



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 Rehireonly 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