

## Creating an EPAF for a Leave of Absence

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 Forms**
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, click on the magnify glass and enter the last name and first name of the employee. Select **Go**.
6. Select the employee you wish to give leave, if there is more than one choice it is helpful to know the employee's birthdate.
7. Today's date will default in the Query Date field and will display the current position the employee holds. If you would like to see all positions that the employee has held in the past you can override this date with an earlier date, ie. 01/01/2002. (Date must be in MM/DD/YYYY format).
8. Select the – **Leave of Absence** from the Approval Category drop down menu.
9. Once the ID, Query Date, and Approval Category are selected, click **Go**.
10. Using the Radio Button, select the primary position.
11. Select **Next Approval Type**
12. Using the Radio Button, select the primary position.
13. Click **Go**
14. Under **Start Leave of Absence**, enter **Jobs Effective Date** (the leave will begin) (MM/DD/YYYY).
15. Enter **Job Status** in drop down menu.
16. Enter **Job Change Reason**, in drop down menu.
17. Under End Leave Absence, enter Jobs Effective Date (date leave will end)
18. Enter **Job Status** in drop down menu.
19. Enter **Job Change Reason**, in drop down menu.
20. Enter information in **Routing Queue**
21. Click **Save**
22. **Submit**