



Please review the following information regarding changes to Banner Self Service Electronic Personnel Action Forms (ePAFs).

4 NEW ePAFs

NOTE: OHR200 continues to be used for Change of Status information but is no longer used for Terminations

<i>New Types of ePAFs</i>	<i>When the ePAF is used</i>
Position ONLY Termination	Termination ePAF used to terminate an employee's position(s)
Position AND Employee Termination	<p>Termination ePAF is used to terminate a benefit eligible employee's position(s) AND terminate the employee from the university This ePAF must be used with care!</p> <p>When the ePAF is approved and completed, it will trigger a series of events including termination of benefits and network access</p>
Additional Compensation	<p>Replaces the hardcopy forms OHR210, OHR300 and OHR330</p> <p>Used to add an Overload position to a benefit eligible, exempt employee</p> <p>The employee's <i>primary position</i> is benefit eligible, the additional compensation position is not</p>
Campus Box Address Changes	<p>Originators may create or revise employee's WSU Campus Box Address and Telephone Numbers within their department</p> <p>The information displays on the various online WSU Campus Directories</p>

REVISIONS TO CURRENT EPAFs

Data Label Names

The names of four ePAF data labels were updated to reflect more familiar, WSU wording:

<i>New Name</i>	<i>Former Name</i>
Salary	Annual Salary
Number of Pays (P) Number of Pays (F)	Pays Factors
Hours per Pay Period	Hours per Pay
Hourly Pay Rate	Regular Rate

Location of Enterable and Non-Enterable Data Entry Items

To improve the flow of data entry, data enterable items are now located at the top of each Section within the ePAF. For example:



EPAF TOOLBOX

The ePAF Toolbox on *myWSU*, EmpHelp, houses information guides for ePAF Originators and Approvers. To easily access the information, log on to *myWSU*, Faculty/Staff tab. Look for this link when accessing ePAFs in Banner Self Service: ***ePAF Toolbox – Help Guides***.

EPAF TRAINING AND SUPPORT

All ePAF Originators are asked to contact their College/Department Business Manager for training information

Banner ePAF Open Lab and Training is held most Thursdays starting at 2:00. Registration is strongly encouraged on *myWSU*, *myTraining*. The session is attended by both **new and experienced** ePAF Originators and Approvers (primary and proxy).

Prior to attending training, Budget Officers are asked to request ePAF security access for their employee. Instructions are in the ***ePAF Toolbox, 1.01 How to Request ePAF Access***.

QUESTIONS?

New ePAF or ePAF processing questions may be directed to the following areas:

<i>Area</i>	<i>Contact Information</i>
ITS Applications Training and Support	978-5800 or training@wichita.edu
Human Resources (Position Numbers, etc.)	978-3065 or ePAF@wichita.edu
Payroll (Payment Calculations, etc.)	978-3074 or payroll@wichita.edu
Research Technology & Transfer Payroll	978-6847 or researchpayroll@wichita.edu
Graduate School (Graduate Appointment Notices)	978-6241 or constance.owens@wichita.edu