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.
- Applies EPAF to Banner.
- Process Ends

Approvers

- EAPF Approved?
  - YES: Process Ends
  - NO: Changes Needed?
    - YES: Process Ends
    - NO: EAPF returned to dept for correction, changes are made, and it is resubmitted in JSU PAWS.

Department

- Decides to process an EPAF Transaction
  - YES: Can EPAF be Used?
    - YES: Gather all of the information Start the EPAF Processing
    - NO: Initiates a Help Request from HR
  - NO: Login to JSU PAWS and review pending EPAF actions or Enter new EPAF, Save and submit

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