EPAF Frequently Asked Questions and Information

How do I know which EPAF Approval Category to use?

There are 6 Groups of EPAF Approval Categories. Each determines the default Approval Routing Queue. Most of Originators will only use 3 of these groups:

- Student/Temp – Use these for positions beginning with S or T – These positions are paid 100% from your funds (Indexes)
- Work Study – Use these for positions beginning with I or W – 75% is paid from Federal or State Work Study Funds and 25% is paid from your funds
- CPI – Use these for all Career Path Intern positions. The position number will always be S20123 – Up to 25 hours are paid from the Career Center's Funds. Any hours over 25 are paid from your funds.
- Graduate Assistant – Use these for all Grad positions automatically paid a designated number of hours each pay period.
- Student/Temp ending in LD – These are only used by the library

Each Group has 5 different Approval Categories

- Assign a New Job to an Existing Employee – Use this for employees who already have a job. After entering the employee's ID, when you click 'GO' if the employee already has a job it will pop up here.
- Assign a 1st Job to a New Employee – Use this for employees who currently do not have an active job. No job will appear when you click 'GO'
- Job Hourly Rate of Pay Change – to change the rate of an active position
- Job Termination – use the end of a pay period
- Job Title Change – to change the employee's title only

Additional Categories are

- Org/Time Approver Change – for all employees. **This must be for a future pay period or it may cause payroll errors.**
- Assign an Additional Job for CPI Hours Over 25 – required for all CPI positions

How do I know what date to use?

DATES:

- Remember to enter the effective date in the Query Date field – EPAFs will use this date in the Labor Distribution section of the EPAFs. If you do not change the Query Date, you may have difficulties within your EPAF.
- The Begin Date is the date the employee originally started in that particular position number.
  - To see this date, click on All Jobs. Any jobs the employee has had will be listed. If you see the position number you are using for this EPAF in the All Jobs list, use that Start Date for your Begin Date. If you do not see the position number, use the effective date for the Begin Date.

- The effective date is the date you want the change to happen. Some effective dates, such as TOrg (time approver) changes must be at the beginning of a future pay period to avoid payroll errors.
- The personnel date is the date the employee actually starts work for you.

How do I know what position number to use?

- For Students and Temps the position number determines the Index the employee will be paid from. If you do not know the position number, but you know the Index, please call HR and they can direct you to the person who can help you best.
- All Students or Temps paid from the same Index will be in the same position number.
- All CPIs will have two positions. S20123 00 for under 25 hours worked and S20123 06 for hours over 25.
- For GTAs, please contact your UBO.

How do I know what the title should be?

- All Student positions should start with STU and end with the Index. Everything in between those should be something meaningful and professional to your department and the student. This is how the student knows where to enter their hours.
- All Temp positions should start with TMP and end with the Index. Everything in between those should be something meaningful and professional to your department and the Temp employee. This is how the employee knows where to enter their hours.
- All CPI positions should begin with STU and end with the Index.
- All Idaho work-study positions will begin with IDWS and end with the index. All Federal work-study positions will begin with CWS and end with the index.
- Financial Aid requires you add the Work Study Category to the title or in the comments. Work Study Categories can be found on the Financial Aid website.

Where can I find the EPAF Quick guides?

- EPAF quick guides can be found in the Talent Management System under Learner Home and in the Forms section of our HR website

Where can I find the Acceptable documents for I9s?

- Acceptable Documents for I9s can be found on the I9-Form link in the Forms section of our HR website.

Where can I find the begin and end dates of Idaho State University Pay Periods

- You can find Payroll Calendars on the Idaho State University Payroll Website.

How can I tell if the EPAF is Complete?

- Please check your EPAF Originator Summary often. By default, it will open on the 'current' tab. Click on the Employees name. If the status of the EPAF says Completed, it has been approved and applied.

- If an EPAF has a status of waiting, it has not successfully submitted. Any errors must be corrected and the EPAF must be saved and submitted again.
- If you do not see the EPAF on your current tab, click on the 'History Tab' and then click on the employee's name. The EPAF will show a status of 'pending' next to the current approver. EPAF's do not send emails. You may need to contact the approver and let them know it is in their queue.

How can I cancel a completed EPAF?

- Canceling a completed EPAF will not change anything. If you need to terminate the employee or put them in a different position number, you will need to create the appropriate EPAF to complete that action.

Common Errors: If the EPAF is in your Originator Summary with a waiting status, it did not successfully submit. You must fix the errors and then save and submit again. Errors will not drop off until EPAF is submitted successfully.

- Invalid EClas – the employee has never been in Banner and needs to go into HR to fill out New Hire paperwork. Once they have gone to HR and HR has entered them in as an active employee, you can re-submit this EPAF and the error will go away.
- Effective date can not be after termination date – the employee has worked for ISU, but has terminated. They will need to go into HR to fill out New Hire paperwork. Once they have gone to HR and HR has entered them in as an active employee, you can re-submit this EPAF and the error will go away.
- This employee already has a Primary Position – Employees must have one and only one primary position but may have multiple Overload positions.
    - To correct, change the Contract Type to Overload and resubmit the EPAF.
- Employee does not have a Primary Position - Employees must have one and only one primary position but may have multiple Overload positions.
    - To correct, change the Contract Type to Primary and resubmit the EPAF, **with the exception of the 2nd CPI position or the 2nd work-study position. For the 2nd positions, please wait until the EPAF for the primary position is complete and resubmit the EPAF.**
- Job Detail Effective date cannot be after job begin date – if they have never been in this position before, the effective and begin date must be the same.
- Index XXXXnn does not allow override of Organization. – Please remember to click Default from Index and reenter 6204 in the Account.