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

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 -
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 -
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):** Q1A123 50%; Q1A456 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!).
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 –
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.