

EPAFs Online

An EPAF Requester's Guide to Using the Online EPAF System

Auxiliary Services departments use an online EPAF system for personnel updating.

This guide will show how to use the EPAF system, from an EPAF Requester's perspective. Requests will go straight to the team of Administrators as soon as you submit them. They'll also come right back to you if there's a mistake or if additional information is needed, and once all is well the Administration team will enter the information into Banner, and voila! A addition or a change is made 😊 Along the way, emails will be sent automagically to the Administrators to let them know an EPAF is awaiting their approval, and to the Requester who has submitted one, both if an EPAF is returned for fixed/additional information and when it's been entered into Banner and completed.

To login to the EPAF system, go to:

<https://auxiliaries.uidaho.edu/EPAF/epaflogin.asp>



The screenshot shows the login interface for the EPAF system. At the top, the University of Idaho logo is displayed in gold, followed by the text "Auxiliary Services - Division of Finance & Administration". Below this is a navigation menu with three items: "Auxiliary Services Home", "Logout", and "Login as Administrator". The main heading is "EPAF Requester Login". A warning message states: "This is a restricted site. Unauthorized use of this website is prohibited. Only authorized University of Idaho, Auxiliaries Services personnel are allowed to use this website. Login below: Please note that the EPAF program will log you out after several minutes of inactivity." Below the warning are two input fields: "Username:" and "Password:". At the bottom of the form are two buttons: "Login" and "Cancel".

You'll log in with your normal university Username and Password, the ones you use for your email and the UI Portal.

On the next page is what you'll see when you first log in -

Auxiliary Services Home
EPAF Form
Outstanding Requests
Returned Requests
Completed Requests
Logout

INSTRUCTIONS

[EPAF Instructions](#)

Fields with * are required -
if unknown, enter "unknown"

Electronic Personnel Action Form Request

Name <input type="text"/>	PCN <input type="text"/>
Job Title <input type="text"/>	I-9/W4 Completed <input type="radio"/> Yes <input type="radio"/> No
V Number <input type="text"/>	Type of Employment* (please select) <input type="text"/>
Effective Date <input type="text"/> * MM/DD/YY or MM/DD/YYYY	
Change Requested (If new appointment please include search process, number, exception, etc.)* <input type="text"/>	
Hourly Rate <input type="text"/>	Termination Date <input type="text"/> MM/DD/YY
Annual Salary <input type="text"/>	Job Location <input type="text"/>
FTE <input type="text"/>	Funding Source(s)/1 per line; % on each source <input type="text"/>
Hours per day / per pay period (e.g. 8/80) <input type="text"/>	<input type="text"/>
Timesheet Organization <input type="text"/>	<input type="text"/>
Home Organization <input type="text"/>	<input type="text"/>
Supervisor <input type="text"/>	
Additional Comments (If RPR or special check will be requested) <input type="text"/>	
Requester <input type="text"/>	Requester Email <input type="text"/>
Date Requested <input type="text"/> 4/17/2012	
<input type="button" value="Submit"/> <input type="button" value="Clear"/> <input type="button" value="Cancel"/>	

On this page, the fields marked with a red asterisk (*) are required – in some cases you may not know what to enter, and if you know it's something the Administrator will need to help you with you can enter "unknown".

You can also click "EPAF Instructions" on the left, which will provide you with an example EPAF, filled out appropriately, along with some explanations of the required fields. The example opens in a new window in your browser, so you can refer back and forth to it.

Once you've filled out the EPAF to the best of your ability, all that's left for you to do is to click the "Submit" button at the bottom, and the requested EPAF will be on its way to be approved and entered into Banner, or returned to you for more or correct information.

On the next page, you'll see a filled out example about to be submitted -

University of Idaho

Auxiliary Services - Division of Finance & Administration

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[EPAF Form](#)

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INSTRUCTIONS

[EPAF Instructions](#)

Fields with * are required -
if unknown, enter "unknown"

Electronic Personnel Action Form Request

Name <input type="text" value="Joseph Q. Vandal"/> *	PCN <input type="text" value="006830 00"/> *
Job Title <input type="text" value="Financial Technician"/> *	I-9/W4 Completed <input checked="" type="radio"/> Yes <input type="radio"/> No
V Number <input type="text" value="V01020304"/> *	Type of Employment* (please select) <input type="text" value="Board Appointed Classified"/>
Effective Date <input type="text" value="04/01/2012"/> * MM/DD/YY or MM/DD/YYYY	
Change Requested (If new appointment please include search process, number, exception, etc.)* <input type="text" value="Search Number AUX12-987"/>	
Hourly Rate <input type="text"/>	Termination Date <input type="text"/> MM/DD/YY
Annual Salary <input type="text" value="25,000.00"/>	Job Location <input type="text" value="Idaho"/>
FTE <input type="text" value="1"/>	Funding Source(s)/1 per line; % on each source
Hours per day / per pay period (e.g. 8/80) <input type="text" value="8 / 80"/> *	<input type="text" value="QIA123 50%"/> *
Timesheet Organization <input type="text" value="977"/>	<input type="text" value="QIA456 50%"/>
Home Organization <input type="text" value="977"/>	
Supervisor <input type="text" value="John Vandalabra, Sr."/> *	
Additional Comments (If RPR or special check will be requested) <input type="text"/>	
Requester <input type="text" value="Josephine Vandalini"/> *	Requester Email <input type="text" value="jvandalini@uidaho.edu"/> *
Date Requested <input type="text" value="4/01/2012"/>	
<input type="button" value="Submit"/> <input type="button" value="Clear"/> <input type="button" value="Cancel"/>	

Note that it IS permissible for a supervisor or administrator to enter an EPAF for another supervisor who is on the EPAF Requester list (for instance, if they're out sick, etc.); bear in mind, though, that when doing so the EPAF system's emails will be sent to the Requester whose name and email address are listed on the EPAF form.

After your EPAF has been submitted, you'll receive (or the requester's email which you submitted the EPAF for will receive) a response email from the system, as below:

Auxiliaries EPAF Request

Date: 4/1/2012 9:58:12 AM

Name: Joseph Q. Vandal

Job Title: Financial Technician

Effective Date: 4/1/2012

PCN: 006830 00

Requester: Josephine Vandalini jvandalini@uidaho.edu

Date Requested: 4/1/2012

Change Requested: Search Number AUX12-987

I-9/W4 Completed: Y

Type of Employment: Board Appointed Classified

Annual Salary: 25,000.00

FTE: 1

Hours per day/Hours per pay: 8 / 80

Timesheet Organization: 977

Home Organization: 977

Supervisor: John Vandalabra, Sr.

Job Location: Idaho

Funding Source(s): QIA123 50%; QIA456 50%

Thank you!

The EPAF Administrators will also receive an email letting them know that an EPAF has been submitted for their approval and entry into Banner. If they find a problem, they'll send the EPAF back to you to fix or complete, with a note in the Additional Comments field explaining why it was returned. You'll receive an email letting you know that the EPAF has been returned that looks like this –

Auxiliaries EPAF Returned

Date: 4/1/2012 11:52:03 AM

The Auxiliaries EPAF request you submitted for **Joseph Q. Vandal PCN-006830 00** has been returned. Please see additional comments for further instructions.

Thank you!

When you log into the EPAF system to fix the EPAF that's been returned, you'll click the "Returned Requests" button to get to a list of all your EPAFs that have been returned (hopefully it's just one!).

University of Idaho

Auxiliary Services - *Division of Finance & Administration*

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EPAF Requester - Returned Requests

Name	V Number	Effective Date	Date Requested
Joseph Q. Vandal	V01020304	2012-04-01	4/1/2012 8:59:24 AM

Clicking on the returned EPAF will take you back once again to the initial EPAF screen, where you filled the EPAF out originally. The Administrators will have given you a note in the Additional Comments box as below –

EPAF Returned Request - Detail

Name Joseph Q. Vandal	PCN 006830 00
Job Title Financial Technician	I-9/W4 Completed <input checked="" type="radio"/> Yes <input type="radio"/> No
V Number V01020304	Type of Employment Board Appointed Classified ▼
Effective Date 04/01/2012	
Change Requested (If new appointment please include search process, number, exception, etc.) Search Number AUX11-927	
Hourly Rate []	Termination Date []
Annual Salary 25,000.00	Job Location Idaho
FTE 1	Funding Source(s)/1 per line; % on each source QIA123 50%
Hours per day/Hours per pay 8 / 80	QIA456 50%
Timesheet Organization 977	[]
Home Organization 977	[]
Supervisor John Vandalabra, Sr.	[]
Additional Comments (If RPR or special check will be requested) Are you sure Joseph is starting on April 1 and this isn't an April Fools? Please verify and return. -Christon	
Requester Josephine Vandalini	Requester Email jvandalini@uidaho.edu
Original Date Requested 04/01/2012 08:59:24 AM	
[Submit] [Delete] [Back]	

After fixing or completing the EPAF, click the Submit button again to send it back to the Administrators. You'll receive an email that will show the changes you made, and they'll be notified.

When the Administrators have entered the EPAF into Banner, they'll put the Banner Transaction Number into the EPAF and flag it as Completed - and you'll receive an email with the Banner Transaction Number that will look like this –

EPAF Transaction Number

Date: 4/1/2012 03:32:26 PM

The transaction (banner) number **1234567** has been assigned to the Auxiliaries EPAF request you submitted for:

Joseph Q. Vandal PCN-006830 00 on 4/1/2012 03:25:14

Thank you!

At this point, the EPAF process is complete, and the changes have been entered into Banner.

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At any time, Requesters can view EPAFs they've submitted which are in the various stages of the system – Outstanding, Pending, Returned, and Completed. You can click on a header in a list (say, the Completed EPAFs list) to sort by that column, either ascending or descending, which will come in handy when we've accumulated a large number of EPAFs.

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IMPORTANT NOTES:

- 1) Requesters can ONLY see EPAFs which THEY have submitted
- 2) The system will time you out for security reasons after several minutes of inactivity – just sign in again

If you have questions, please call Christon Vander Esch in Auxiliary Services Administration, at 885-5044.