## ePAF - Department Approval Queue - Request for Access

Submit completed original form to UAH - HR-HRIS, SKH 102 Print or Type

Updated 12-8-10						
	New Access	Change Exis	ting Access (Superse	edes) 🛛 Delet	e Access	
Department/Division			Home/Orgn Code(s)			
Director/Dean/Mgr						
Work Phone#						
Empl Class.	FacultyStaffGTA/GRA	StudentPT	LecturerSummer Facu	iltyConsultant	_Others	

Level	Definition	Examples
Originator	Gather documentation and Position Number; obtain document signatures; create, enter, and submit new ePAF action; and route to Approver. Cannot Approve ePAF.	
Approver	Verify accuracy of documents and ePAF data. Approve or acknowledge the ePAF transaction. Can also create ePAF.	Chairperson, Director, Dept/Div Head, Dean, Budget Analyst, Resource Manager, etc
FYI	View ePAF after approved; for information purposes only.	Benefits, Payroll, Office of Provost, Career Development, Graduate Students, etc

## Approval Levels: Please complete the section below

Please identify every user within your department who could be designated under each Level. Each user must attend the ePAF training session.

<b>Required Action</b>	Name	Banner ID (A#)	<b>Position Number</b>	Email Address
Originator				
Approver 1				
FYI				

I certify that I am ultimately responsible for the department business transactions including personnel actions. I authorize the above individual(s) to approve personnel changes through ePAF on my behalf.

	Supervisor's SIG	NATURE			PRINT NAME		Date
HR ONLY	Training Date:	Ir	itial:		Comments:		
Tracking:	Calendar Invite	Report	ZHREPAF	NTRRQUE	NTRALVL	Other	Completed

## **Instructions - Sample**

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Step 1	-		Example		
Check one:	New Access		$\overline{\mathbf{A}}$		
	Change Existing Access				
	Delete Access				
Step 2	Enter the following		Example		
•			Human Resources		
Litter.	Home Organization Code(s)		312345; 123456		
	Director/Dean		Joe Doe		
	Work Phone		824-5555		
Empl Class.	X Faculty X StaffGTA/GRA StudentPT Lec	turerSummer Faculty	ConsultantOth	ners	
Empl Class. Step 3		turerSummer Faculty Name	Banner ID (A#)	Position Number	Email Address
-					Email Address
Step 3	Required Action	Name	Banner ID (A#)	Position Number	
Step 3	Required Action Originator	Name Jane Doe	Banner ID (A#) A123456789	Position Number 123456	Jane.Doe@
Step 3	Required Action Originator	Name Jane Doe John Doe	Banner ID (A#) A123456789 A234567890	Position Number 123456 456789	Jane.Doe@ John.Doe@
Step 3	Required Action   Originator   Approver 1	NameJane DoeJohn DoeJonathan Doe	Banner ID (A#)       A123456789       A234567890       A111222333	Position Number 123456 456789 123456	Jane.Doe@ John.Doe@ Jdoe@
Step 3 Enter:	Required Action     Originator     Approver 1     FYI	NameJane DoeJohn DoeJonathan Doe	Banner ID (A#)       A123456789       A234567890       A111222333	Position Number 123456 456789 123456	Jane.Doe@ John.Doe@ Jdoe@
Step 3	Required Action     Originator     Approver 1     FYI	NameJane DoeJohn DoeJonathan DoeJanet Doe	Banner ID (A#)       A123456789       A234567890       A111222333	Position Number 123456 456789 123456	Jane.Doe@ John.Doe@ Jdoe@ Janet.Doe@
Step 3 Enter:	Required Action     Originator     Approver 1     FYI	NameJane DoeJohn DoeJonathan Doe	Banner ID (A#)       A123456789       A234567890       A111222333	Position Number 123456 456789 123456	Jane.Doe@ John.Doe@ Jdoe@