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**

- When should an Electronic Personnel Action Form (EPAF) be submitted?
- How do I add the EPAF submission Google calendar?
- What happens if EPAF and WTE deadlines aren't met?
- Where is the EPAF number in the eGA system?