

Electronic Personnel Action Form (ePAF) Training

From: HR-Communications HR-Communications@msudenver.edu

To: All Staff, Faculty and Supervisors

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Hello Roadrunners,

The Human Resources department, in collaboration with Metropolitan State University of Denver members from Information Technology Services, Payroll, Budget and various departments across campus, has been working on improving and automating processes. As a result, HR has automated the Personnel Action Form to increase speed and efficiency and improve data integrity to make changes to employee records. Banner has the functionality to allow supervisors or delegates to submit these forms electronically via the new **Electronic Personnel Action Form (ePAF)**. This change benefits all University members, especially with our current remote working environment.

ePAF's advantages over the previous method are numerous, including:

- Users can process job changes for their employees conveniently online, empowering departments to make changes for their employees.
- Transactions can be tracked as they move through the approval process, allowing for easier management of forms and an electronic audit trail.
- Fewer opportunities for data-entry errors, misplaced forms and missed deadlines.
- Speed and efficiency.
- Reduced paper waste.

Please note that HR will no longer accept paper forms as of Sept. 10. This includes:

- Hires, Transfers, Rehires
- Changes to the FOAPAL, Hourly Rate, Job Title and Supervisor
- Secondary Jobs, Salary Supplements, Student Stipends

HR will have live training sessions available starting August 24th that you can register for on the [HR website](#), which will also be updated with training guides and information. A recorded training will also be posted on the HR website.

If you have any questions or would like more information, please contact [Angie Roberts](#) or [Ramona Morris](#).