To: Approvers and Orginators
On: Monday, July 23, 2018
Live: New and Revised ePAFs and ePAF Toolbox Guides

**Please review the following information regarding changes to Banner Self Service Electronic Personnel Action Forms (ePAFs).**

4 New ePAFs

***NOTE: OHR200 continues to be used for Change of Status information but is no longer used for Terminations***

| *New Types of ePAFs* | *When the ePAF is used* |
| --- | --- |
| Position ONLY Termination | Termination ePAF used to terminate an employee’s position(s) |
| Position AND Employee Termination | Termination ePAF is used to terminate a benefit eligible employee’s position(s) **AND** terminate the employee from the university **This ePAF must be used with care!**  When the ePAF is approved and completed, it will trigger a series of events including termination of benefits and network access |
| Additional Compensation | Replaces the hardcopy forms OHR210, OHR300 and OHR330  Used to add an Overload position to a benefit eligible, exempt employee  **The employee’s *primary position* is benefit eligible, the additional compensation position is not** |
| Campus Box Address Changes | Originators may create or revise employee’s WSU Campus Box Address and Telephone Numbers within their department  The information displays on the various online WSU Campus Directories |

Revisions to Current ePAFs

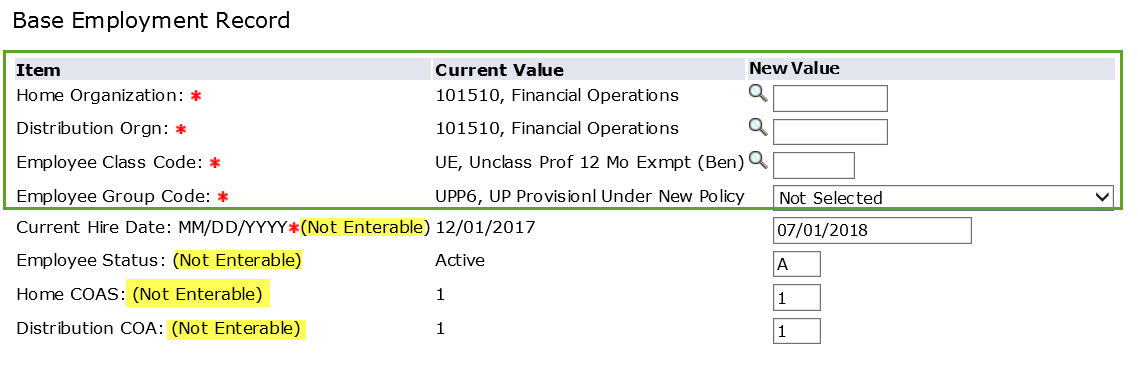
Data Label Names

The names of four ePAF data labels were updated to reflect more familiar, WSU wording:

| *New Name* | *Former Name* |
| --- | --- |
| Salary | Annual Salary |
| Number of Pays (P)  Number of Pays (F) | Pays  Factors |
| Hours per Pay Period | Hours per Pay |
| Hourly Pay Rate | Regular Rate |

Location of Enterable and Non-Enterable Data Entry Items

To improve the flow of data entry, data enterable items are now located at the top of each Section within the ePAF. For example:



ePAF Toolbox

The ePAF Toolbox on *myWSU*, EmpHelp, houses information guides for ePAF Originators and Approvers. To easily access the information, log on to myWSU, Faculty/Staff tab. Look for this link when accessing ePAFs in Banner Self Service: ***ePAF Toolbox – Help Guides***.

ePAF Training and Support

**All ePAF Originators are asked to contact their College/Department Business Manager for training information**

*Banner ePAF Open Lab and Training* is held most Thursdays starting at 2:00. Registration is strongly encouraged on *myWSU*, myTraining. The session is attended by both **new and experienced** ePAF Originators and Approvers (primary and proxy).

Prior to attending training, Budget Officers are asked to request ePAF security access for their employee. Instructions are in the ***ePAF Toolbox****,* ***1.01 How to Request ePAF Access***.

Questions?

New ePAF or ePAF processing questions may be directed to the following areas:

| *Area* | *Contact Information* |
| --- | --- |
| ITS Applications Training and Support | 978-5800 or [***training@wichita.edu***](mailto:training@wichita.edu) |
| Human Resources (Position Numbers, etc.) | 978-3065 or [***ePAF@wichita.edu***](mailto:ePAF@wichita.edu) |
| Payroll (Payment Calculations, etc.) | 978-3074 or [***payroll@wichita.edu***](mailto:payroll@wichita.edu) |
| Research Technology & Transfer Payroll | 978-6847 or [***researchpayroll@wichita.edu***](mailto:researchpayroll@wichita.edu) |
| Graduate School (Graduate Appointment Notices) | 978-6241 or [***constance.owens@wichita.edu***](mailto:constance.owens@wichita.edu) |