

Navigating Your EPAF Originator Summary

Your EPAF Originator Summary is a useful tool for tracking EPAFs that you have saved and submitted.

Log on to Self Service Banner and click on the Employee tab. Select the box labeled Electronic Personnel Action Forms. This brings up the main EPAF menu. Choose EPAF Originator Summary. Shown below is what appears.

Information provided in Self Service Banner (SSB) is current as of January 1, 2012. Although we have made every effort to ensure the data contained within SSB is accurate, there may be some instances where patient as we work to address the issues.

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

Transaction Status:

New EPAF ■ Default Routing Queue ■ Search ■ Superuser or Filter Transactions

Return to EPAF Menu

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EPAF Transactions

Name	ID	Transaction	Type of Change	Submitted Date	Effective Date	Transaction Status	Links
Audio Digital Sys Engineer, 102545-00		58925	Administrative - Change in Labor		Oct 09, 2013	Waiting	Comments

If you have saved your EPAF and not submitted it, it will be stored under the “Current” tab. EPAFs with a transaction status of Waiting are stored under the “Current” tab. In the EPAF Originator Summary example above, there is one transaction found under the Current tab because the originator has only saved the EPAF and has not submitted it yet. Once the EPAF is submitted it will move into the “History” tab of the EPAF Summary.

Under the History tab, you will find all EPAFs that you have submitted. They may be in various Transaction Statuses, such as Pending, Approved, Completed, Returned for Correction, Cancelled, Disapproved, or Voided. It is possible to search for all statuses or limit your search to one status. Shown below is how an EPAF Originator Summary might look under the History tab.

Information provided in Self Service Banner (SSB) is current as of January 1, 2012. Although we have made every effort to ensure the data contained within SSB is accurate, there may be some instances where the information did not convert correctly from the previous system. Please be patient as we work to address the issues.

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

Transaction Status:

New EPAF ■ Default Routing Queue ■ Search ■ Superuser or Filter Transactions

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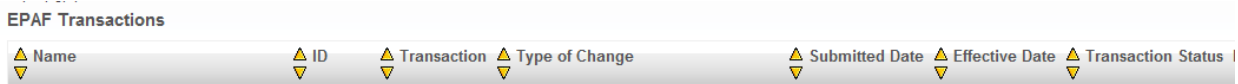
EPAF Transactions

Name	ID	Transaction	Type of Change	Submitted Date	Effective Date	Transaction Status	Links
		7832	MO - Limited Contract Assignment	Apr 04, 2012	Apr 01, 2012	Completed	**Comments
		56255	BW-New Job Assign Ongoing or w End Date	Sep 06, 2013	Sep 09, 2013	Completed	**Comments

Your EPAF Originator Summary allows you to sort your EPAFs by:

1. Name
2. BSU ID number
3. Transaction number
4. Type of Change (Type of EPAF)
5. Submitted Date
6. Effective Date
7. Transaction Status

To sort in ascending order, click the upward yellow arrow. To sort in descending order, click the downward yellow arrow:



Once you have located the EPAF, click once on the employee's name to display the entire EPAF.

If you have questions, please send an email to erphr@bsu.edu.