

Creating an ePAF Transaction

Approval Category: Merit Increase (MERIT)

Step	Login and Create New ePAF
1	Log into Banner Self-Service 9 Click: Employee, Electronic Personnel Action Form (ePAF) link.
2	Click New ePAF

My Activities

Enter Time

Approve Time

Approve Leave Report

Approve Leave Request

Electronic Personnel Action Forms (EPAF)

Salary Planner

EPAF Approver Summary

All EPAFs that you need to currently act upon are displayed in the Current tab. The queue status will be Pending, PVI, or More Information.

EPAF Originator Summary

Displays only those EPAF transactions that you have originated.

New ePAF

Allows you to create a new transaction.

Act as a Proxy

Available to all self-service EPAF users who have been given proxy privilege.

EPAF Proxy Records

Allows you to specify and authorize one or more users to approve EPAFs in your absence.

Step	Select Employee and Approval Category
3	Under Enter or Generate New ID enter: <ul style="list-style-type: none"> Employee ID (A#) then, Tab to next field. (The name will automatic populate)
4	Enter Effective Date of transaction in the Query Date field <ul style="list-style-type: none"> Enter the start/effective date MM/DD/YYYY format ex. 10/01/2025 Select Approval Category <ul style="list-style-type: none"> From the drop down menu, Select: Merit Increase, MERIT then Click the Go

Home • Personnel Actions • New EPAF Person Selection

Check the box to limit to search an Employee. Enter the Last Name and or First Name, or enter an ID, or enter the SSN/SIN/TIN. Select Go. A percent sign may be used as a wildcard.

First Name Last Name ☐ Is an employee or ID or SSN/SIN/TIN Search

Enter or Generate New ID

* Indicates a required field. Enter an ID, select the link to search for an ID, or generate an ID. Enter the Query Date and select the Approval Category. Select Go.

ID A25371243

Maclin, Monifa Lisa

Generate new ID

Query Date 10/01/2025

Approval Category Merit Increase, MERIT

Go

Creating an ePAF Transaction

Approval Category: Merit Increase (MERIT)

Step	Select Primary Position
5	<p>The below screen should appear, after you click Go. Click on the Check Box, select the current Primary position.</p> <p>NOTE: Check for the correct Position Number, Suffix, Title, and Status = Active. Click the Go button. The ePAF Transaction should appear.</p>

Step	Enter New Transaction Information
6	<p>Transaction Information: Enter the information for the ePAF under New Value:</p> <p style="text-align: center;">Example Only</p> <p>Job Begin Date: 08/28/2025 This date should be the same date as the Current Value</p> <p>FTE: 1.00 Enter the current FTE (Example: 1.00, .80, .75, .50, etc.)</p> <p>Annual Salary: 150000 Enter the new annual salary</p> <p>How to Calculate Annual Salary for FTE less than 1.00:</p> <p>Example FTE = 80% (.80): 150,000 x .80 = 120,000; Enter 120000 as the Annual Salary. If the FTE = .50 (Hourly on-call): 150,000 x .50 = 75,000; Enter 75000 as the Annual Salary.</p> <p>Routing Queue: Enter information in the Routing Queue: Select the Search Icon and select the correct User Name for each Approval Level.</p> <p>Comments: Enter comments in this section.</p>

Creating an ePAF Transaction

Approval Category: Merit Increase (MERIT)

[Home](#) • [Personnel Actions](#) • [New Personnel Action](#)

Job Begin Date *

10/01/2025

Remove

Old Value: 08/28/2025

Jobs Effective Date (Not Enterable) *

10/01/2025

Old Value: 08/28/2025

Personnel Date (Not Enterable) *

10/01/2025

Old Value: 08/28/2025

Step (Not Enterable) *

0

FTE *

1

Job Change Reason (Not Enterable) *

J

Old Value: A, Appointment

Regular Rate (Not Enterable)

48.076923

Assign Salary (Not Enterable)

3846.15

Annual Salary *

150000

Old Value: 100000

Routing Queue

Approval Level	User Name	Required Action
10 - (C/D/D) CP/Dir/DeptHead/Res Mgr/Dean	Not Selected	Approve
20 - (HUMRES) Human Resources-Approve	VOM0001 - Maclin, Vonda O.	Approve
30 - (PAYROL) Payroll	GIBBSD - Gibbs, R Diane	FYI
50 - (HRIS) HRIS - Apply	VDG0002 - Green, Valerie D.	Apply

Step	Instructions
7	<p>Click the Save and Submit (Complete Submit) button.</p> <p>Note Messages: “Your change has been saved successfully” and “The transaction has been successfully submitted.”</p> <p>Note: Warning and Error Messages:</p> <p>Error messages must be corrected before submission. Warning messages can be ignored and submitted. If you are not sure of your errors, please email a print screen of the transaction to epafdocuments@uah.edu or contact HRIS at x2282.</p>