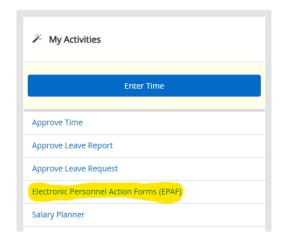
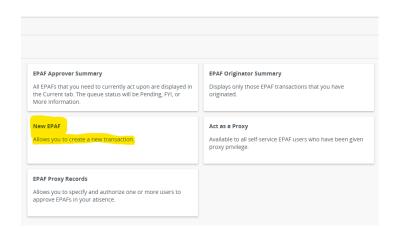
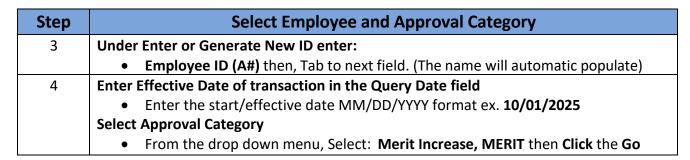
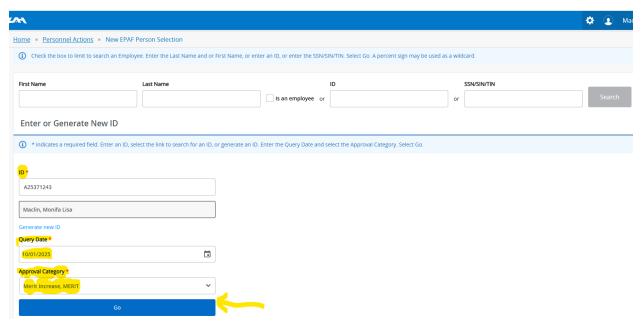
Creating an ePAF Transaction Approval Category: Merit Increase (MERIT)

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

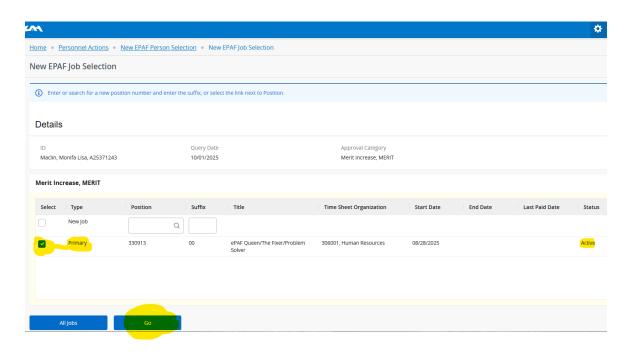






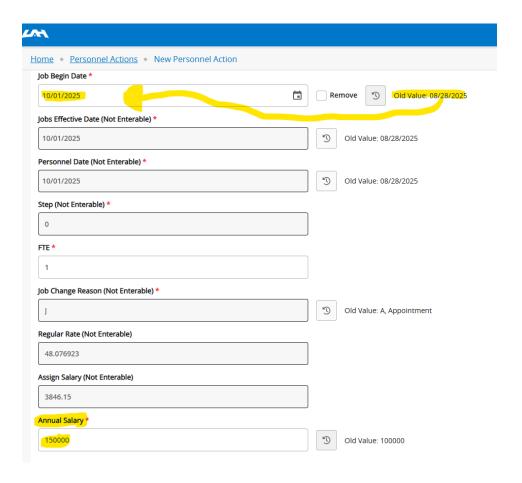


Step	Select Primary Position
5	The below screen should appear, after you click Go . Click on the Check Box, select
	the current Primary position.
	NOTE: Check for the correct Position Number, Suffix, Title, and Status = Active .
	Click the Go button. The ePAF Transaction should appear.

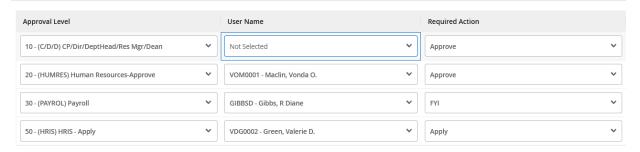


Step	Enter New Transaction Information
6	Transaction Information: Enter the information for the ePAF under New Value:
	Example Only
	Job Begin Date: 08/28/2025 This date should be the same date as the Current Value
	FTE: 1.00 Enter the current FTE (Example: 1.00, .80, .75, .50, etc.)
	Annual Salary: 150000 Enter the new annual salary
	How to Calculate Annual Salary for FTE less than 1.00:
	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 .
	Routing Queue: Enter information in the Routing Queue: Select the Search Icon and select
	the correct User Name for each Approval Level .
	Comments: Enter comments in this section.

Creating an ePAF Transaction Approval Category: Merit Increase (MERIT)



Routing Queue



Step	Instructions	
7	Click the Save and Submit (Complete Submit) button.	
	Note Messages: "Your change has been saved successfully" and "The transaction has been	
	successfully submitted."	
Note: Warning and Error Massages		

Note: Warning and Error Messages:

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.