Creating an EPAF for a Department Transfer

1. Log on to Banner Self Service
   a. User ID: This is your Banner ID
   b. Password: This is your self-service pin number, the same number you use to access your pay stub.
2. Select **Employee Services**
3. Select **Electronic Personnel Action Form**
4. Select **New EPAF**
5. Enter the Banner ID of the person you want to create an EPAF If you don't know the person's ID, enter the name and click on the magnifying glass on the right to search for the employee. **Select Go**
6. Today's date will default in the Query Date field. You can override this date. (Date must be in MM/DD/YYYY format).
7. Select **Department Transfer** from the Approval Category drop down menu
8. Once the ID, Query Date, and Approval Category are selected, click **go.**
9. The employee's current position will be listed.   Select the radio button next to the position to take the action to terminate it.
10. Select **Next Approval Type**
11. Enter the new **Position Number** and **"00"** for Suffix. New title and organization number will appear
12. Click **Go**
13. Under Terminate Position enter **Jobs Effective Date** (MM/DD/YYYY)
14. The **Job Status** will default to Terminated.
15. Enter the **new effective date** for the Job Labor Distribution. (MM/DD/YYYY)
16. Under Assign a New Position , enter **Job Begin Date** (MM/DD/YYYY)
17. Enter **Jobs Effective Date**
18. The job status will default to **Active.**
19. Enter **Job Change Reason** (Drop Down)
20. Enter **Annual Salary**
21. Enter information in Routing Queue, if you have set this up in NTRROUT it will automatically default to the appropriate names.
22. Click Save
23. Click Submit
✓ The transaction has been successfully submitted.