EPAF STEP BY STEP

How to get to EPAF

- Log into <u>Banner Employee Self Service</u> using Firefox -<u>https://banner.smccd.edu/</u>
- 2. Click on Electronic Personnel Action Forms (EPAF) located on the Menu to the right

NOTE: If you do not see the EPAF option, contact HR to provide you with access.

3. Click on New EPAF





Starting an EPAF

Processing REHIRE

EXAMPLE: Jane Doe is being *rehired* as a Short-Term SUB as a Career Resource/Counselor. Dates of the position will be from 08/09/22-03/03/2023



Reminder: All the information your normally need for a paper PAF, i.e., job title, department, org, salary schedule, grade, FOAP etc. you will need to know to complete the EPAF.

- 1. After clicking *New EPAF* the following fields/screen will come up
 - a. Enter the Employee ID (G#) and tab to populate the name and verify it is the correct employee. THIS IS CASE SENSITIVE
 - b. **Query Date =** Job *Start Date*
 - c. **Approval Category =** Sub Hourly Hire, SUBHIR (for this example)
 - d. Click GO

Enter or Generate New ID	
(i) * indicates a required field. Enter an ID, select the link to search for an ID, o	or gene
ID *	
G01009792	
Jane Doe	
Generate new ID	
Query Date *	
08/09/2022	
Approval Category *	
Sub Hourly Hire, SUBHIR	^
C	ર
Short-Term Hourly Hire, SHHIRE	*
Student Hire, STHIRE	
Sub Hourly Hire, SUBHIR	
Job Termination, TERM	
Miscellaneous Hire, MSHIRE	_

- 1. Click "All Jobs" to find the job you are reactivating.
- 2. Select the **applicable Position**, in this case 3L3340.

3. Click Go.

		JIIS • INEW L			in job Sciection	
lew E	PAF Job Select	tion				
0						-
(i) Er	nter or search for a	new position nu	mber and enter ti	ne suffix, or select the	link next to Pos	și -
Deta	alis					_
ID Ingri	d			Query Date		
	Jane Doe			00/03/2022		
Upda	te Job, STJOB					
Sele	ct Type		Position	Suffix	Title	
Jeres	i ijpe		USICION .		The	
	New Job			Q		
	All Jobs	Ne	t Approval Type		Go	
pdate Jo	All Jobs ob, STJOB	Ne	t Approval Type		Go	
apdate Jo Select	All Jobs ob, STJOB Type	Position	t Approval Type Suffix	Title	Go	Time Sheet Organiza
pdate Jo Select	All Jobs bb, STJOB Type New Job	Position	t Approval Type Suffix	Title	Go	Time Sheet Organiza
pdate Jo Select	All Jobs ob, STJOB Type New Job Primary	Position 3L3340	t Approval Type Suffix C 0 0	Title OAll Couns/Spark	Go	Time Sheet Organiza
Select	All Jobs bb, STJOB Type New Job Primary Primary	Position 3L3340 3L3345	t Approval Type Suffix C 00 00	Title OAII Couns/Spark OAII	Go	Time Sheet Organiza 3340, Counseling 3345, Office of the VP Stdn
pdate Jo Select	All Jobs bb, STJOB Type New Job Primary Primary Secondary	Position 3L340 3L345 3S3340	t Approval Type Suffix Q 00 00 00	Title OAII Couns/Spark OAII SA - Spark Point	Go	Time Sheet Organiza 3340, Courseling 3345, Office of the VP Stdm 3340, Courseling

- 4. Skip the New Employee Record section, as you do not want to change any of this.
- 5. Scroll down to the Update Job section

Home
() Enter the information for the EPAF and either Save or Submit.
New Employee Record
Home COAS
1
Employee Class Code *
бт
Home Organization *
3340
Current Hire Date *
09/01/2015
Original Hire Date
11/12/2014
Adjusted Serv. Date
11/12/2014
District Code *
371, Canada 🗸



Job Begin Date = Click 💿 to reset the date back to

original value. This is critical as the EPAF will error.

6. Jobs Effective Date* = Enter the *Start Date* of this position

- 7. **Title =** Update as applicable
- 8. Salary Group and Salary Table are defaulted
- 9. Salary Grade* =
- 10. **Step*** = update as applicable
- 11. Timesheet Orgn* = update as applicable
- 12. Time Entry Method = Employee Time Entry via Web
- 13. Job Change Reason = REHIRE, Rehire
- 14. **Contract Type =** *Primary*



If employee already has another job that is Primary, you will get an error, change the Contract Type to Secondary

All other fields are greyed out and defaulted.

Job Degin Date				
08/09/2022		Remove	C"	Old Value: 11/09/20
lobs Effective Date *				
08/09/2022		Remove	C"	Old Value: 06/30/20
Fitle				
OAII Couns/Spark				
Salary Group				
FY2122		"D Old V	alue: FY	1718
Salary Table				
6S		"D Old V	alue: 6T	
Salary Grade *				
18				
Step *				
2				
Timesheet Orgn *				
3340	Q			
Tima Patro Italia d				
ime Entry Method				
Employee Time Entry via Web		~	•	
ob Change Reason				
REHRE, Rehire		~		
Accrue Leave				
γ				
Contract Type				
Primary		~	•	
те				
0				
lours per Day				
1				
ob Status				
A				
A Factor				
A actor 1				

- 15. Review and update the Labor Distribution (FOAP), as applicable.
- 16. Terminate Job Record
 - a. Jobs Effective Date* = Enter the *End Date* of this position
 - b. **Job Status* =** already defaulted to T for Terminate
 - c. Job Change Reason* already defaulted to TER43
- 17. Routing Queue all EPAF's require at least 3 of the below approvers
 - a. Level 15
 - b. Level 40
 - c. **HR Applier** select applicable HR Rep i.e.
 - i. Students Jasmeet Singh
 - ii. Short Terms Jessica Esclamado
- 18. Comments
 - a. Note Board Approval Date (for all positions except SUBS)
 - b. Note Timesheet Approvers
- 19. Click SAVE
- 20. Review your entry
- 21. Click SUBMIT

Current											the jou	records		
Iffective Date														
COA Index	Fund	Organization	Account	Program		Activity	Location	Proj	ect	Cost		Percent	Encumbra	nce nd Date
1	32106	3340	2394	649900							1	0	Overnue E	na bate
New														
ffective Date MM/DD/YYYY														
08/09/2022														
COA Index	Fund	Organization Ac	count	Program	Act	ivity	Location	Project	Cost	Pe	rcent	Encumbra Override E	nce ind Date	Remove
1 Q	32106 Q	3340 Q 23	394 Q	649900	۹	۹				10	0			Û
Default from Index	🕂 Add R	low												
lew														
fective Date MM/DD/YYYY														
18/09/2022														
COA Index	Fund	Organization A	ccount	Program	A	ctivity	Location	Project	Cost		Percent	Encumi Overrid	brance le End Date	Remove
1 Q	10003 Q	3340 Q 2	331 Q	639001	Q	Q					48			1 1 1
1 Q	31216 Q	3340 Q, 2	331 Q	632001	٩	۹					26			1
1 Q	31216 Q	3340 Q 2	331 Q	623002	۹	Q					26			Û
Default from Index	🕂 Add R	łow												
obs Effective Date	*		+0-00		Joun	s/Spai	k, Last	Paid	Date	: 06/3	30/2	018		
obs Effective Date 03/03/2023 ob Status *	*		+0-00		Joun	s/Spai	k, Last	Paid	Date D	e: 06/3	30/2 e: 06/3	018	3	
obs Effective Date 03/03/2023 ob Status * T	*		+0-00		Joun	s/Spai	rk, Last	Paid	Date Date	Old Value	30/2 e: 06/3	018	3	
obs Effective Date 03/03/2023 ob Status * T ob Change Reason	*		+0-00		Joun	s/Spai	rk, Last	Paid	Date Date	old Value	30/2 e: 06/3	018	3	
obs Effective Date 03/03/2023 ob Status * T ob Change Reasor TER43	*		+0-00		Coun	s/Spar	'k, Last	Paid	Date Date	old Value	30/2 e: 06/3	018	3	
obs Effective Date 03/03/2023 ob Status * T ob Change Reason T ER43	*		+0-00		Coun	s/Spar	k, Last	Paid	"Date	old Value	30/2 e: 06/3	018	3	
obs Effective Date 03/03/2023 ob Status * T ob Change Reason TER43 Routing Queue	*		+0-00		Joun	s/Spar	(k, Last	Paid	Date	old Value	80/2 e: 06/3	018	3	
obs Effective Date 03/03/2023 ob Status * T Ob Change Reason TER43 Routing Queue Approval Level 15.8033 hamston	*		User Name		Coun	s/Spar	K, Last	Paid move Old Val	Date	old Valu	30/2 e: 06/3	018	3	Remove
obs Effective Date 03/03/2023 ob Status * T ob Change Reason T ER43 Routing Queue 14-8333 lenviny 49-8249 MRCC00reget	*	v	User Name Not Selected		Coun	s/Spar	K, Last	Paid move Old Val Required Ac Approve	Date	old Value	30/2 e: 06/3	018	3	Remove
obs Effective Date 03/03/2023 ob Status * T ob Status * T ob Change Reason TER43 Coulting Queue Approval Level 14-03/15 leprivary 42-02/09/04/2005/mgrave 99-02/05/94/4.appixe	*		User Name Not Selected		Coun	s/Spar	K, Last	Paid Paid Required Ad Approve Approve Approve	Date	2: 06/	80/2 e: 06/3	018	3	Remove
obs Effective Date 03/03/2023 ob Status * T T tER43 coulding Queue second to the secon	*	v v	User Name Not Selected Not Selected		Coun	s/Spar	K, Last	Paid Paid Required Add Agenore Agety	Date	2: 06/X	80/2 e: 06/3	018	3	Remove
lobs Effective Date 03/03/2023 lob Status * T iob Change Reason TER43 Routing Queue Approval Level 9: @A158 layerwiny e: @A158 layerwiny e: @A158 layerwiny e: @A158 layerwiny	*	v)	User Name Inclusion Technical Technical		Coun	s/Spar	K, Last	Paid Paid Required Adv	Date	Dold Value	30/2 e: 06/3	018	3	Remove
Index Effective Date 03/03/2023 Index Status * T Ob Status * T Ob Change Reason TER43 Routing Queue Approval Level 1-05135 Spendary e: 05439 Spendary Comments Web Approver: It	*	v v v	User Name Inclusion			s/Spar	K, Last	Paid Paid Required Act Accove	つate	:: 06/3	e: 06/3	018	3	Remove
obs Effective Date 03/03/2023 ob Status * T ob Change Reason TER43 Couting Queue Approval Level 1: 00/15 bpm/lkmy e: 0:x019 bpm/lkmy Comments Web Approver: 1	* * *	v v v	User Name International International International			s/Spar	K, Last	Paid Paid Required Act Approve Approve Approve	Uate Use: Terr	2: 06/3	30/2 e: 06/3	018	***	Remove
obs Effective Date 03/03/2023 ob Status * T ob Change Reason TER43 couting Queue Approval Level 0.02409 MGCC005exper 0.02409 MGCC005exper Comments Web Approver: I	*	v v v	User Name Internet Technical Technical		Coun	s/Spar	K, Last	Paid Paid Required Ad Approve Appro	Successful to the second secon	2: 06/3	30/2 e: 06/3	018	3	Remove