

# 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 Existing Access (Supersedes)**     
  **Delete Access**

Department/Division	Home/Orgn Code(s)		
Director/Dean/Mgr			
Work Phone#			

Empl Class.    \_\_\_ Faculty    \_\_\_ Staff    \_\_\_ GTA/GRA    \_\_\_ Student    \_\_\_ PT Lecturer    \_\_\_ Summer Faculty    \_\_\_ Consultant    \_\_\_ Others \_\_\_\_\_

Level	Definition	Examples
<b>Originator</b>	Gather documentation and Position Number; obtain document signatures; create, enter, and submit new ePAF action; and route to Approver. Cannot Approve ePAF.	Staff Assistant, Admin Asst, Secretary, HR etc
<b>Approver</b>	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
<b>FYI</b>	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.*

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

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.

<b>Supervisor's SIGNATURE</b>	<b>PRINT NAME</b>	<b>Date</b>
HR ONLY	Training Date:                      Initial:	Comments:
Tracking:	___ Calendar Invite    ___ Report    ___ ZHREPAF    ___ NTRRQUE    ___ NTRALVL    ___ Other _____	___ Completed

