The EPAF Process

This chart depicts a general EPAF process flow for a change to an employee's record:

Administrative Assistant EPAF Processing

Human Resources

- Enters employee's personal information in Banner.
- Apply alternative provided by HR
- Applies EPAF to Banner.
- Process Ends
- Process Ends

Approvers

- EPAF Approved? — NO → Changes Needed? — NO → Process Ends

Department

- Decides to process an EPAF Transaction
- Can EPAF be Used? — YES → Gather all of the information Start the EPAF Processing
- NO → Initiates a Help Request from HR
- Login to JSU PAWS and review pending EPAF actions or Enter new EPAF, Save and summit
- EPAF returned to dept for correction, changes are made, and it is resubmitted in JSU PAWS.