

Creating an EPAF (Electronic Personnel Action Form)

- **Step 1:** Access “EPAF Originator Summary” on MyPCC’s BanWeb
- **Step 2:** 1st screen – Enter the G #, Start Date, and EPAF Type for the job

Step 3: Enter 'Job Selection' Information

The next screen is where you enter the position and suffix number for the job you are originating. You must know the position number already; using the 'magnifying glass' to search for it is not recommended.

Personal Information Student Employee Services

RETURN TO EMPLOYEE

New EPAF Job Selection

Enter or search

1) Type in the Position Number.
2) Find the right Suffix Number for your Position Number
(read directions below)

ID:
Query Date:
Approval Category: Create a New Job, CENJOB

Create a New CE/SE Job, CE/SE Job

Search Type	Position	Suffix	Title	Time Sheet Organization	Start Date	End Date
Q	New Job	997152				
	Secondary	996116	01	FYI Test not AUTHSG person	S80100, Human Resources Management	26-JAN-2010 12-JUN-2010

All Jobs

Next Approval Type Go

The Suffix Number

The Suffix Number is the two-digit number that follows the position number (like "01" in the picture above -- second row). It is used for pooled positions (casual and student jobs).

Here's how to determine what to type for the Suffix Number:

Click the "All Jobs" button to view a list of all positions the employee has held. Look at the employee's jobs -- are there any with the same position number you typed for the new job?

If you DO see jobs on the list with the same position number as the one you just typed for the new job, look at the suffix number. For your new job, type in the suffix number that is *one above the highest suffix number listed* for that position.

For example, in the screen shot on the next page you will see that there are **three** position numbers listed which are the same as the one typed in for the new job (997152). Since suffixes 01, 02 and 03 have already been used for this position number, you would type '04' for the new job suffix number.

Create a New CE/SE Job, CE/SE

In this case, you would type 04 for the suffix number.

Search	Type	Position		
Q	New Job	997152		Casua
	Secondary	996116	01	FYI Te perso
	Secondary	997152	01	EMT S EVAL
	Primary	997152	02	EMT C ASSIS
	Primary	997152	03	EMT C ASSIS
	Secondary	998767	01	TEST

If there is no position number that is the same as the one you typed, type '01'.

Important:

Once you've typed in the Suffix #, **press the "Go" button.**

(Note: You don't have to press Tab on your keyboard anymore – just click the 'Go' button.)

The "Next Approval Type" button is NOT being used at this time.

For more information: Go to the EPAF Help Page: <http://www.pcc.edu/hr/compensation/epaf>