

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. **Query Date:** This date must be **ON** or **BEFORE** the effective date of the change. (Date must be in MM/DD/YYYY format).
7. Select the **Title Change with or 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. **Jobs Effective Date:** Enter the date that the employee's title should be changed.
12. **Title:** Enter the new title (there is a 30 character limit)
13. **Job Change Reason:** The reason will default to Title, keep this default.
14. **Annual Salary:** If this action is not going to change the salary you can leave it blank and the system will default their current salary when the EPAF is applied into the Banner system.
15. **Job Status:** The job status will default to **A for Active**, keep this default.
16. **Routing Queue:**
 - a. **RECRUT:** LSPRAGUE
 - b. **DPTHED:** If this transaction is being routed through a department head, click on the magnify glass to the left of the Username for a list of valid department heads. If your department head is not listed contact Leslie Beck at x1726 to have them added.
 - c. **VP:** Enter the first initial last name of your VP, or click on the magnify glass to the left of the Username for a list of valid VP's.
 - d. **BUDGET:** JDILLON
 - e. **EVP:** JDESANTO

f. **HR:** CSTUPPY

g. **PAYDPT:** DSCHMITT

17. **Click on Save**

18. **Click Submit**

✓ The transaction has been successfully submitted.