EPAF Guide for Approvers

I) Accessing EPAF on Employee Self Service

1) Log into Highlander Pipeline via http://my.njit.edu → Enter your UCID and Password
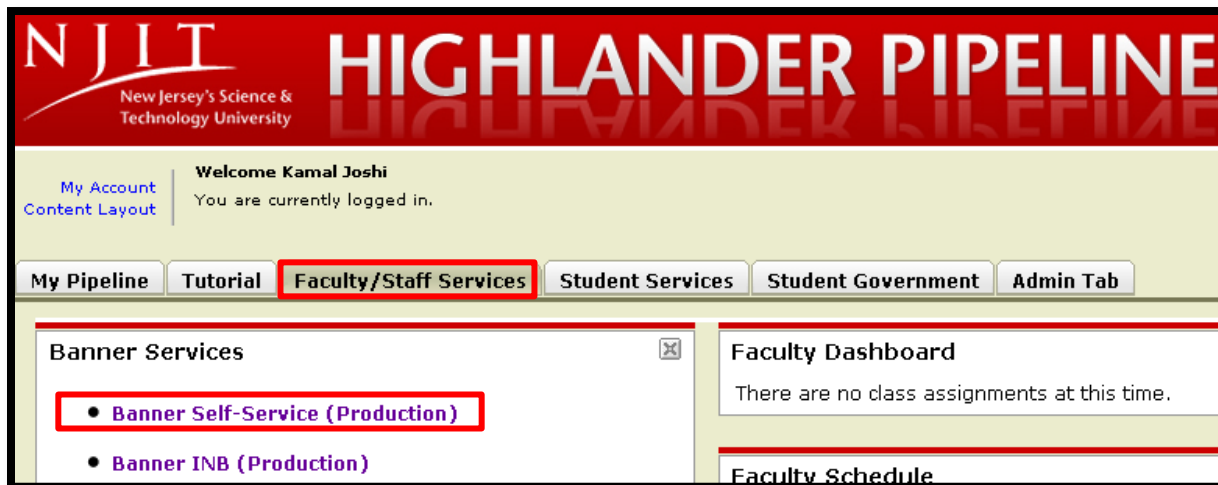
2) Click on Faculty/Staff tab → Click on Banner Self-Service (Production) link

3) Click on Employee tab ➔ Click on Electronic Personnel Action Forms link
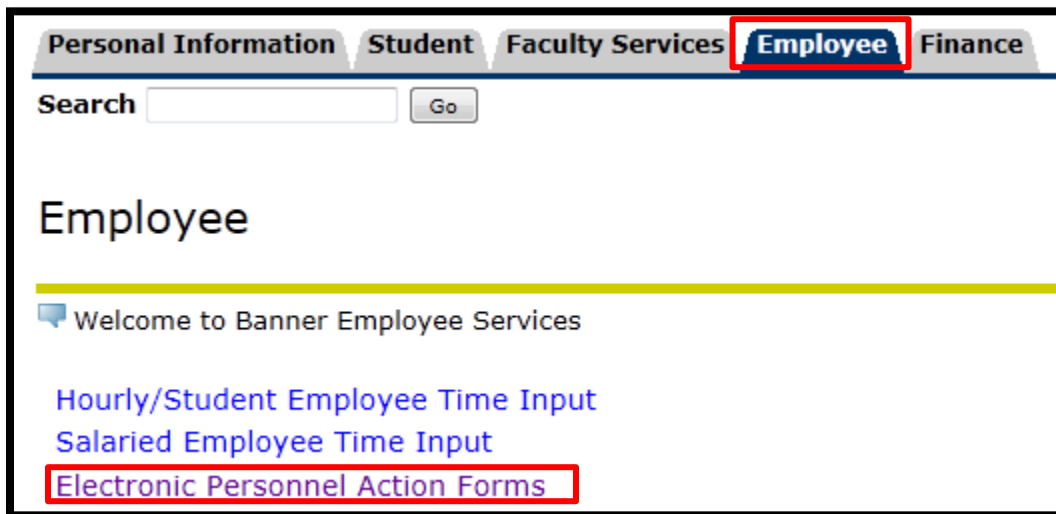
4) This brings up the Electronic Personnel Action Form menu for approver
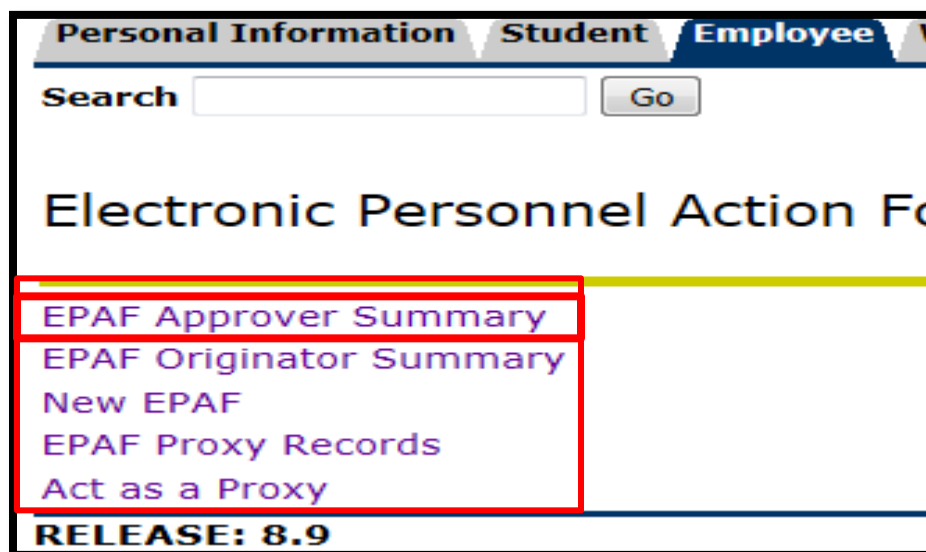
5) Click on EPAF Approver Summary to see EPAFs:

The approver summary page has three tab –
a) Current – contains EPAFs which are awaiting your action
b) In My Queue – contains EPAFs which are in queue but are yet to reach you
c) History – contains EPAFs which you have already acted upon

EPAF Approver Summary

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

Queue Status: All / Pending [Go]

New EPAF | Update Proxies | Search | Proxy or Superuser or Filter Transactions

Return to EPAF Menu

[Select All] [Reset] [Save]

1 - 4 of 4
Jump to Bottom

EPAF Transactions

Name	ID	Transaction	Type of Change	Submitted Date	Effective Date	Required Action	Action
Chamberlain, Eve C. Principal Planner, 711939-40	21470595	1401	Continuation of Job Assignment beyond Current Expiration	Apr 28, 2014	Jul 01, 2014	Approve	☐
Davis, Kaitlynn A. Senior Planning Analyst, 711988-00	31255889	1402	Continuation of Job Assignment beyond Current Expiration	Apr 28, 2014	Jul 01, 2014	Approve	☐
Dawson, David G. Pr Transportation Planner, 711941-	21470503	1403	Continuation of Job Assignment beyond Current Expiration	Apr 28, 2014	Jul 01, 2014	Approve	☐

Click on the name to see the details of the PAF – *scroll to see the details of the full details of the EPAF*

EPAF Preview

Name and ID: Eve C. Chamberlain, 21470595   **Job and Suffix:** 711939-40, Principal Planner
Transaction: 1401   **Query Date:** Jul 01, 2014
Transaction Status: Pending   **Last Paid Date:** Mar 29, 2014
Approval Category: Continuation of Job Assignment, CONTI

Next ➡

[Approve] [Disapprove] [Return for Correction] [More Info]   Add Comment

Approval Types | Account Distribution | Routing Q

EPAF Approver Summar

Return to EPAF Menu

Jump to Bottom

Default Employee Status to Active

Enter Changes	Current Value	New Value
Employee Status:	Active	Active
Termination Date:	06/30/2014	
Term Reason Code:	AE, Assignment End/Cancellation	-

Begin New Job Assignment, 711939-40 Principal Planner, Last Paid Date: Mar 29, 2014

Name and ID: Eve C. Chamberlain, 21470595	**Job and Suffix:** 711939-40, Principal Planner
Transaction: 1401	**Query Date:** Jul 01, 2014
Transaction Status: Pending	**Last Paid Date:** Mar 29, 2014
Approval Category: Continuation of Job Assignment, CONTI	

Next 😊

Approve | Disapprove | Return for Correction | More Info | Add Comment

Approve, Disapprove, Return for Correction as appropriate. Click on"Next" to go to the next EPAF.

Clicking "More information" flags the EPAF to let others know that you have seen the EPAF but are perhaps awaiting for more information before you take action.

If disapproving or returning for correction "Add Comment" so that the originator knows why the EPAF was not approved. Enter comment and save.
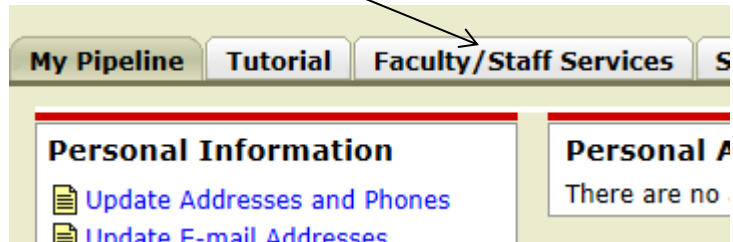
Comments

💬 Enter a comment.

Name and ID: Eve C. Chamberlain, 21470595
Transaction: 1401
Job and Suffix: 711939-40, Principal Planner
Approval Category: Continuation of Job Assignment, CONTI
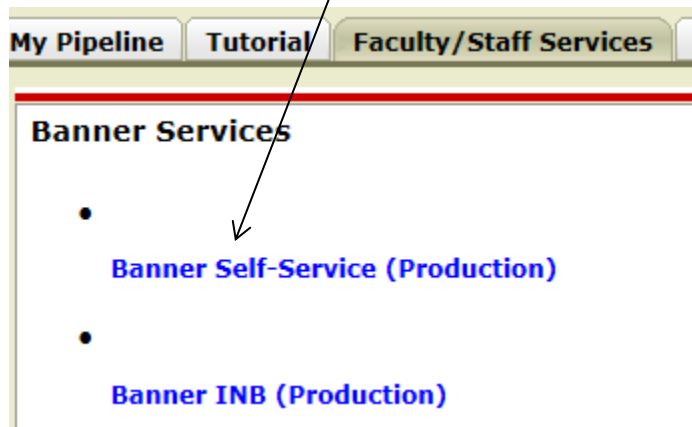
Enter Comment

This is a comment example.

Save

II) Creating Proxy
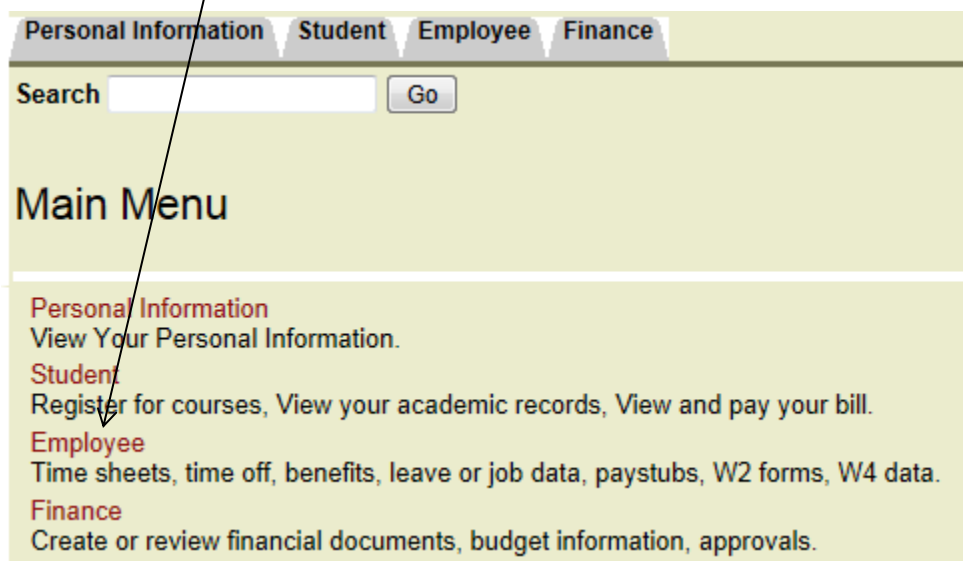
1) Login to Highlander Pipeline
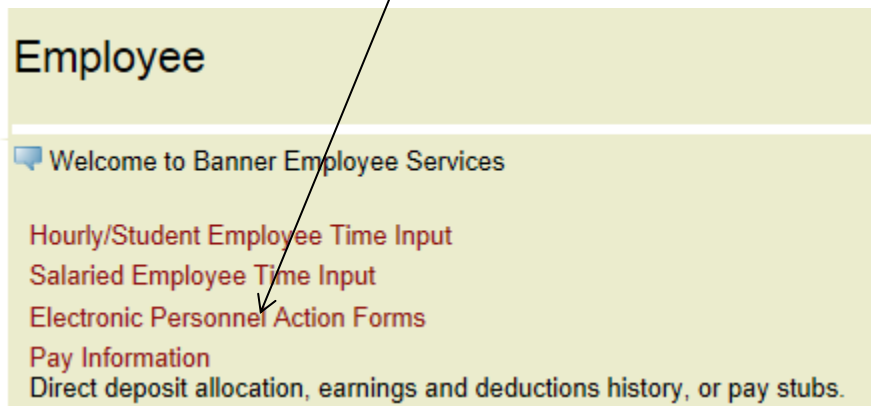
2) Click the 'Faculty/Staff Services" tab

3) Click Banner Self-Service (Production) link

4) Click "Employee" link
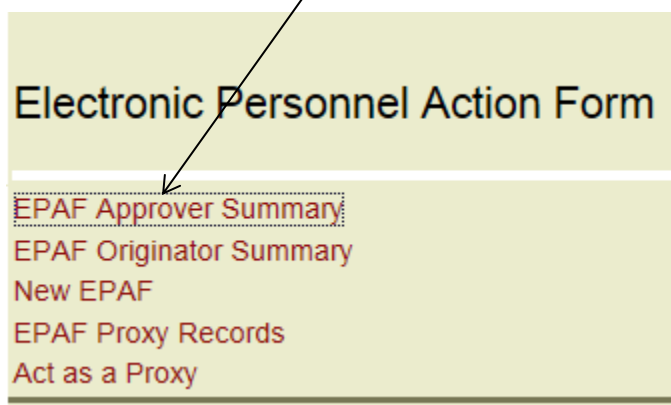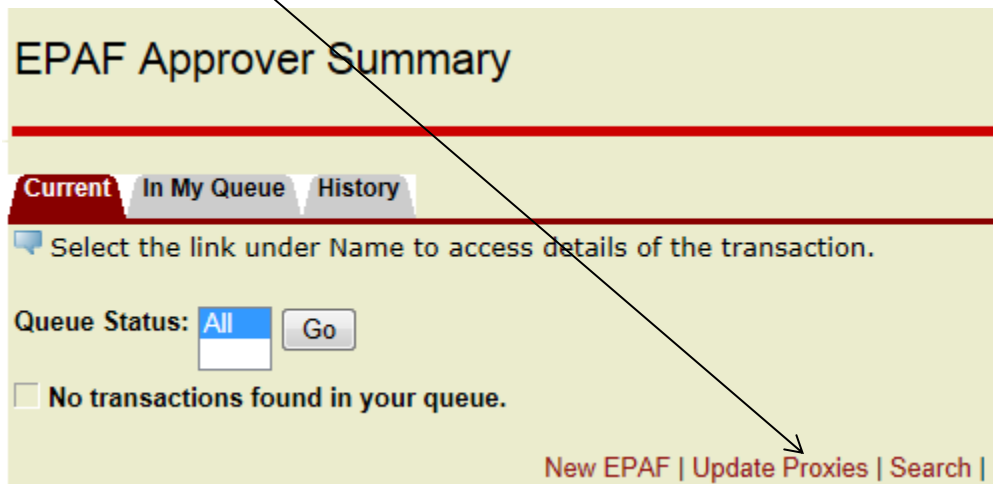
5) Click "Electronic Personnel Action Forms" link

Employee

💬 Welcome to Banner Employee Services

Hourly/Student Employee Time Input
Salaried Employee Time Input
Electronic Personnel Action Forms
Pay Information
Direct deposit allocation, earnings and deductions history, or pay stubs.

6) Click "EPAF Approver Summary" link

Electronic Personnel Action Form

EPAF Approver Summary
EPAF Originator Summary
New EPAF
EPAF Proxy Records
Act as a Proxy

7) Click "Update Proxies" link

EPAF Approver Summary

| Current | In My Queue | History |

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

Queue Status: [All] [Go]

☐ No transactions found in your queue.

New EPAF | Update Proxies | Search |

8) Select name from the drop-down list

EPAF Proxy Records

Approval Level: Department Approval, DEPT ▾

Name	Remove	Add
Not Selected ▾		☐

Save

9) Check the "Add" box

EPAF Proxy Records

Approval Level: Department Approval, DEPT ▾

Name	Remove	Add
Williams, Jacinta Y. (JYW) ▾		☑

Save

10) Click "Save" button

EPAF Proxy Records

Approval Level: Department Approval, DEPT ▾

Name	Remove	Add
Williams, Jacinta Y. (JYW) ▾		☑

Save