ePAF Announcement

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

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

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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:

Base Employment Record

Item	Current Value	New Value
Home Organization: *	101510, Financial Operations	🔍
Distribution Orgn: *	101510, Financial Operations	🔍
Employee Class Code: *	UE, Unclass Prof 12 Mo Exmpt (Ben)	🔍
Employee Group Code: *	UPP6, UP Provisionl Under New Policy	Not Selected
Current Hire Date: MM/DD/YYYY*(Not Enterable)	12/01/2017	07/01/2018
Employee Status: (Not Enterable)	Active	A
Home COAS: (Not Enterable)	1	1
Distribution COA: (Not Enterable)	1	1

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***
Human Resources (Position Numbers, etc.)	978-3065 or ***ePAF@wichita.edu***
Payroll (Payment Calculations, etc.)	978-3074 or ***payroll@wichita.edu***
Research Technology & Transfer Payroll	978-6847 or ***researchpayroll@wichita.edu***
Graduate School (Graduate Appointment Notices)	978-6241 or ***constance.owens@wichita.edu***