Fillable Paper EPAF Directions

Step 1: Employee/Person Selection

Please type in the requested information. The PeopleSoft ID number will need to be entered as of the 10/08/2016 PeopleSoft "go live" date and going forward. The PeopleSoft ID Number is the employee ID number that replaces the A-number. In PeopleSoft an employee ID number can have multiple assignments in certain circumstances. These assignments are identified by a different record number. Please enter the record number so that the action you are requesting is applied to the correct assignment.   If you do not know the PeopleSoft ID number or record number, please contact your HR Preparer, HR Generalist, or HR Representative to assist you.

Please enter the remaining information in this section.

Step 2: Action Requested and Effective Date

Actions and reasons are in drop down lists. Please select only one action from the list and then only one reason from the associated drop down. On the same line next to the action and action reason is the effective date. Please enter the Effective Date. The effective date is the date that the change is to start in mm/dd/yyyy format (you also need to add the "/"). For most actions the effective date is the same as the personnel date in the BANNER system**.**

Step 3: Comments

Please type what you want us to do and why so we can better understand how to process your request.

Additional Information for the Office of Faculty Affairs

For Faculty, EPAF preparers need to include the following in the in Step 3: Comments:

- School: (NJMS, RSDM, RWJMS, SHP, SN, SPH)
- Action: (At-Will Termination, Deceased, Layoff, Non-reappointment, Resignation, Retirement, Termination-Coterminous, Termination for Cause, Transfer between Schools)
- Degree: (MD, DO, DMD, DDS, RN, etc.)
- FTE:

- Tenure Status: NT, TT, TE (This would be the tenure status just prior to the separation)
- Salary Table: (FA, FP, FN, FS, FE, FD, FJ, FX)
- Salary Grade:
- Last Academic Base Salary:
- No longer AAUP-RBHS, AAUP-AFT or NJEA Eligible
- Vacation Day Pay Out: _____ Days
- Change to Volunteer Appointment - New title (XYZ) [if applicable, attach appropriate documentation]

Step 4: Internal Approval Routing

Please type the name and phone number of the Originator, Department Approval, Budget Approval, and any optional approval you need.

Step 5: Steps for Separations

Additional documentation will be needed for separating employees who accrue time in the University's Absence Reporting System.

Separations require the following documentation to complete processing:

- The Paper EPAF

- Acknowledgement that the BC-10 form has been given to the departing employee.

- Separation letter (signed) and other supporting documentation as indicated above.

- The Days Remaining Report from the University's Absence Reporting System for all Staff who accrue time.

- Days to be paid out upon separation for Faculty (reported in the Comments section of the EPAF Form).

Urgent "Separation" and other EPAF actions need to be communicated to your HR Generalist, Faculty Coordinator, and/or HR Preparer quickly so they can notify the HCM Unit and Payroll. Please call and email them and then send the Paper EPAF and other supporting documentation as indicated above.

Final Steps

We ask that you make certain that the subject line of your emails have wording that identifies it. Suggested wording of subject line:

1. Start with the name of the action; there are only three (3) choices:
   1. ORG Change
   2. Separation
   3. Salary Adjustment
2. Next enter the name of the employee.
3. Then enter the effective date for the action

Examples of well named email subject lines are:

- ORG Change Nero Wolf 12-1-16
- Separation Ned Stark 11-20-16
- Salary Adjustment Rick Grimes 1-5-17

Please email the Paper EPAF form and the supporting documentation as follows:

- Staff EPAFS – For Promotions, Reclassifications and Other Actions Requiring Compensation Review

  o Please send to the HR Compensation Services Department with your Compensation Review request and documentation.

- Staff EPAFS – For All Separations and All Other Staff EPAF Actions not listed above

  o Please send email to your HR Generalist with appropriate supporting documentation.

- Faculty EPAFS – For Separation Actions

  o Please send email to the RBHS Faculty HR Preparers at RBHSFacultyRequests@hr.rutgers.edu.