When should an Electronic Personnel Action Form (EPAF) be submitted?

Tell Me

Supplemental to PIM 63, Process Deadlines and Requirements for Hiring and Paying Temporary Employees.

1. Submit EPAFs immediately after you decide to hire a student or a temporary staff employee.
2. Follow the instructions here for accessing Banner EPAF.

Note

To ensure that this new employee can be paid, do not schedule them to start work until the EPAF is fully processed. You can tell this is complete by logging into Banner Self Service and checking the status of your EPAF submission.

3. If your EPAF is not processed within three business days of submission, follow up with the Student Employment Office (students) or the Staff Employment Office (Temporary Staff), or Academic Affairs (temporary faculty).

Related FAQs

- Does Web Time Entry account for lunch breaks?
- How will I know if an employee is set up in Web Time Entry (WTE)?
- How do I locate my student’s timesheet in Web Time Entry (WTE)?
- Will Web Time Entry (WTE) reminders be sent out?
- When should an Electronic Personnel Action Form (EPAF) be submitted?