EPAF Instructions

- Click Self Service Banner

- Click Employee

- Click Electronic Personnel Action Forms

- Click New EPAF

- Enter Student ID & Tab over to populate the student's name

- Correct the Query Date to reflect hire date

- Select New Hire or Rehire ….only rehire if the student is returning to the same position in your department, not if he/she has work on campus before

- Ignore Message - There are no active jobs based on the Query Date

- Click Go

- Enter Position Number

- Enter 00 for suffix

- Click Next Approval Type twice

- Click Go

- Review the EPAF New Hire, Rehire or GA document(s) to enter fields