What is an Electronic Personnel Action?

Personnel actions are transactions that affect an employee’s record, such as an appointment percent or updating supervisor information. Most personnel actions are submitted on paper forms at this time. An electronic personnel action is a way to originate and route a transaction without the paper form. An originator enters information directly into Banner—the system routes their transaction to the appropriate people for approval, and finally applies the transaction directly to the database without further data entry.

Electronic personnel actions are often referred to as “EPAF transactions” due to the name of the Banner form, NOAEPAF. EPAF stands for “Electronic Personnel Action Form.”

Advantages:
- Submit transactions without a paper form. Reduces errors due to typos or hard-to-read forms.
- Track where transactions are in process.
- Banner provides error-checking and editing features to help originators.
- Complete just the required fields; reduces guesswork.
- Approved transactions are applied to the database without further data entry.

Limitations:
- Current or future transactions only.
- At OSU, we have three electronic personnel action types currently available and may have more in the future.

Electronic Personnel Actions Currently Available

Employee Supervisors - You should update the supervisor information anytime a change is made in your department. You should also be verifying the supervisor accuracy approximately every six months. You can do this by using the HRIS Data Warehouse and running the Supervisor Names report for your org(s), then auditing this for missing or inaccurate names. You’ll find this report by clicking the “REPORTS” button. You should see the ‘SUPERVISOR NAMES’ button just below this on the right-hand side. If you do not have access to the HRIS Data Warehouse please call Employee Records & Information at 737-8300 to request a report for your org(s) number.

DO input supervisor information on the following employee classes:
1. Classified employees: CA/CB/CD/CE (00 suffix only)
2. Graduate assistants: XB (suffix 05 only; the service portion of the job)
3. Unclassified employees: UA/UB/UC/UD/UE/UF/UG/UH/UX/UY (00 suffix only)

DO NOT input supervisor information on:
1. Temporary staff: TS
2. Academic wage: UV and UW
3. Graduate assistants: XB (suffix 00 only; the academic portion of the job)
4. Courtesy and emeritus: XX

NOTE: electronic personnel actions originated for these persons will be posted (except the XX employee class) but a department is not required to retain supervisor information on these records.

Who should be listed as a supervisor? List the name of the person responsible for evaluating the performance of the employee.
Employees in the "U" (unclassified) employee classes can be supervisors. Supervisors may not be classified staff, temporary staff, graduate assistants, student employees, or courtesy or emeritus appointments.

When listing supervisors for teaching/research faculty, use the department head/chair name. It is not necessary to list a specific principal investigator as a supervisor, for example. For professional faculty, list the specific supervisor's name.

Job Locations - Any time employees in your department change the city/state/country where they will be performing their job duties, you should update their job location. This is important to ensure that the correct workers compensation plan is in place and that transit district taxes are processed correctly.

Service Date Change - If you need to change the Service Date for an employee you should use an EPAF to make this update. Please click the link http://oregonstate.edu/admin/hr/recog_cert_guide.doc to review guidelines on how to determine the change. Once you know the new service date, use the EPAF to update Banner with this information.

**Eight Key Steps to a Happy EPAF** *(or how to make sure you don’t get it returned or voided 😊)*

1. Recognize that you need to either update a supervisor name, job location or service date. In Banner, go to NOAEPAF
2. Input necessary data to complete transaction for either of the three types.
3. Really think about that Effective Date.
   a. For EPAF transactions on Supervisor or Job Location, the effective date MUST be the 1st of a month. It must be the 1st of a month because these transactions affect the “jobs” area in Banner. Instructions are below in the individual transaction details.
   b. For EPAF transactions on Service Date, the effective date is normally the date you are sending/doing the EPAF. This doesn’t have to be the 1st of a month because this information doesn’t affect the “jobs” form in Banner - it goes into an “employee” table.
4. Comments are REQUIRED when updating the Service Date. If you do not put in a comment advising the approver how you figured the change in service date, it will be returned.
5. Remember after you have finished with input that you need to SAVE transaction and then SUBMIT transaction. If you forget to SUBMIT it will remain in waiting status and will not be approved and/or applied to Banner.
6. Before you exit the form, take a look at the STATUS. If you successfully submitted the transaction, the status will change as follows:
   a. Supervisor or Job Location: Will now show “Approved” because this will now be routed directly to the “Applier”
   b. Service Date Change: Will show “Pending” because this transaction type must first go to an HR “Approver” and then to the “Applier” for insertion into Banner.
   c. If the status shows “Waiting” on any of these above-mentioned transactions, you most likely forgot to submit. Go to the options menu (or right-click your mouse) and select Submit Transaction.
7. If you want to check on the status a few days later, you may go into Banner and access NOAAPSM which is a summary form. Details on this form are below.
8. Your transaction is actually being routed to another person in HR who will “approve” and/or “apply” your data to Banner. Once the information has actually been updated in Banner, you will see the status of “Completed”. Then you are good to go.
How To: Supervisor Update Form (NOAEPAF)

1. Type form name NOAEPAF in the direct access box and press enter.

2. Enter the Employee’s University ID number in the ID field and [Tab] to the Effective Date field.

3. Enter the transaction effective date, which should be the 1st of a month and follow the payroll calendar deadlines.
   - For a current month transaction being submitted before the monthly payroll calendar deadline; use the 1st of the current month.
   - For a current month transaction being submitted after the monthly payroll calendar deadline; use the 1st of the following month.
   - For future month transactions; use the 1st of the month the transaction should begin in.

4. [Tab] to the Approval Cat field and type 225 for the category number.

5. As you [Tab] past the Approval Type field 225 will default in the field. Do not change the default.

6. [Tab] to the Position field and enter the employee’s position number.

7. [Tab] to the Suffix field and enter the suffix number that corresponds to the position number you just entered.

8. [Control][Page Down] to the next block. The cursor will default to the Supervisor ID field under the New Value column.

9. Enter the University ID for the supervisor. If you don’t know the ID number you can click on the New Value search button while the cursor is in the Supervisor ID field and query the database.

10. [Tab] to the Supervisor Position field. Enter the position number for the position related to the supervisory duties. i.e. a professor might have a teaching position as well as a department head position. Be sure to use the correct position number. The New Value search button is available from this field as well.

11. [Tab] to the Supervisor Suffix field and enter the suffix related to the position number entered in the Supervisor Position field. Use the suffix that the supervisory duties are assigned to. Again, the New Value search button is available from this field.

12. [Tab] to the Jobs Effective Date field. * Note the Job Change Reason is skipped by tabbing once. The change reason is not over-writable.
   - The effective date defaults from the key block. This is your chance to correct the date if necessary. See instruction number 3 for more details on date procedures.

13. Review the data you have entered.
   - Make corrections if necessary
   - SAVE: Press the F10 key or the disk icon on the toolbar to save your transaction.
   - You may use the Delete EPAF option at this point if you need to delete your transaction (it’s on the Options Menu).

14. Go to the Options Menu and select **SUBMIT TRANSACTION** to send the transaction to the applier. If you do not finish this step the transaction will not go to approved status.
15. If the transaction status does not change from Waiting to Approved, check for error or warning messages. See the Troubleshooting section for more information on error and warning messages.

16. Rollback to the key block if you need to submit additional Electronic Personnel Actions or Exit the form if you are finished.

How To: Job Location Change Form (NOAEPAF)

1. Type form name NOAEPAF in the Direct Access box and press enter.

2. Enter the employee’s University ID number in the ID field and [Tab] to the Effective Date field.

3. Enter the transaction effective date, which should be the 1st of a month and follow the payroll calendar deadlines.
   - For a current month transaction being submitted before the monthly payroll calendar deadline; use the 1st of the current month.
   - For a current month transaction being submitted after the monthly payroll calendar deadline; use the 1st of the following month.
   - For future month transactions; use the 1st of the month the transaction should begin in.

4. [Tab] to the Approval Cat field and type 220 for the category number.

5. As you [Tab] past the Approval Type field 220 will default in the field. Do not change the default.

6. [Tab] to the Position field and enter the employee’s position number.

7. [Tab] to the Suffix field and enter the suffix number that corresponds to the position number you just entered.

8. [Control][Page Down] to the next block. The cursor will default to the Job Location field under the New Value column.

9. The default for Job Location Code is 02A for Corvallis.
   - To accept this default [Tab] to the next field.
   - To change the code, click on the New Value search button.
     - Put a % sign at the beginning and end of your search criteria. i.e. %co% will bring back all values that have co anywhere in their name regardless of capitalization.
     - Click the Find button to execute the search.
     - Highlight the value you need and click the OK button to return that value to the field.
     - If only one value meets your search criteria the value will be returned for you to the field.

10. [Tab] to the Jobs Effective Date field. * Note the Job Change Reason is skipped by tabbing once. The change reason is not over-writable.
    - The effective date defaults from the key block. This is your chance to correct the date if necessary. See instruction number 3 for more details on date procedures.

11. Review the data you have entered.
   - Make corrections if necessary
   - **SAVE**: Press the F10 key or the disk icon on the toolbar to save your transaction.
12. You may use the Delete EPAF option at this point if you need to delete your transaction (it’s on the Options Menu).

13. Go to the Options Menu and select **SUBMIT TRANSACTION** to send the transaction to the applier. If you forget to complete this step your EPAF will not get to approved status.

14. If the transaction status does not change from Waiting to Approved, check for error or warning messages. See the Troubleshooting section for more information on error and warning messages.

15. Rollback to the key block if you need to submit additional Electronic Personnel Actions or Exit the form if you are finished.

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**How To: Service Date Change Form (NOAEPAF)**  
*New as of February 20, 2006!*

1. Type form name NOAEPAF in the Direct Access box and press enter.

2. Enter the employee’s University ID number in the **ID** field and [Tab] to the **Effective Date** field.

3. Enter the transaction effective date, which should be today’s date or the date you are entering the transaction. (*this is different from EPAFs for supervisor and/or job location*)

4. [Tab] to the **Approval Cat** field and type 800 for the category number.

5. As you [Tab] past the **Approval Type** field 800 will default in the field. Do not change the default.

6. [Control][Page Down] to the next block. The cursor will default to the **Length of Service Date** field under the New Value column.

7. Input the new Service Date (mm/dd/yyyy) in this text box. Guidelines on how you determine what this new service date should be are located in the OSU OHR website. You may also click this link to access the document directly: [http://oregonstate.edu/admin/hr/recog_cert_guide.doc](http://oregonstate.edu/admin/hr/recog_cert_guide.doc)

8. Now, click the **Other Information and Comments tab**. This will take you to screen where you can input comments to help the approver understand the change you made. A comment from you is REQUIRED for Service Date changes and if this information is left blank the EPAF will be returned to your for correction and comment input.

9. Review the data you have entered in both areas: Transaction tab and Other Information and Comments tab.
   - Make corrections if necessary
   - **SAVE**: Press the F10 key or the disk icon on the toolbar to save your transaction.

10. You may use the Delete EPAF option at this point if you need to delete your transaction (it’s on the Options Menu).

11. **Go to the Options Menu and select SUBMIT TRANSACTION to send the transaction to the approver.** If you forget to complete this step your EPAF will not get to pending status.

12. If the transaction status does not change from Waiting to Pending, check for error or warning messages. See the Troubleshooting section for more information on error and warning messages.

13. Rollback to the key block if you need to submit additional Electronic Personnel Actions or Exit the form if you are finished.
Electronic Approval Summary Form (NOAAPSM)

On the NOAAPSM form:
• Originators view their transactions and status; *(Department Users are Originators!)*
• Approvers view and approve transactions.

Access this form from the Direct Access field in the Main Menu, or as an option from NOAEPAF.

Query this form based on your selections from the Transaction Status and Queue Status pull-down lists.

**When Should Originators View NOAAPSM?**
A few days prior to time entry, check for:
• Any transactions left in Waiting status that haven’t been submitted?
• Any Voided transactions? Do I need to originate a replacement transaction?
• All transactions for the current month’s payroll deadline (often the 8th of the month) must be approved by all approvers and in Completed status on the day prior to the monthly time entry dates.

**Completing the Key Block:**
1. **User ID:** your User ID will default in this field.
2. **Proxy For:** leave blank. (This field allows you to identify the User ID of the person for whom you are acting when you proxy for another user. In this situation, you may view transactions that you may need to approve in another person’s absence.)
3. **Submitted Date From & To:** may be left blank, or enter dates to define a range of transactions. Note that this is the date range for submitted transactions, not the transaction effective date. You may opt to complete the From date only.
4. **Transaction Status:** is the status of a transaction, regardless of the user. Choose the status that you want to query. Commonly used statuses:
   • Waiting: originator has saved but not submitted the transaction.
   • Pending: transaction submitted & waiting for approval(s).
     – *(normal for Service Date Change)*
   • Approved: all approvers have approved the transaction. It is now waiting for the Applier to post to Banner.
     – *(normal for Supervisor and Job Location Updates)*
   • Completed: posted to the database; now visible in NYIJOBS. You did it!
   • Return/Correction: approver has returned the EPAF to you for correction in Service Date EPAF. Check the Other Information and Comments area of the record - the approver is required to write up a comment on why the transaction has been returned if this is the case, so you know what needs correction.
     • If the correction is a problem with effective date (not normally the case) you will need to submit a totally new transaction.
     • If the correction is a problem with either the service date or the comments section, you may make the correction, SAVE and SUBMIT TRANSACTION again.
   • Void: usually due to errors. If voided by the applier, see Transaction Comments for details.
5. **Queue Status:** is the status of a transaction for you. Choose the status that you want to query. The commonly used statuses:
   • None (Originator): allows originators to query all their transactions.
   • Void: the transaction has been voided by the originator or the applier.

**Viewing the Transaction Information Block:**
Records are listed with the lowest transaction number first. Use the scroll bars to view additional information.
You may enter and execute queries on this form using the F7 and F8 keys, or from the Enter or Execute Query icons on the top option bar.

You may view each individual personnel action form by highlighting the ID of a transaction, then selecting PAF Detail Information from the navigation frame (options on the left side of the form.) Other options include the Comments window and the Routing Information. The Routing Information allows you view where the transaction has been and where it is going.

**ID and Name:** identifies the person for whom the personnel action was created.

**Approval Category:** is the action being taken, along with a description of the Approval Category.

**Required Action Ind:** the reason the transaction is being sent to you, and specifies the type of action you are expected to take on the transaction. This field will be blank if there are no approvers required on a particular transaction.

**Transaction Number:** the system-assigned number to identify the transaction.

**Trans Created On:** the date the originator created the transaction.

**Transaction Status:** the status of the transaction.

**Approved By ID:** displays the User ID of the approver that took action on the transaction.

**Activity Date:** the date the approver took action.

**Submitted On:** the date the originator submitted the transaction.

**Application Date:** the date the applier applied the transaction to the database.

**Applied to Database by:** the User ID of the applier.

**Originator ID:** the User ID of the originator.
Troubleshooting

Contacts:
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Transaction Failed to Submit (still in Waiting Status)
- Are all the New Values filled in on NOAEPAF?
  - You must complete all fields, even if Current Values are displayed.

- Got a Warning Message?
  - The most common warning message is “Future Changes Exist.” This message will not prevent you from submitting your transaction. On the NOIEMSG form, use the “Complete Submit” option to submit your transaction a second time. If the transaction still does not move from Waiting Status, contact Lois or Linda.

- Got an Error Message?
  Errors must be fixed before your transaction may be submitted. Common error messages are:
    - “Base Job record must exist to create a new job; the Begin Date and Step must be entered for a new job.”
      o Employee’s job is not set up yet; submit this transaction for a future effective date after you verify--using PYIVERI or NYIJOBS--that the job record exists.
      o Verify that you’ve entered the correct position/suffix for the employee.
    - “Invalid Supervisor Position and Suffix; This Supervisor does not have any active Jobs as of effective date.”
      o Supervisor’s job is not set up yet or has terminated; verify the supervisor’s job status using PYIVERI or NYIJOBS.
      o Verify that you’ve entered the correct position/suffix for the supervisor.
    - “Date cannot be after the Base Job End Date of (date.)”
      o Employee’s job record will end before your transaction effective date; verify the employee’s job status using PYIVERI or NYIJOBS.
    - “Begin Date must equal the first Jobs Detail Effective Date.”
      o This error cannot be fixed by the originator. Contact Lois or Linda to manually enter the information on the employee's record.
    - “Assign Salary divided by Rate does not equal Hours Per Pay.”
      o This error cannot be fixed by the originator. Contact Lois or Linda to manually enter the information on the employee's record.

- What is the Pending Change indicator on NOAEPAF?
  This indicator is informational only. When checked, it tells you that there is already another electronic personnel action pending on this employee.