EPAF Quick Sheet- EMPL EPAF

Preliminary Steps:

- Employee must already have a G Number
- Employee must have passed Criminal Background Check if they are a PT Instructor or Casual working with cash, keys or kids
- Employee must NOT already have an Active status in **PEAEMPL**

Accessing the EPAF Form:

MyPCC ⟶ **Employee** tab ⟶
Banweb Main Menu ⟶ **Employee Services** tab ⟶ Electronic Personnel Action Form ⟶ New EPAF

New EPAF Person Selection

ID: Enter G Number and hit Tab to auto-populate Name field

Query Date: Enter employee's first day

Approval Category: EMPL

Click **Go**

Create/Reactivate

Employee Class Code: AJ (PT Faculty)
                        CE (Casual)
                        SE (Student)

Home Organization: ORG Code

Distribution Orgn: Same ORG Code

Current Hire Date: Employee's first day (same as Query Date)

Routing Queue

Click the Magnifying Glass to select the Routing Queue HR members below to approve the EPAF:

HRIS Audit – your HRIS Specialist – "Approve"

Applier – HR Systems Manager – "Apply"

Click **Save**

Click **Submit**

Electronic Personnel Action Form

EPAF Originator Summary
New EPAF
Act as a Proxy

New EPAF Person Selection

ℹ Enter an ID, select the link to search for an ID, or generate an ID. Enter the Query Date a...

* - indicates a required field.

ID: *	G01453727	Tuyen R Le

Query Date: MM/DD/YYYY*	10/14/2021
Approval Category: *	Employee Record Create/Reactivate, E...

Go

> The Query Date must be the employee's Start Date according to I-9

* - indicates a required field.

Employee Record Create/Reactivate

Item	Current Value	New Value
Employee Status: (Not Enterable)	Active	A
Employee Class Code: *	AJ, Part-Time Faculty	AJ
Home COAS: (Not Enterable)	1	1
Home Organization: *	B40610, Building Construction Technology	B40610
Distribution Orgn: *	B40610, Building Construction Technology	B40610
Current Hire Date: MM/DD/YYYY*	03/29/2004	10/14/2021

Routing Queue

Approval Level		User Name	
20 - (HRIS) HRIS Audit	🔍	MMLEE	Michelle M Lee
90 - (APPLY) Applier - HR	🔍	JKINNEY	Julie B Kinney

Name and ID:	Tuyen R Le, G01453727
Transaction:	114799
Transaction Status:	Waiting
Approval Category:	Employee Record Create/Reactivate, E...

Save Submit Delete

> Click **Submit** to submit the EPAF to the approvers listed in the Routing Queue

Portland Community College