

STEP 1: Selecting the ePAF Form

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eForm	<i>Non-position Employee(s)</i>	<i>Position Employee(s)</i>
Hire an Employee	Hire new employees Rehire employees <u>Add additional assignments</u>	Hire new employees Rehire employees <u>Add additional assignments (i.e. dual comps)</u>
Edit Existing Job	Funding Department Change Change Job Code Full Time Equivalency (FTE) Changes Pay Rate Change	Funding Department Change Change Job Code Reclassifications Special Pay Increases. Add additional funding to Sabbatical Summer (Faculty Revisions)
Change Employment Status	Terminations	Terminations Return from Leave of Absence
Position Change <i>(only used by the college)</i>		Update vacant positions (replaced) Rate Allocation Form
Supplemental Form	Unusual actions*	Unusual actions*

OTHER HR ACTIONS

- Sabbaticals - HR manually keys sabbaticals based on worksheet from Faculty Affairs
- Leave of Absence - HR manually keys based on Request for Leave of Absence (once approved by HR)
- APPS - APPS form is submitted to COSHR and forwarded to Payroll for payment