Electronic Personnel Action Form (EPAF)–Frequently Asked Questions

What is an EPAF?
An EPAF (Electronic Personnel Action Form) is a set of on-line data entry forms used to initiate and approve job actions for John Carroll University employees.

What information do I need before I can create an EPAF?
The following is the information you need for each kind of EPAF:

New Hire Full Time-Valid Position Number, hire date and salary.
New Hire Part Time – Valid Position Number, hire date and hourly rate
Termination-Termination date and reason
Promotion with a Salary Increase – New Position Number, effective date of the change and new salary
Change in Salary-Effective date and new salary
Title Change-Effective date and new title
Department Transfer-New position number, effective date of the change and new salary

Where do I get a valid position number?
You can get a valid position number from Pat Thompson, Recruitment Coordinator at ext. 1726 or pthompson@jcu.edu.

Where can I find the EPAF link?
Log into Banner Self-Service.   Select Employee Service and then select Electronic Personnel Action Forms.

What if the EPAF link does not appear on my Banner Self-Service Menu?
Contact Lori Sprague at ext. 4962 or lsprague@jcu.edu and you will get setup to see the link.

Why is entering comments so important when I submit an EPAF?
Comments provide information for everyone involved in the EPAF and create a history of why and how this job change occurred.

Where can I find documentation on how to do the different EPAF's.
You can find documentation on how to submit each different kind of EPAF by accessing our EPAF website here.

I put the employee's name in the ID data box but, for some reason, it's not working. What did I do wrong?
Remove the person's name in the ID data box. If you know the person's Banner ID enter it in the ID data box. If you do not know the person's Banner ID search for their name by clicking on the magnify glass to the right of the ID box

What date should I put in the Query Date field on the first screen?
The query date field must be equal to or less than the Jobs Effective Date. (i.e. if you are hiring a person on April 8 then the query date must be April 8th or earlier.