Electronic Personnel Action Forms (EPAF)
Student/Hourly Quick Reference

EPAF Actions (Approval Categories):

Students & Hourly Actions	
Rate Change	This process is to change a rate of pay of a current hourly/student employee. **A justification is required in the comment field for an hourly employee.**
Rehire New Position	This process is to rehire an employee in a position they have not worked in before. The employee has worked at ODU within the last year.
Rehire Same Position	This process is to rehire an employee in a position they have worked in the last year. The employee has worked at ODU within the last year.
Terminate job Record	This process is to end the job of an employee. The employee stays active, but the job will not be active.
Terminate Employee	This process is to terminate the employee at ODU. They will no longer be active in the system.
Hourly processes are sent to **Human Resources (Dinh Tran-Nguyen)** Student processes are sent to **Payroll (Brenda Blount)**	

All EPAFS are originated and approved in Leo-Online.

Logging into Leo-Online and EPAFS:
- Go to URL: https://Leoonline.odu.edu
- Select Enter LEO Online News and Secure Area
- Select Key, Enter Secure Area
- Type Midas username and password, Click Login
- Select Employee
- Select Banner XE Employee Profile
- Select Electronic Personnel Action Forms (EPAF) under Activities

Originating an EPAF:
- Select New EPAF from the Electronic Approvals menu in Leo-Online
- Enter Employee's UIN or select Search
- Enter query date
  - Query date will be the Effective Date
- Select Approval Category from menu, Click Go
- Complete required fields
- Define your approval queue by selecting the appropriate Approver at each level.
  This is not necessary if you set up a default routing queue
- Save the action
- Submit the action

Approving an EPAF:

- Select EPAF Approver Summary
- Select the Employee's Name you want to view
- Review EPAF submitted by Originator, select Approve
- Approver can approve, disapprove, return for correction or more information

Voiding a process:

- Select EPAF Originator Summary
- Select the Employee's Name you want to review
- Select Void and enter a Comment
- Receive a message that the transaction successfully completed
- **Note:** The originator can void a process. You will void a process if the position number or date is incorrect, the incorrect approval category, and/or the effective date of the action is after the payroll deadline.

Default routing queue Set-up:

- Set up a Routing Queue for each Approval Category
- Select EPAF Originator Summary
- Select Default Routing Queue
- Select Approval Category from drop down list
- Select Approval Level, enter Username, and select Required Action
- Select Save and Add New Rows
- **Note:** Department level is Approve for required action
  Human Resources level is for Hourly positions and Apply for required action
  Payroll level is for Student positions and Apply for required action

Setting up a proxy in Leo-Online:

- Select EPAF Proxy Records from the EPAF Menu
- Select Approval Level form drop down list, Click Go
- Adding a Proxy: Select name from the list, Click Add, Click Save
- Removing a Proxy: Select Name from the list, Click Remove, Click Save
- **Note:** Set up a proxy to act in behalf of the approver.
  Every Approver should have a Proxy.

EPAF Security

- You must have Banner access in order to process EPAFs
- EPAFs require additional Banner security based on the role you play in the process.
  - Originator
  - Approver
  - Proxy for an Approver (Every Approver should designate at least one Proxy)
- Electronic Approval Access Form must be completed and submitted to Human Resources to obtain this additional access;
  http://www.odu.edu/ao/humanresources/forms/EPAF.pdf