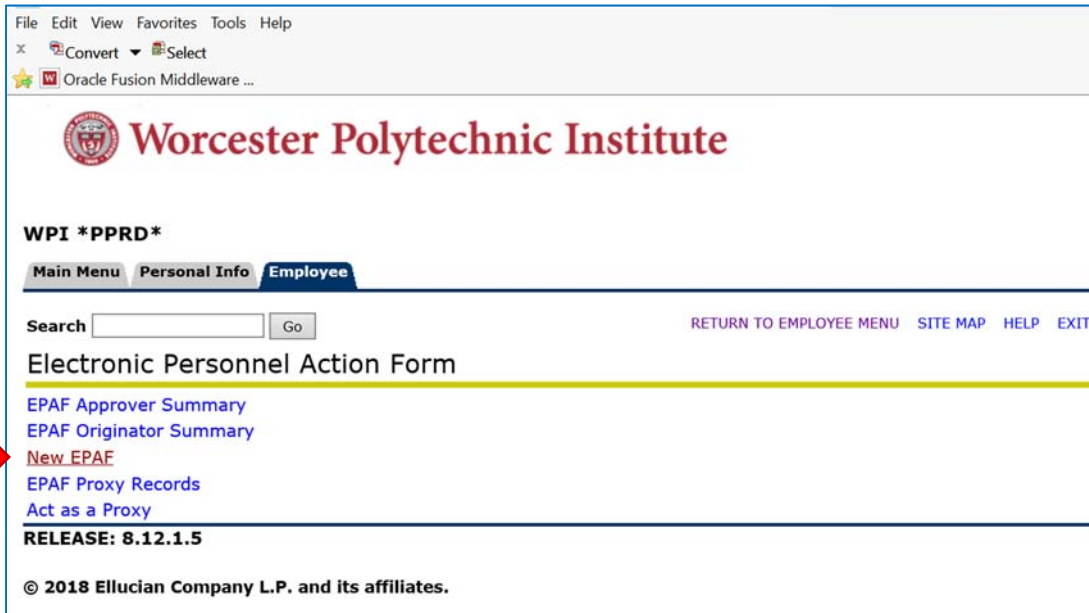


Additional EPAF Process Step

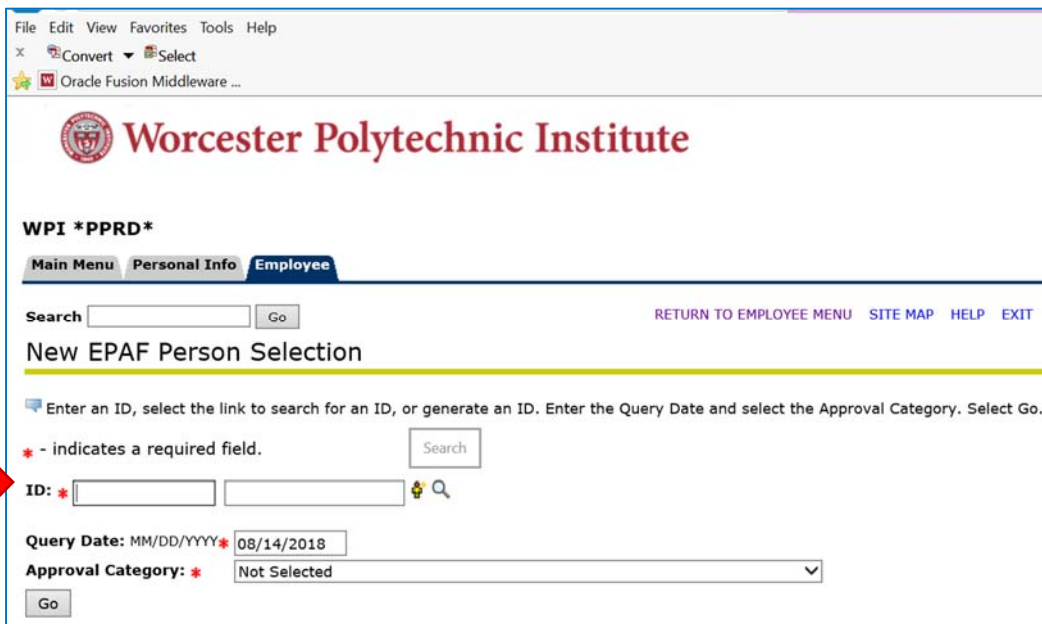
Beginning August 15, 2018, the Supervisor's Banner ID needs to be included in the EPAF.

1. Login to **Banner Self Service > EPAF Administrator > New EPAF.**



The screenshot shows the Banner Self Service interface for Worcester Polytechnic Institute. The page title is "WPI *PPRD*" and the user is logged in as "Employee". The main menu includes "Main Menu", "Personal Info", and "Employee". A search bar is present with a "Go" button. The page content includes links for "EPAF Approver Summary", "EPAF Originator Summary", "New EPAF" (highlighted with a red arrow), "EPAF Proxy Records", and "Act as a Proxy". The release version is "RELEASE: 8.12.1.5" and the copyright is "© 2018 Ellucian Company L.P. and its affiliates."

2. Look up the *Supervisor ID* using the name search field. Enter *last name first name* in the second field.



The screenshot shows the "New EPAF Person Selection" form in the Banner Self Service interface. The form includes a search bar with a "Go" button and a "Search" button. The instructions state: "Enter an ID, select the link to search for an ID, or generate an ID. Enter the Query Date and select the Approval Category. Select Go." The form fields are: "ID: *" (with a red arrow pointing to it), "Query Date: MM/DD/YYYY*" (with the value "08/14/2018"), and "Approval Category: *" (with the value "Not Selected"). A "Go" button is at the bottom.

3. When searching by the last and first name of the supervisor, the search result automatically populates the *Supervisor ID*. **Please be sure to note the SUPERVISOR ID.**
4. Once you have the Supervisor ID noted, clear the Supervisor ID on the *New EPAF Person Selection* page (the page you are on) and follow the regular EPAF process by either entering the Student ID if you already have it, or by looking up the student.
5. When you get to the final page of the EPAF process, you will notice an additional field (**SUPERVISOR_ID**) among the other fields. The red asterisk next to the field indicates it is required. You will be unable to complete your process without entering a valid Supervisor_ID.
6. Enter the *Supervisor_ID* that you previously noted and fill out the other fields as you normally would.

[Approval Types](#) | [Account Distrib](#)
[New EP](#)

[Jump to Bottom](#)

* - indicates a required field.

Hire a Student Worker, W09976-00 Department Student Worker

Item	Current Value	New Value
COA Code: *(Not Enterable)		<input type="text" value="1"/>
Job Status: (Not Enterable)		<input type="text" value="A"/>
Jobs Effective Date: MM/DD/YYYY*		<input type="text" value="08/02/2018"/>
Job Begin Date: MM/DD/YYYY		<input type="text"/>
Regular Rate: *		<input type="text"/>
Contract Type: *		<input type="text" value="Primary"/>
Step: (Not Enterable)		<input type="text" value="0"/>
Employee Class Code: *(Not Enterable)	US, Undergraduate Student Worker	<input type="text" value="US"/>
Home Department: *	430, Human Resources	<input type="text"/>
Title: *		<input type="text"/>
Check Distrib Org: *	430, Human Resources	<input type="text"/>
Timesheet Orgn: *		<input type="text"/>
Supervisor ID: *		<input type="text"/>
Distribution COA: *(Not Enterable)	1	<input type="text" value="1"/>
Home Department COA: *(Not Enterable)	1	<input type="text" value="1"/>

Current
Effective Date: 08/02/2018
COA Index Fund Organization Account Program Activity Location Project Cost Percent Encumbrance Override End Date