

To access EPAFs, you will need to log into Banner Self-Serve. Once you have logged in, you will reach the main menu. Click on the employee link.

**SUU - PPRD**

[Personal Information](#) [Alumni and Friends](#) [Student](#) [Employee](#) [Finance](#) [Financial Aid](#)

Search   [ACCESSIBILITY](#) [SITE MAP](#) [HELP](#) [EXIT](#)

## Main Menu

**Welcome, Travis R. Rosenberg, to the WWW Information System!** Last web access on Apr 08, 2008 at 09:24 am

[Personal Information](#)  
Update addresses, contact information or marital status; review name or social security number change information; Change your PIN; Customize your directory profile.

[Alumni](#)  
Find classmates, communicate, career advisor, job posting, online giving, volunteer.

[Student & Financial Aid](#)  
Apply for Admission, Register, View your academic records and Financial Aid

[Employee](#)  
Time sheets, time off, benefits, leave or job data, paystubs, W2 and T4 forms, W4 data.

[Finance](#)  
Create or review financial documents, budget information, approvals.

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Done Trusted sites 100%

Under the Employee tab, you will then click on the EPAF Administration Link. **Access to this link is given on an individual basis.**  
Only EPAF Originators, Approvers, and Administrators will have access to view/create electronic hiring forms.

The screenshot shows a web browser window titled "Employee Main Menu - Windows Internet Explorer". The address bar displays the URL: [https://bannersec.suu.edu:445/pls/pprddad/twbkwbis.P\\_GenMenu?name=pmenu.P\\_MainMenu](https://bannersec.suu.edu:445/pls/pprddad/twbkwbis.P_GenMenu?name=pmenu.P_MainMenu). The page header features the SUU SOUTHERN UTAH UNIVERSITY logo and the title "SUU - PPRD". Below the header is a navigation menu with tabs for "Personal Information", "Alumni and Friends", "Student", "Employee", "Finance", and "Financial Aid". The "Employee" tab is currently selected. A search bar is located below the navigation menu, with a "Go" button. To the right of the search bar are links for "RETURN TO MENU", "SITE MAP", "HELP", and "EXIT". The main content area is titled "Employee Services" and contains a list of links with descriptions:

- [Time Sheet](#)  
Time Sheet entry and approval for hourly employees
- [Request Time Off](#)
- [Leave Report](#)  
Enter and approve leave reports for contract employees
- [Benefits and Deductions](#)  
Update or view your retirement plans, Health insurance information, Flex spending accounts, miscellaneous deductions; Change your beneficiary information; Access open enrollment.
- [Pay Information](#)  
View your Earnings and Deductions History; View your Pay stubs.
- [Tax Forms](#)  
Change W-4 information; View your W-2 Form or T4 Form.
- [Current and Past Jobs](#)
- [Time Off Current Balances and History](#)
- [EPAF Administrator](#)

At the bottom left of the page, it says "RELEASE: 7.3.2". At the bottom right, it says "powered by SUNGARD SGT HIGHER EDUCATION". The browser's status bar at the bottom shows "Trusted sites" and "100%" zoom level.

You must go and approve the form submitted to you by your area's originator/initiating authority.  
From the EPAF Main Menu, click on EPAF Approver Summary.

Electronic Personnel Action Form - Windows Internet Explorer

https://bannersec.suu.edu:445/pls/pprddad/bwpkepaf.P\_DispepafMenu

Electronic Personnel Action Form

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Search  Go

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**Electronic Personnel Action Form**

[EPAF Approver Summary](#)

[EPAF Originator Summary](#)

[New EPAF](#)

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You will see all EPAFs that are waiting for your approval. You can see the new job EPAF for Amy below. To approve the form, there are two options. You can 1) click in the action box, which will produce an X, then click save or 2) click on Amy's name, taking you to a job summary. For this example, we'll click on the name.

EPAP Approver Summary - Windows Internet Explorer

https://bannersec.suu.edu:445/pls/pprddad/bwpkepaf.P\_DisApproverSummary

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### EPAP Approver Summary

[Current](#) [In My Queue](#) [History](#)

Select the link under Name to access details of the transaction.

Queue Status:

[New EPAP](#) | [Update Proxies](#) | [Search](#) | [Proxy or Superuser or Filter Transactions](#)

1 - 1 of 1

#### EPAP Transactions

Name	ID	Transaction	Type of Change	Submitted Date	Effective Date	Required Action	Action Links
<a href="#">Humphries, Amy L.</a> Hourly, Student, HS9999-01	T00031579	24	Create a new regular hourly position	Apr 21, 2008	Apr 01, 2008	Approve	<input type="checkbox"/> <a href="#">Comments</a> <a href="#">Warnings</a>

1 - 1 of 1

[Return to Top](#)

\*\*Comments Exist

[New EPAP](#) | [Update Proxies](#) | [Search](#) | [Proxy or Superuser or Filter Transactions](#)

[Return to EPAP Menu](#)

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You will see a complete summary of the EPAF form. Review the information then click on Approve.  
 If changes need to be made, click on return for correction and it will be sent back to you for updating.

Windows Internet Explorer - EPAF Preview  
 https://bannersec.suu.edu:445/pls/pprddad/bwpkepaf.P\_DispepafPreview?p\_trans\_no=248p\_user\_role=APPROVER

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### EPAF Preview

You are acting as an Approver.

**Name and ID:** Amy Lynn Humphries, T00031579      **Job and Suffix:** HS9999-01, Hourly, Student  
**Transaction:** 24      **Query Date:** Apr 01, 2008  
**Transaction Status:** Pending      **Last Paid Date:**  
**Approval Category:** Create a new regular hourly position, HRNEW

|  |  |  | [Add Comment](#)

[Approval Types](#) | [Account Distribution](#) | [Errors](#) | [Comments](#) | [Routing Queue](#) | [Transaction History](#)

#### Errors and Warning Messages

Type	Message Type	Description
Create a new regular hourly position	WARNING	*WARNING* Encumbrance has been set to 0, because method is Value Input.
Create a new regular hourly position	WARNING	*WARNING* Encumbrance has been set to 0, because method is Value Input.
Create a new regular hourly position	WARNING	*WARNING* Total FTE for this position is greater than budgeted FTE.

#### Create a new regular hourly position

Enter Changes	Current Value	New Value
Position Number:		HS9999
Suffix Number:		01
Step:		0
Job Begin Date:		04/21/2008
Contract Type:		Secondary
Jobs Effective Date:		04/21/2008
Title:		Purchasing Office Aide
Regular Rate:		6.55
Assign Salary:		262.00
Annual Salary:		6288.00

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To see where a form is in the approval process: From the EPAF main menu, click on EPAF Approver Summary.

Electronic Personnel Action Form - Windows Internet Explorer

https://bannersec.suu.edu:445/pls/pprddad/bwpkepaf.P\_DispepafMenu

Electronic Personnel Action Form

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## Electronic Personnel Action Form

[EPAF Approver Summary](#) ←

[EPAF Originator Summary](#)

[New EPAE](#)

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This screen will show all current forms you need to approve. Currently, we have nothing that needs approving. To see forms already approved, click on History.

EPAF Approver Summary - Windows Internet Explorer

https://bannersec.suu.edu:445/pls/pprddad/bwpkepaf.P\_DisApproverSummary

EPAF Approver Summary

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### EPAF Approver Summary

[Current](#) [In My Queue](#) [History](#)

Select the link under Name to access details of the transaction.

Queue Status:

**No transactions found in your queue.**

[New EPAF](#) | [Update Proxies](#) | [Search](#) | [Proxy or Superuser or Filter Transactions](#)

[Return to EPAF Menu](#)

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This screen shows all the forms you've approved in the last 30 months. Let's see where Erin Larson's position is. Click on her name.

The screenshot shows a web browser window titled "EPAF Approver Summary - Windows Internet Explorer". The address bar shows the URL: [https://bannersec.suu.edu:445/pls/pprddad/bwpkepaf.P\\_DisApproverSummary?p\\_view\\_type=H](https://bannersec.suu.edu:445/pls/pprddad/bwpkepaf.P_DisApproverSummary?p_view_type=H). The page header includes the SUU Southern Utah University logo and the text "SUU - PPRD". Below the header are navigation links: [Personal Information](#), [Alumni and Friends](#), [Student](#), [Financial Aid](#), [Employee](#), and [Finance](#). There is a search box with a "Go" button and a "RETURN TO EMPLOYEE MENU" link. The main heading is "EPAF Approver Summary". Below this are links for "Current", "In My Queue", and "History". An information icon indicates: "Select the link under Name to access details of the transaction." There is a "Queue Status:" dropdown menu with "All" and "Approved" options, and a "Go" button. A navigation bar contains links: [New EPAF](#), [Update Proxies](#), [Search](#), and [Proxy or Superuser or Filter Transactions](#). The text "1 - 3 of 3" is displayed. The section is titled "EPAF Transactions" and contains a table with the following data:

Name	ID	Transaction	Type of Change	Submitted Date	Effective Date	Links
<a href="#">Larson, Erin E.</a> Hourly, Student, HS9999-01	T00178246	3	Create a new regular hourly position	Jun 11, 2008	Jun 01, 2008	<a href="#">Comments</a>
<a href="#">Larson, Erin E.</a> Hourly, Student, HS9999-01	T00178246	2	Create a new regular hourly position	Jun 11, 2008	Jun 01, 2008	<a href="#">Comments</a>
<a href="#">Rosenberg, Harmony J.</a> Hourly, Student, HS9999-05	T00008682	1	Create a new regular hourly position	Jun 12, 2008	Jun 01, 2008	<a href="#">Comments</a>

Below the table, there is another "1 - 3 of 3" and a "Return to Top" link. A note says "\*\*Comments Exist". At the bottom, there are navigation links: [New EPAF](#), [Update Proxies](#), [Search](#), [Proxy or Superuser or Filter Transactions](#), and [Return to EPAF Menu](#). The footer includes "RELEASE: 7.3.2.1" and "powered by SUNGARD SGT HIGHER EDUCATION". The browser status bar at the bottom shows "Trusted sites" and "100%".



Once on the next screen, scroll down to the bottom and you will see a summary and the approval queue. You will see that the form is waiting to be approved by the intermediate authority. You can now track exactly where the form is.

EPAF Preview - Windows Internet Explorer

https://bannersec.suu.edu:445/pls/pprddad/bwpkepaf.P\_DispepafPreview?p\_trans\_no=3&p\_user\_role=APPROVER

EPAF Preview

Step:	0
Job Begin Date:	06/01/2008
Contract Type:	Primary
Jobs Effective Date:	06/01/2008
Title:	Human Resources Assistant
Regular Rate:	7.50
Assign Salary:	225.00
Annual Salary:	5400.00
Timesheet Orgn:	69000
Supervisor ID:	T00001737

**New**

**Effective Date: 06/01/2008**

COA Index	Fund	Organization	Account	Program	Activity	Location	Project	Cost	Percent
T	HUMAN	000100	69000	6260	60				100.00

**Routing Queue**

Approval Level	Name	Required Action	Queue Status	Action Date
Initiating Authority, 10	Travis Rick Rosenberg, ROSENBERG	Approve	Approved	Jun 11, 2008 04:48:31 PM
Intermediate Authority, 15	Joshua B Foremaster, FOREMASTER	Approve	Pending	
Budget Office Approval, 40	Bryant Hamilton Flake, FLAKE	FYI	In the Queue	
Career Services Approval, 80	Marla Bingham, BINGHAM	FYI	In the Queue	
Payroll Approval, 99	Thomas Stewart Pratt, PRATTT	Approve	In the Queue	
Payroll Apply, 100	Thomas Stewart Pratt, PRATTT	Apply	In the Queue	

**Transaction History**

Action	Date	User Name
Created:	Jun 11, 2008	Travis Rick Rosenberg
Submitted:	Jun 11, 2008	Travis Rick Rosenberg

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[Add Comment](#)

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[Return to EPAF Menu](#)

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