic Personnel Action Form

ⓘ Enter the information for the EPAF and either Save or Submit

Details

Name and ID
Klay Thompson, T00061052

Transaction
144368

Transaction Status
Waiting

Query Date
03/01/2023

ⓘ * Indicates a required field.

When you have saved your EPAF, the transaction status will populated from a blank field to "Waiting"
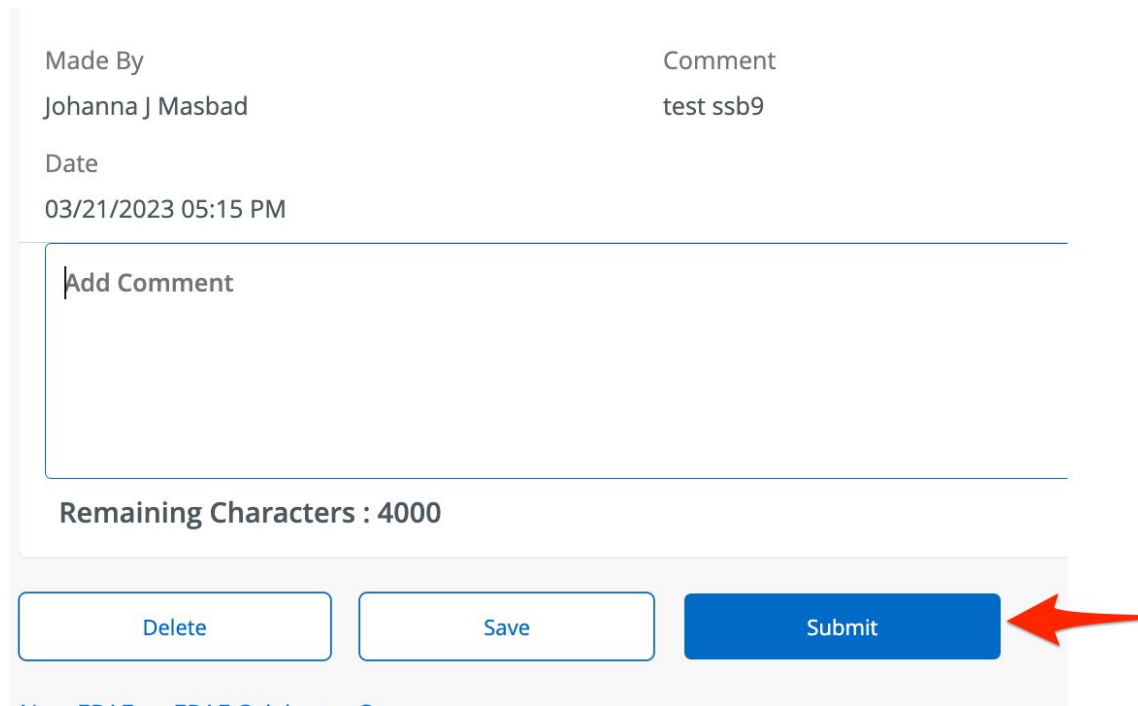
Step 5: Submit the ePAF

Made By
Johanna J Masbad

Comment
test ssb9

Date

03/21/2023 05:15 PM

Add Comment

Remaining Characters : 4000

Delete   Save   Submit

After **Updating** or **Saving** the EPAF, you can choose to **Submit** or **Delete** the EPAF from one of the icons listed under the Index.

The EPAF will <u>not</u> be submitted until you **Submit** the EPAF. If the **Transaction Status** still shows '*Waiting*' the EPAF has <u>not</u> been submitted.

Remember to only press **Submit** or **Delete** once.

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Successfully Saved ePAF

Once all fields are filled, click Save at the bottom of the ePAF

When you have saved your EPAF, the transaction status will populated from a blank field to "Waiting" and you will not see any error messages.

Comments

ssb9 test

Remaining Characters : 3991

Save

New EPAF • EPAF Originator Summary

Electronic Personnel Action Form

ⓘ Enter the information for the EPAF and either Save or Submit

Details

Name and ID
Klay Thompson, T00061052

Transaction
144368

Transaction Status
Waiting

Query Date
03/01/2023

ⓘ * Indicates a required field.

NOT Successfully Saved ePAF

- Any errors will be identified upon saving the ePAF.
- Any errors will show in the top left corner with a text description of the error(s).
- The **Transaction Status** will remain at BLANK until a successful save.
- Review and fix the error as needed. Click **Save** to save the changes.
- A list of common EPAF errors can be found at the end of this guide.

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Successfully Saved ePAF

- When you have successfully submitted your EPAF, you will see a green check mark at the top with the statement "**Your transaction has been successfully submitted.**"
- You can confirm that your EPAF was successfully submitted by reviewing the **Transaction Status**. It should be in a **'Pending'** status.
- A list of common EPAF errors can be found at the end of this guide.

Defaulted Values, Common Errors and System Defects

Defaulted Values: Salary/Hourly Rate

Begin Appointment, A00044-00 Adj/PTVisiting Prof/PTLe,

Salary *

0

Job Status

A

Effective Date *

01/16/2023

Personnel Date *

01/16/2023

Job Change Reason

Any ePAFs with a **Salary** or **Hourly Rate** have been defaulted to "0"

The ePAF will NOT error out, but be sure to update this to the correct amount - otherwise your employee will not get paid.

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Error: Invalid Value for Salary. Value entered must be numeric.

If you receive an error that says "**Invalid value for Salary. Value entered must be numeric.**," this means you have put a "$" (dollar sign) in the salary section on the EPAF. You cannot put a "$" sign in the Salary or Hourly Rate field.

Be sure to remove the "$" sign and then, after reviewing, click submit.

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Defaulted Values: End Appointment End Date = 01/01/1900

End Appointment, D00001-00 Doctoral Research Fellow, Last Paid Date: 02/28/2023

Job Status

T

Effective Date *

Due to a known defect, do not use the datepicker tool. Type the date into the field.

01/01/1900

Personnel Date *

Due to a known defect, do not use the datepicker tool. Type the date into the field.

01/01/1900

Job Change Reason

EAP

Some ePAFs will have 01/01/1900 defaulted into the date field. Update this field to the end date of the appointment/transaction.

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Date Input: Manual Entry

End Appointment, D00001-00 Doctoral Research Fellow, Last Paid Date: 02/28

Job Status

T

Effective Date *

Due to a known defect, do not use the datepicker tool. Type the date into the field.
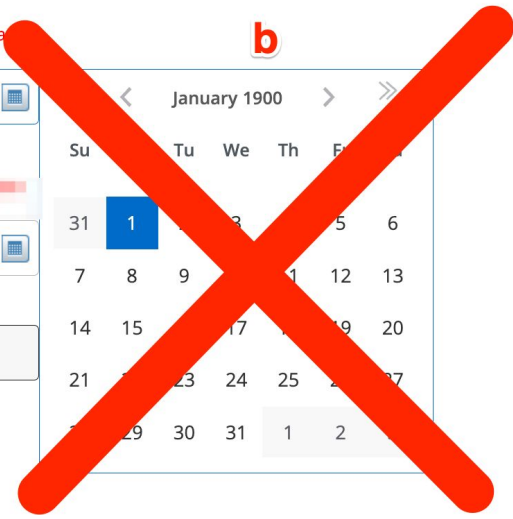
01/01/1900 ← c   a →

Manually type in date
d in MM/DD/YYYY

01/01/1900 ←

Job Change Reason

EAP

Routing Queue

January 1900

Su		Tu	We	Th	F	
31	1				5	6
7	8	9		12	13
14	15			19	20
21		23	24	25		7
	29	30	31	1	2

a. Click datepicker. Calendar will appear. Do not select date.

b. Close the calendar by click the datepicker icon again. Calendar will disappear.

c. Click into date field and cursor will appear.

d. Manually type in date in format MM/DD/YYYY

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Error: Incorrect Date Inputs

Home • Personnel Actions • EPAF Originator Summary • Update Personnel Action

End Appointment, OTP000-00 One Time Payment, Last Paid Date: 09/15/2019

Job Status

T

Effective Date *

01/01/1900

Personnel Date *

01/01/1900

Job Change Reason

EAP

⊘ *WARNING* The future dated Job record will be deleted before ending Job.

⊘ *ERROR* Date cannot be prior to the Base Job Begin Date of 01-SEP-2019.

⊘ *ERROR* Eff Date must be greater than Last Paid Date of 15-SEP-2019.

⊘ *ERROR* End Date must be later than Begin Date.

⊘ *ERROR* Job Effective Date is not within a defined fiscal year.

⊘ *ERROR* Job Effective Date cannot be prior to Job Begin Date; 01-SEP-2019 .

Be sure manually enter the date on the end appointment. (**Do not use datepicker as it will override the dates in the begin appointment section**.)

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Funding Allocation: Default From Index

When updating the funding information, you should only update two fields **Index** and **Account**.

Step 1. Manually enter the Index field only

Step 2. Click Default from Index

Step 3. The Fund, Organization and Program fields will automatically populate

Error: Account Code is required

Step 4. Enter Account Code

Timesheet Orgn Field Defect

Defect: The **Timesheet Orgn** field causes error (shown below)

Timesheet COA *

1

Timesheet Orgn

Due to defect, please leave the Timesheet Orgn field blank.

Job Change Reason *

SUP, Supplemental

Supervisor TC ID/UNI *

Factor *

⊙ Begin Appointment - Invalid value for Organization.

⊙ Error(s) occurred.

Resolution: Leave field Null

Other Items

Tracking Submitted ePAFs

As an EPAF originator, you can track, review the status of, and make changes to your EPAF by returning to the **EPAF Originator Summary** screen and clicking on the **History** tab.

From the **History** tab, an EPAF originator can click on the name of the employee and see where the EPAF is in the **Routing Queue** and any **comments** associated with the EPAF.

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Tracking Submitted ePAFs

Monitoring Routing Queue. If an approver has a status of "Pending" this means that the ePAF is currently sitting with them for approval.

"In the Queue" means that the ePAF will go to this person, once the previous levels approve.

ePAFs Returned for Correction

If an approver needs you to make a change on the EPAF, they will return the EPAF for correction. If you receive an email notification that indicates that you have an EPAF in your queue, the EPAF has been returned to you.

From the **EPAFS (Electronic Personnel Action Forms)** home screen, navigate to the **EPAF Originator Summary** tile

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ePAFs Returned for Correction

In your **Current** tab, you can filter by **Transaction Status**. Click the drop down arrow and select **Return for Correction**. EPAFs that have been returned to you for correction will now populate the listing

Click the employee's name to be taken to the ePAF.

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ePAFs Returned for Correction

- Scroll down to the comments section to review the reason why the ePAF was returned.

- Click **Void** to delete the EPAF and remove it from your queue. No further action can be taken on the transaction.

- Click on **Update** to make changes. You'll be able to make any adjustments necessary on the ePAF fields. Click Save and then click **submit** to send the ePAF back to the routing queue

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Establishing Default Routing Queues
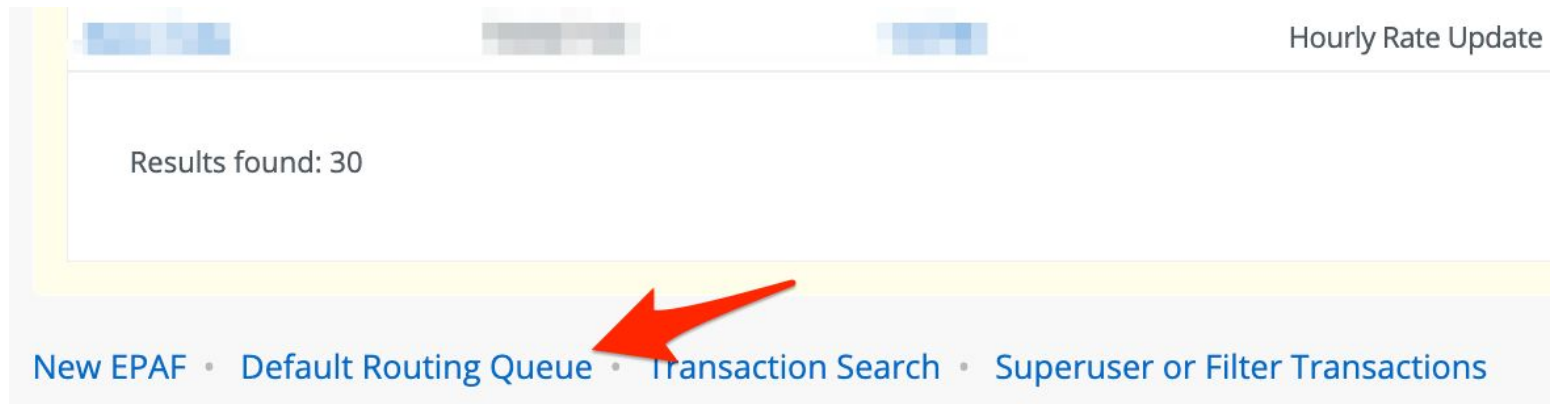
Default Routing Queues allow you to automatically populate approvers in your Routing Queue. You must create a default routing queue for **each** EPAF (i.e. setting up a default routing queue for Course Assistant EPAFs does not automatically set up a routing queue for Course Assistant EPAFs.

To establish Default Routing Queues, click on **EPAF Originator Summary** from your EPAF Menu.

Establishing Default Routing Queues

Select the EPAF you wish to establish **Default Routing Queues** for from the drop down (remember, you must set up default routing queues for **each** EPAF). Then click **GO**.

Establishing Default Routing Queues

Select the EPAF you wish to establish **Default Routing Queues** for from the drop down (remember, you must set up default routing queues for **each** EPAF). Then click **GO**.

Establishing Default Routing Queues

Click on the drop down menu to select the user for each Approval Level. Please note that user names can be updated when creating new ePAFs. Click **Save Changes**.

You can establish the default routing queues for another EPAF by clicking on the **Approval Category** and clicking Go. You'll be presented with the mandatory approval levels for that ePAF. Select the user name from each level. Click **Save Changes**.

EPAF Default Routing Queue

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

Approval Category

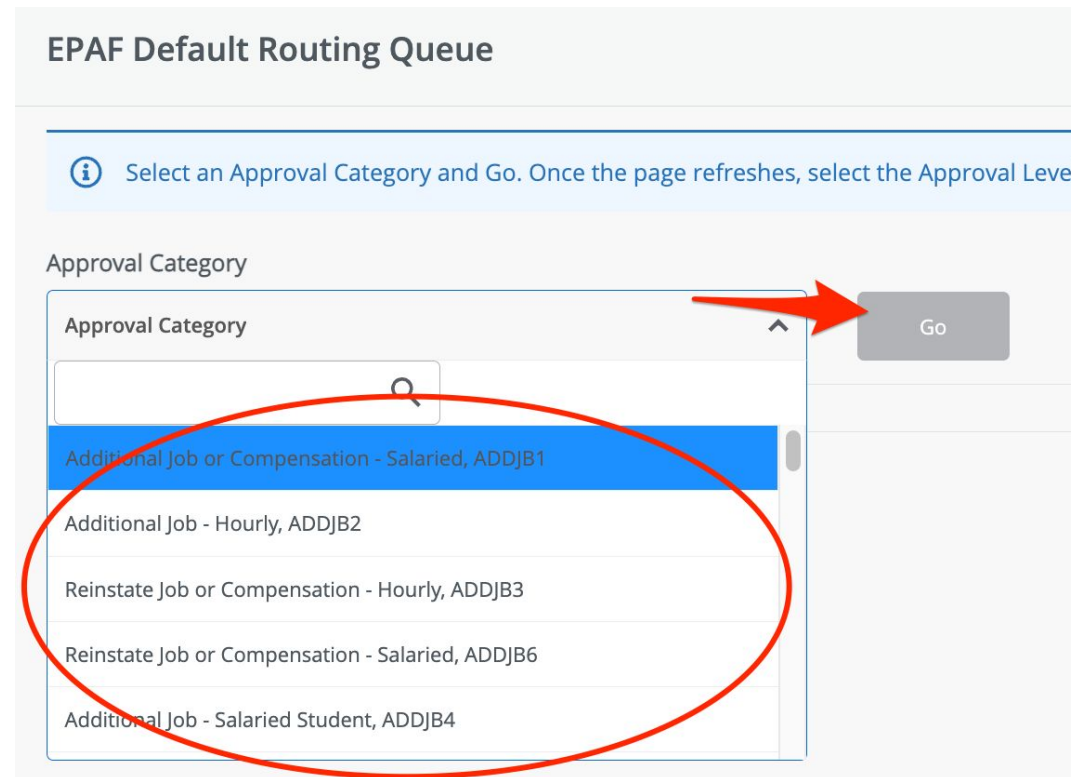Additional Job or Compensation - Salaried, ADDJB1 ⌄   [Go]

Approval Queue

Approval Level		User Name		Required Action		Remove
5 - (DEPART) Department Level Approval	⌄		⌄	Approve	⌄	🗑
9 - (VP/VPR) Vice President/Vice Provost	⌄		⌄	Approve	⌄	🗑
24 - (CONTR) Budget/Grant	⌄		⌄	Approve	⌄	🗑
30 - (HRASSC) Human Resources Associate	⌄		⌄	Approve	⌄	🗑
90 - (HRIS) HRIS Apply	⌄		⌄	Apply	⌄	🗑

DO NOT adjust required action or remove any levels

⊕ Add Row

[Save Changes]

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ePAF Transaction Glossary

ePAF Transaction Glossary

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

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

Summary Page Guide		
Summary Page Tabs	**User Type**	**Definition**
Current	Originator / Approver(s)	Transactions that require your action
In My Queue	Approver(s)	Transactions that will require your action after predecessor levels have been approved
History	Originator / Approver(s)	Transactions that you have already taken action on

Miscellaneous		
Field Name		**Usage**
Personnel Date (Begin Appointment)		Actual Start Date of appointment
Personnel Date (End Appointment)		Actual End Date of appointment

The End

Help

Contact: HRISTeam@tc.edu or your HR Rep 😄

** By emailing HRISTeam@tc.edu a ServiceNow ticket will automatically be created. You will receive a follow up email saying that a case has been created along with a case number.

Please correspond with us by replying to the email with the CASE NUMBER.

Case Created | HR0018683 | Additional

TC Information Technology
to me, map2312

This email is to confirm that we have received your request for assistance and have opened HR incider

Here is a short description of your request: Additional ACAT codes to add to epaf reports

View the status of your incidents

From: Johanna Masbad

Teachers College
COLUMBIA UNIVERSITY