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 on the Human Resources website to access Banner EPAFs.

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 EPAFs are fully processed 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, email one of the following areas:
   a. **Students**: Email the Student Employment Office, studentemployment@uncc.edu
   b. **Temporary staff**: Email the Staff Employment Office, employment@uncc.edu
   c. **Temporary faculty**: Email Academic Affairs, faculty-recruit@uncc.edu

Related FAQs

- What happens when I clock-in/out on different days in Web Time Entry (WTE)?
- How will I know if an employee is set up in Web Time Entry (WTE)?
- Will Web Time Entry (WTE) reminders be sent out?
- When should an Electronic Personnel Action Form (EPAF) be submitted?
- How do I set up a proxy in Web Time Entry (WTE)?