

Creating an EPAF for a Title Change

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, click on the magnifying glass, then enter the name. Click on the Banner number of 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 the **Title Change without a Salary Increase** from the Approval Category drop down menu
8. Once the ID, Query Date, and Approval Category are selected, **click go**.
9. Radio button will indicate current title
10. **Click Go**
11. **Enter Jobs Effective Date**
12. **Enter New Title**
13. **Job Change Reason**
14. Enter information in **Routing Queue**, if you have set this up in **NTRROUT** it will automatically default to the appropriate names.
15. **Click on Save**
16. **Click Submit**
 - ✓ The transaction has been successfully submitted.