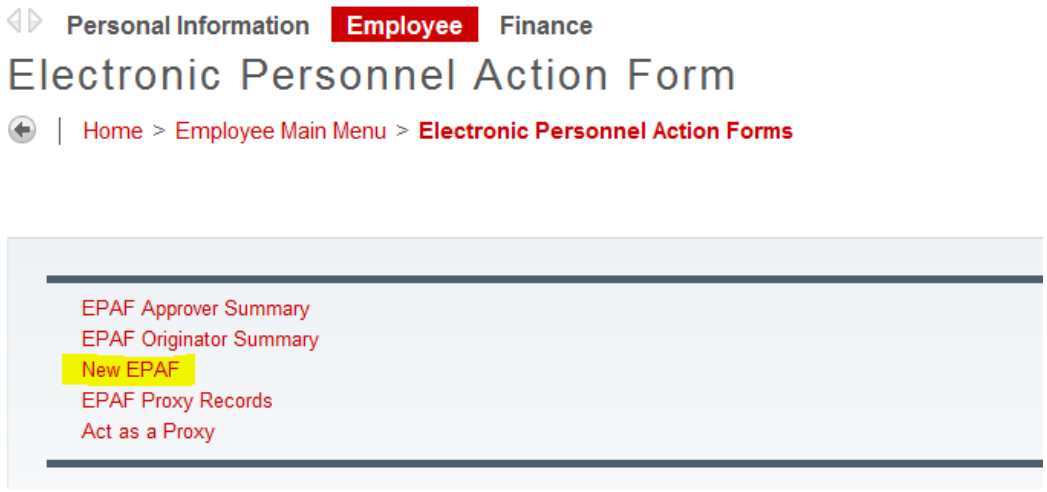
EPAF ADM 500

Change Supervisor or Timesheet Org

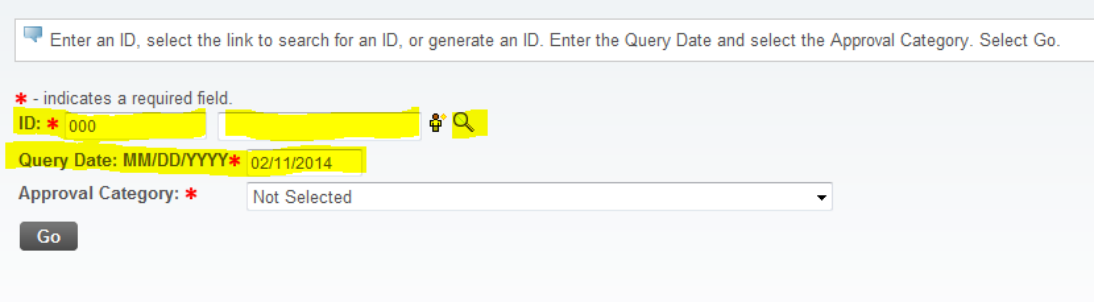
EPAF ADM 500 is used to change the Supervisor Information or the Timesheet organization code, or both, on assignments for all employees. It is not used to change the labor on a position. (To change labor (any part of the FOAPAL) on a position, use EPAF ADM 301, Change in Labor.)

Before you begin, be sure you have the new supervisor ID number, if that is the field you are changing.

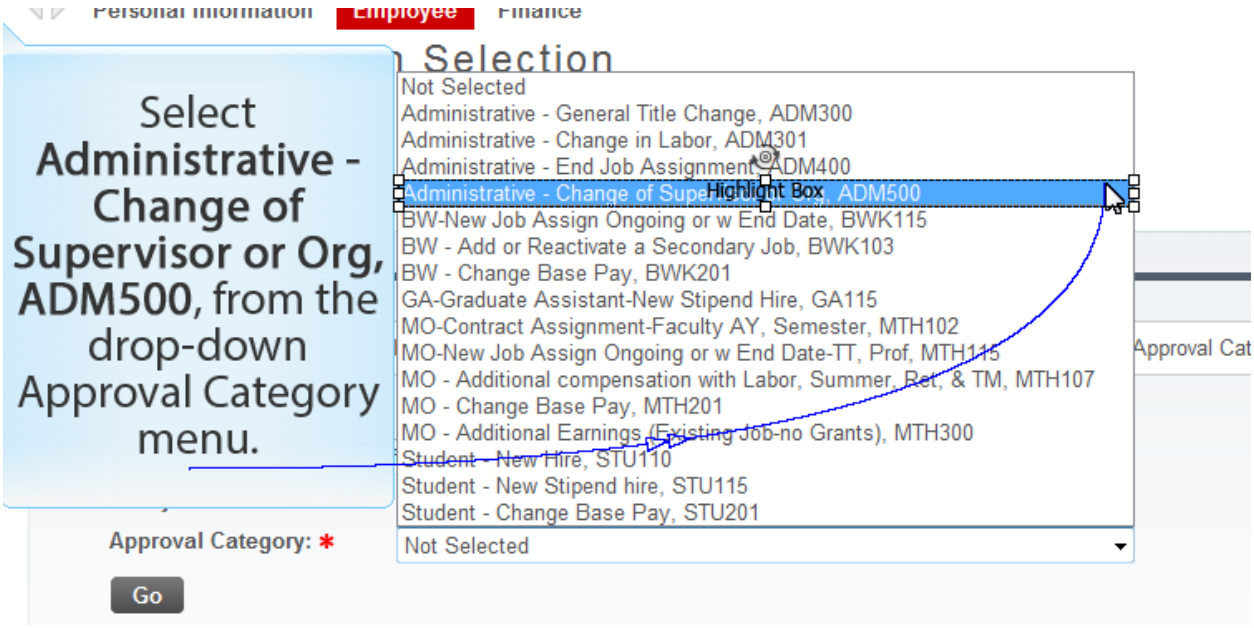
Log on to Self Service Banner and click on the Employee tab. Select the box labeled Electronic Personnel Action Forms. This brings up the main EPAF menu. Choose New EPAF. Shown below is what will be displayed:



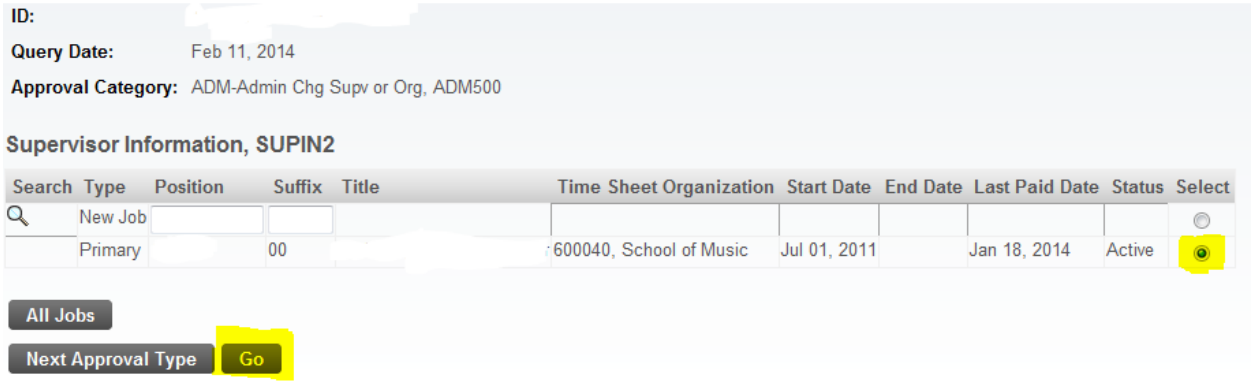
Next, enter the BSU ID number of the employee and tab over. The employee name will appear in the next field. Remember, you may search for the BSU ID by clicking on the magnifying glass. Then enter the Query Date:



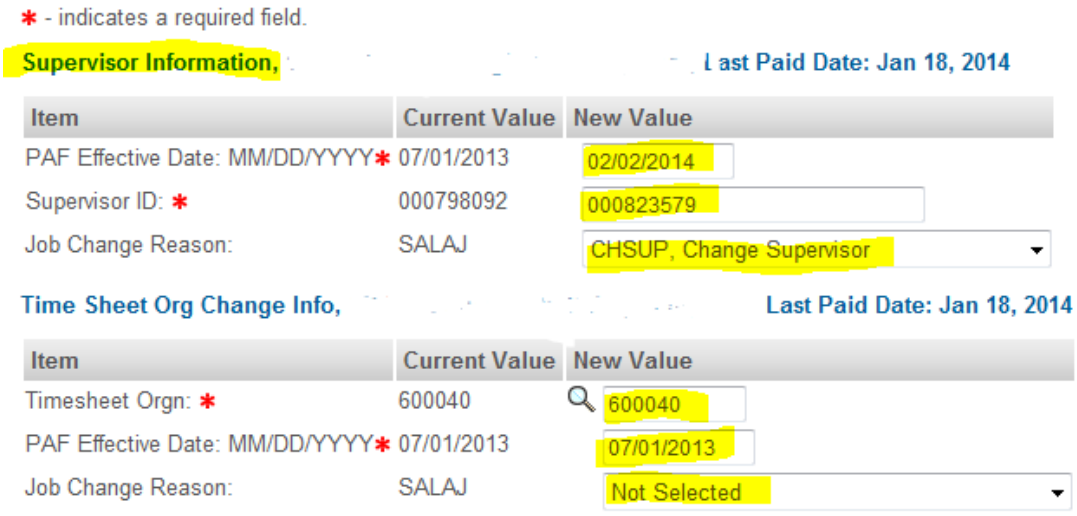
Then select “Administrative – Change of Supervisor or Org, ADM 500” from the drop-down menu under Approver Category, then click on “Go”:



After clicking on “Go”, you should see any active jobs for the employee. On the far right, select the job you want to change by clicking on the “radio button”, then click once again on “Go”:



Next you will see both the Supervisor Information section and the Time Sheet Org Change Info section. Regardless of what section you are changing (you may be changing both), you must complete the required fields for the EPAF to submit, which are those with a **red** asterisk. For the items you are changing, it is a good documentation practice to select a Job Change Reason code so that the reason for the change is shown in Banner. The first example below shows how the fields might be completed if only the Supervisor Information section is changing:



* - indicates a required field.

Supervisor Information, Last Paid Date: Jan 18, 2014

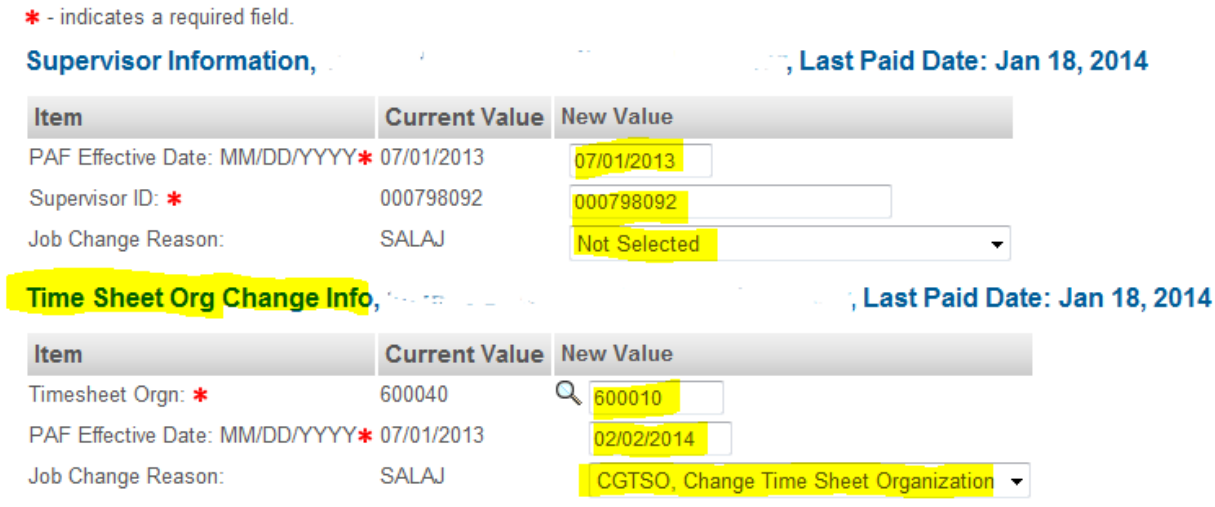
Item	Current Value	New Value
PAF Effective Date: MM/DD/YYYY*	07/01/2013	02/02/2014
Supervisor ID: *	000798092	000823579
Job Change Reason:	SALAJ	CHSUP, Change Supervisor

Time Sheet Org Change Info, Last Paid Date: Jan 18, 2014

Item	Current Value	New Value
Timesheet Orgn: *	600040	600040
PAF Effective Date: MM/DD/YYYY*	07/01/2013	07/01/2013
Job Change Reason:	SALAJ	Not Selected

Note that for the item not being changed, Time Sheet Org Change Info, the same information is entered in the New Value column that is in the Current Value column for Timesheet Orgn and PAF Effective Date. Since nothing is changing in this item, choose "Not Selected" for the Job Change Reason code so that two Job Change Reason Codes do not show up on the employee's position in Banner.

Conversely, if only the Time Sheet Org Change Info section needs to be changed, the fields could be completed as shown in the example below:



* - indicates a required field.

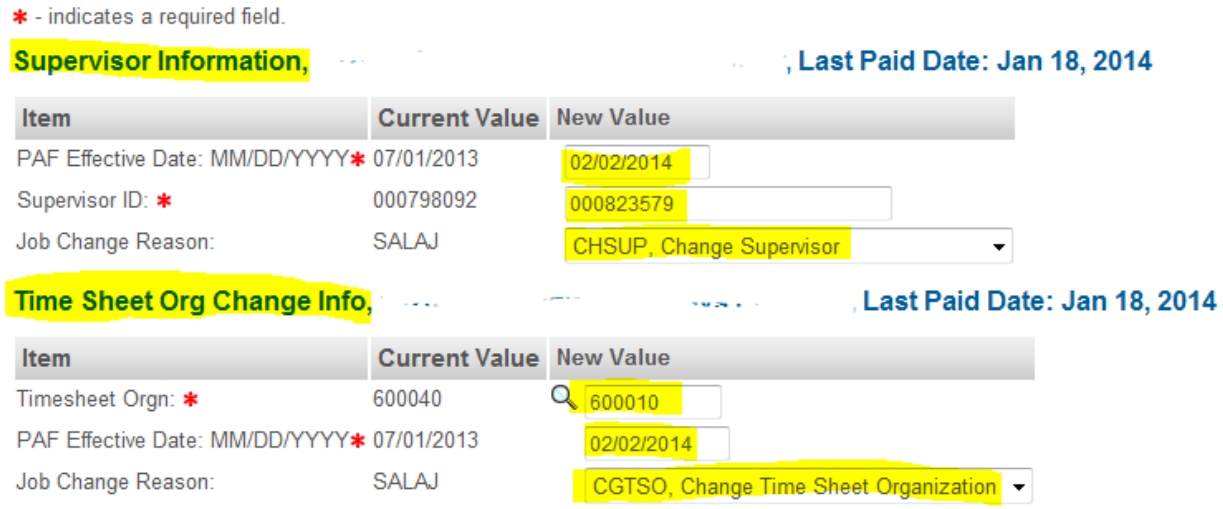
Supervisor Information, , Last Paid Date: Jan 18, 2014

Item	Current Value	New Value
PAF Effective Date: MM/DD/YYYY*	07/01/2013	07/01/2013
Supervisor ID: *	000798092	000798092
Job Change Reason:	SALAJ	Not Selected

Time Sheet Org Change Info, , Last Paid Date: Jan 18, 2014

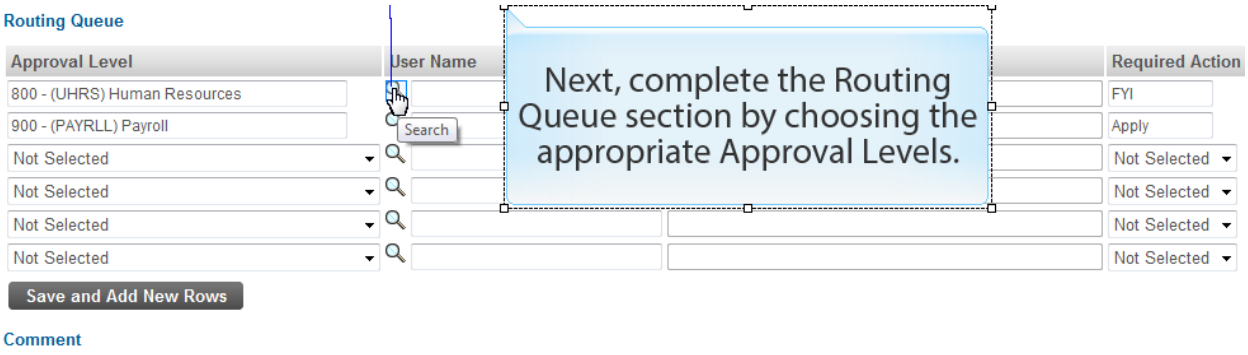
Item	Current Value	New Value
Timesheet Orgn: *	600040	600010
PAF Effective Date: MM/DD/YYYY*	07/01/2013	02/02/2014
Job Change Reason:	SALAJ	CGTSO, Change Time Sheet Organization

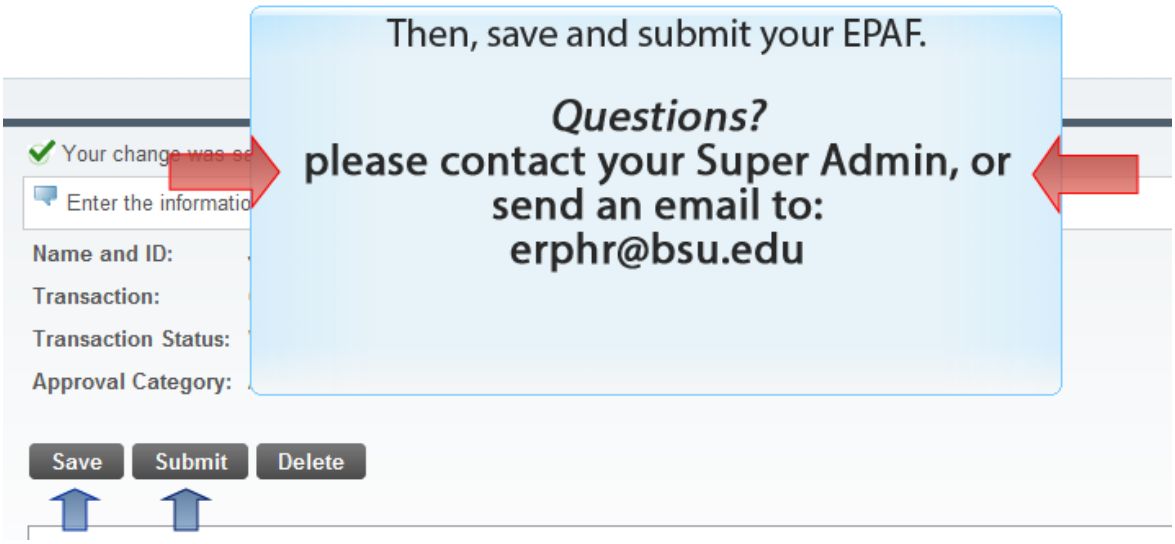
Finally, if **both** Supervisor Information and Time Sheet Org Change Info need to be changed, all fields would be completed as shown below:



TIP: If you haven't saved the EPAF for a while you may want to do so at this time by clicking the Save button at the top or bottom of the form.

Next, complete the Routing Queue section of the EPAF which lists the approval levels that you want for this action. Shown below is that section with the mandatory approval levels populated with the appropriate approvers. When you initially go to that section the user name fields will be blank, but when you click on the magnifying glass a list of possible approvers will appear from which you may select:



You may add other approval levels that may be required for your area such as Director, College Budget Director, Budget Office, etc. In most areas, unless you are specifically told otherwise, the Vice President may be assigned an FYI instead of an Approve in the Required Action field.

Next you will see a Comment section. It is important to add comments about the changes you are making for documentation purposes: