Electronic Personnel Action Form (ePAF) Originator Reference Manual
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LOGGING IN AND GETTING STARTED
To access ePAFs, you must be able to log onto the Self Service Center (SSC) using your University ID number and secure PIN. SSC can be found by navigating to http://www.hartford.edu/selfserve/default.aspx. The ePAF menu is found on the Employee tab.

1. Enter your username and password for SSC

2. Select the Employee tab

3. Select the ePAFs link from the menu

4. Select New ePAF
INITIATING ANY EPAF

It is critical to ensure the accuracy of the data input into the ePAF, including spelling, rate of pay, job title and position number. The data you input as the originator will be directly uploaded into the Banner system, ultimately resulting in your employee’s electronic personnel record.

Before starting an ePAF please make sure you have the following information on hand:

1. Employee name and university ID
2. Employee class code
3. Position Number & suffix
4. Rate of Pay (for non-exempt/hourly employees) or annualized salary (exempt employees)
5. Date employee will start
6. Title of Position
7. Administrative Org numbers - Appendix B provides Home, Timesheet, & Distribution Org

CHOOSING THE ePAF TYPE

Below is the list of codes to choose from. Make sure that you choose the correct option for your new employee. (NOTE: For students not funded by Federal Work Study, use HIRENE)

Not Selected
New Hire Exempt (Salary), HIREEX
New Hire Non Exempt (Hourly), HIRENE
New Hire Faculty, NEWFAC
New Hire Fed Work Study, WKSTDY
Additional Job (Exempt), NWJOBE
Additional Job (Non-Exempt), NWJOBN
Additional Job (Faculty), NWJOBF
Terminate Existing Job, JBTerm
Job Detail Change (Hourly), JOB RAT
Job Detail Change (Exempt), JOBSAL
Job Detail Change (Faculty),JOBFAC
Job Transfer Exempt, XFEREX
Job Transfer Non Exempt, XFERNE
Labor Distribution Change, LABOR
Supervisor Change, SUPER
Title Change Only, TITLE
HCD MSS Compensation Change, HCDMSS
COMMONLY REQUIRED FIELD NAMES
Below are the definitions for the most commonly used field names in generation of ePAFs.

Employee Class – See Appendix A

Home Organization – This is the organization number associated with your department.

Distribution Orgn – This is the organization number of your department where a physical paycheck would be sent. (Usually the same as the Home Organization)

Employee Status & Home COAS – will default to “A” and cannot be changed.

Current Hire Date: MM/DD/YYYY – This date must be the day of the first shift that the employee will work.

Contract Begin Date: For faculty positions only. The contract begin date for full time faculty positions is 9/1/xx and adjunct positions should follow the payroll calendar (see Payroll website)

Contract End Date: For faculty positions only. The contract end date for full time faculty will be 6/30/xx and adjunct positions should follow the payroll calendar (see Payroll website)

Contract Type – Choices are Primary (regular job), Secondary (additional job) or Overload (for full time faculty adjunct jobs during an academic semester).

Job Effective Date: MM/DD/YYYY – This date is the date the employee will begin working in the position.

Job Begin Date: MM/DD/YYYY – This date is the date the job will begin.

Factor – The factor is the number of pays the position was originally set up for (20 or 24 for exempt positions and 22 or 26 for non-exempt positions). This will default to the position setup, however may be changed in the ePAF, when necessary.

Pays – This field will reflect the number of pays the employee will actually receive in a given year (20 or 24 for exempt) and (22 or 26 for non-exempt). This will default to the position setup, however may be changed in the ePAF when necessary.

Annual Salary – Enter the annualized salary for the new staff member.

Defer Pay Auto Setup – This will automatically set up an academic year (10 month) exempt employee on the deferred pay schedule (24 pays). This option can only be used if the position begins by the first pay of the deferred pay cycle.

Time Sheet Org: This is the org where the timesheet or leave report will be completed and approved.
**Job Change Reason** – Choose the most appropriate job change reason from the drop down list for the change being made.

**Personnel Date:** The date in which the personnel action actually occurred.

**Supervisor ID:** This is a required field on the Supervisor Change ePAF. You can use the search feature on the front end to find this ID number.
NEW HIRE ePAFS (HIREEX, HIRENE, NEWFAC, WKSTDY)
This group of ePAFs should be used when hiring an individual into any position at the University, whether or not the individual has held the position prior. This group of epafs assigns a PRIMARY job to an employee, additional jobs are described in a later section.

HIREEX – New hire, exempt/salary staff member
HIRENE – New hire, non-exempt/hourly employee (staff, student or temporary)
NEWFAC – New hire, full time faculty
WKSTDY – New hire, Federal Work Study Student employee

1. From the ePAF menu, select “New ePAF” then enter the ID of the employee.

2. Select the appropriate ePAF option from the drop-down menu. Click ‘Go’.
3. Enter the Position Number and suffix (usually 00). Click ‘Go’.

Reminder: All items that have a red asterisk are required fields.
4. Comments – Please include any information that is relevant to the employee personnel record, including the name of the timesheet and leave supervisor. If there is none, please leave this field blank.

5. Add the correct names to the Routing Queues. If the position being set up is a grant funded position, add an additional approval level indicating the Grants Department as an Approver.

6. Save and submit your work.
ADDITIONAL JOB (EXEMPT, NONEXEMPT, FACULTY)

This group of ePAFs should be used when assigning an additional job to a staff or faculty employee. These jobs will be assigned as SECONDARY jobs.

NWJOBE – Additional exempt-level job being assigned to an exempt staff employee

NWJOBF – Additional faculty (non-teaching) job being assigned to a full time faculty employee

NWJOBN – Additional non-exempt level job being assigned to a staff employee (including students not funded by Federal Work Study)

1. From the ePAF menu, select “New ePAF” then enter the ID of the employee.

2. Select the appropriate ePAF option from the drop-down menu. Click ‘Go’.
3. Enter the Position Number and suffix (usually 00). Click ‘Go’.

Reminder: All items that have a red star are required fields.

4. Comments - Please include any information that is relevant to the employee personnel record including the name of the time sheet and leave supervisor. If there is none, please leave this field blank.
5. Add the correct names to the Routing Queues. If the position being set up is a grant funded position, add an additional approval level indicating the Grants Department as an Approver.

![Routing Queue Table]

6. Save and submit your work.

![Electronic Personnel Action Form]
TERMINATE EXISTING JOB
This ePAF should be used to terminate any job.

1. From the ePAF menu, select “New ePAF” then enter the ID of the employee.

2. Select the **Terminate Existing Job, JBTERM** option from the drop-down menu. Click ‘Go’.

3. Enter the Position Number and suffix (usually 00). Click ‘Go’.
Reminder: All items that have a red star are required fields.

The termination date of the job should reflect the first day the person should no longer be paid. Example – if the employee’s last work date is 5/16/17, the effective date should be 5/17/17.

4. Comments - Please include any information that is relevant to the employee personnel record including the name of the time sheet and leave supervisor. If there is none, please leave this field blank.

5. Add the correct names to the Routing Queues. If the position being set up is a grant funded position, add an additional approval level indicating the Grants Department as an Approver.
6. Save and submit your work.
**JOB DETAIL CHANGE (HOURLY, EXEMPT, AND FACULTY)**

This group of ePAFs should be used to change the hourly rate for a non-exempt staff, student or temporary employee or the annualized salary for an exempt employee or a faculty employee.

**JOBRAT** – changes the title, hourly rate, supervisor and/or time sheet org for a non-exempt staff, student or temporary employee

**JOBSAL** – changes the title, annualized salary, supervisor and/or time sheet org for an exempt staff employee

**JOBFAC** – changes the title, contracted salary, supervisor and/or timesheet org for a full time faculty employee

1. From the ePAF menu, select “New ePAF” then enter the ID of the employee.

2. Select the appropriate ePAF option from the drop-down menu. Click ‘Go’.

3. Enter the Position Number and suffix (usually 00). Click ‘Go’.
Reminder: All items that have a red star are required fields.

4. Comments - Please include any information that is relevant to the employee personnel record including the name of the time sheet and leave supervisor. If there is none, please leave this field blank.

5. Add the correct names to the Routing Queues. If the position being set up is a grant funded position, add an additional approval level indicating the Grants Department as an Approver.
6. Save and submit your work.
LABOR DISTRIBUTION CHANGE
This ePAF should be used to change the labor distribution assigned to a position.

1. From the ePAF menu, select “New ePAF” then enter the ID of the employee.

2. Select the Labor Distribution Change, LABOR option from the drop-down menu. Click ‘Go’.

3. Enter the Position Number and suffix (usually 00). Click ‘Go’.
Reminder: All items that have a red star are required fields.

4. Comments - Please include any information that is relevant to the employee personnel record, including the name of the time sheet and leave supervisor. If there is none, please leave this field blank.

5. Add the correct names to the Routing Queues. If the position being set up is a grant funded position, add an additional approval level indicating the Grants Department as an Approver.
6. Save and submit your work.
JOB TRANSFER ePAFS (XFEREX AND XFERNE)

This group of ePAFs should be used to transfer full time employees to new positions within the same employee class (i.e., exempt position to exempt position). This will not be used when transferring from one class to another (i.e., non-exempt to exempt) – in this instance, a terminate job and a new job ePAF should be utilized:

XFEREX – to transfer an exempt employee from one exempt job to another

XFERNE – to transfer a non-exempt employee from one non-exempt job to another

1. From the ePAF menu, select “New ePAF” then enter the ID of the employee.

2. Select the appropriate ePAF option from the drop-down menu. Click ‘Go’.

3. Enter the Position Number and suffix (usually 00). Click ‘Go’.
Reminder: All items that have a red star are required fields.

4. Comments - Please include any information that is relevant to the employee personnel record, including the name of the time sheet and leave supervisor. If there is none, please leave this field blank.
5. Add the correct names to the Routing Queues. If the position being set up is a grant funded position, add an additional approval level indicating the Grants Department as an Approver.

![Routing Queue Table]

6. Save and submit your work.

![Electronic Personnel Action Form]
SUPERVISOR CHANGE (SUPER)
This ePAF will be used to change the current supervisor to a new supervisor. The individual completing the ePAF must know the supervisor’s ID number, but this is searchable on the front end.

1. From the ePAF menu, select “New ePAF” then enter the ID of the employee.

2. Select the appropriate ePAF option from the drop-down menu. Click ‘Go’.
3. Enter the Position Number and suffix (usually 00). Click ‘Go’.

Reminder: All items that have a red star are required fields.

4. Comments - Please include any information that is relevant to the employee personnel record including the name of the time sheet and leave supervisor. If there is none, please leave this field blank.
5. Add the correct names to the Routing Queues. If the position being set up is a grant funded position, add an additional approval level indicating the Grants Department as an Approver.

![Routing Queue Image]

6. Save and submit your work.

![Electronic Personnel Action Form Image]
TITLE CHANGE ONLY (TITLE)
This ePAF will be used to change the current title of an existing employee.

1. From the ePAF menu, select “New ePAF” then enter the ID of the employee.

2. Select the appropriate ePAF option from the drop-down menu. Click ‘Go’.
3. Enter the Position Number and suffix (usually 00). Click ‘Go’.

Reminder: All items that have a red star are required fields.

4. Comments - Please include any information that is relevant to the employee personnel record including the name of the time sheet and leave supervisor. If there is none, please leave this field blank.
5. Add the correct names to the Routing Queues. If the position being set up is a grant funded position, add an additional approval level indicating the Grants Department as an Approver.

![Routing Queue]

6. Save and submit your work.

![Electronic Personnel Action Form]