

Creating an EPAF for New Hire

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
6. Today's date will default in the Query Date field. You can override this date. (Date must be in MM/DD/YYYY format). If the EPAF's effective date is prior to the current date it should be entered here.
7. Select **New Hire-Full Time Employee** from the Approval Category drop down menu (New Hire).
8. Once the ID, Query Date, and Approval Category are selected, Select **Go**
9. The radio button will indicate the new job
10. Enter the **Position Number**, this number will be communicated to you from Pat Thompson.
11. Enter the **Suffix "00"**
12. The job title and organization information will appear
13. Select **Go**
14. Enter the **Begin Date** (MM/DD/YYYY)
15. Contract Type will default to Primary
16. Enter **Effective Date, same as Begin Date** (MM/DD/YYYY)
17. **Job Status** will default to Active
18. **Job Change Reason** will default to NEW, New Hire
19. Enter **Salary** (no dollar sign or comma)
20. Enter **Effective Date** (MM/DD/YYYY)
21. Enter information in **Routing Queue**, if you have set this up in **NTRROUT** it will automatically default to the appropriate names:
 - a. Recruitment Coordinator, Always PThompson
 - b. Department Head/Supervisor
 - c. Vice President
 - d. Budget Department, Always JDillon
 - e. Human Resources, Always CStuppy
 - f. Payroll, Always DSchmit
22. Enter comments if necessary
23. Click **Save**
24. Click **Submit**