
EPAF ORIGINATORS

The EPAF process begins with a change or update for an employee's record and/or job. In order to update the system with the new information, an EPAF must be initiated in JSU PAWS. This chapter provides the originator with information about accessing EPAFs in JSU PAWS, tracking EPAFs, and deleting transactions that have been started but no longer need to be processed.

Accessing the EPAF menu in JSU PAWS

To access the EPAF menu, you must first have authorization to initiate and/or approve in JSU PAWS. Once you have the appropriate authorizations, you will need to log on to JSU PAWS.

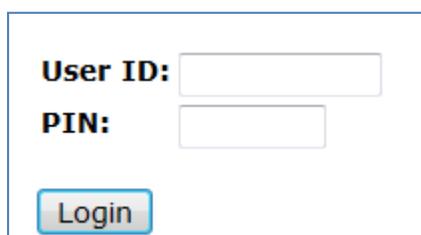
Accessing Self Service Banner through the JSU website

JSU PAWS should be accessed through the JSU website:

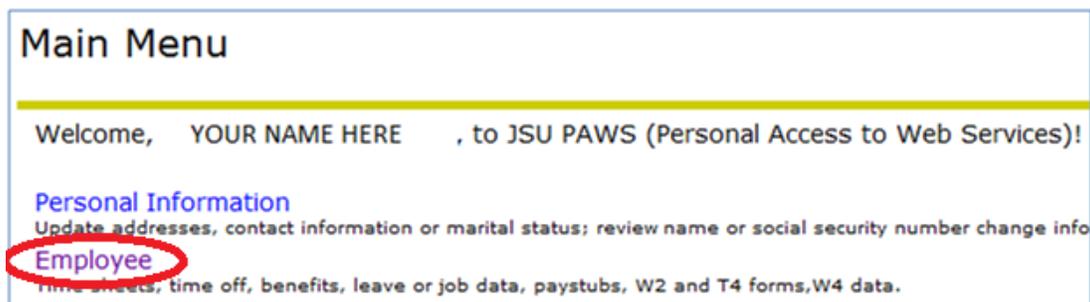
1. Open your internet browser on your computer.
2. In the Address field, enter: **http://www.jsums.edu** and press **Enter**.
3. Click on the JSU PAWS link in the menu.



4. Enter your User ID and PIN.

A screenshot of the JSU PAWS login form. It contains two input fields: 'User ID:' and 'PIN:'. Below these fields is a 'Login' button.

5. You will automatically be taken to the home page of JSU PAWS.



6. After logging into Self Service Banner, click on the Employee link. You will be taken to the Employee Menu.

Employee

- [Time Sheet](#)
- [Leave Report](#)
- [Request Time Off](#)
- [Electronic Personnel Action Forms](#)
- [Benefits and Deductions](#)
Retirement, health, flexible spending, miscellaneous, beneficiary, open enrollment, Benefit Statement.
- [Pay Information](#)
Direct deposit allocation, earnings and deductions history, or pay stubs.
- [Tax Forms](#)
W4 information, W2 Form or T4 Form.
- [Jobs Summary](#)
- [Leave Balances](#)
- [Salary Planner](#)
- [JSU Staff Handbook](#)

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7. Click on the Electronic Personnel Action Forms link. You will be taken to the EPAF menu.

[Personal Information](#) [Alumni and Friends](#) [Student](#) [Financial Aid](#) [Employee](#)

Search [RETURN TO EMPLOYEE MENU](#) [SITE MAP](#) [HELP](#) [EXIT](#)

Electronic Personnel Action Form

- [EPAF Originator Summary](#)
- [New EPAF](#)
- [Act as a Proxy](#)

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