



Introduction: Electronic Personnel Action Forms (EPAFs)

Welcome to the new Electronic Personnel Action Forms. The new web-based system allows each department to process student assignments via Banner OWLS (Self Service). All the information that would normally be written on the paper form will be entered through the EPAF process.

Through EPAF, each department is able to originate transactions for all student workers under its umbrella. Types of action available through EPAF are as follows:

- Entering appointment information for all first time student employees
- Continuing a student's assignment under the same department
- Processing a new assignment under a different department
- Making changes on current assignments

Supervisors, deans or directors are able to approve or acknowledge each EPAF transaction automatically. This computerized system is designed to minimize paper flow and increase the speed in which student appointments are processed.

Participants of the EPAF system are required to attend a navigation and student employment guidelines training session. Student Employment will be contacting your department soon with the new schedule.