SUNGARD HIGHER EDUCATION

BANNER ELECTRONIC APPROVALS HANDBOOK

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Electronic Approvals Handbook

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Chapter 1 Electronic Approvals in Banner

1 Electronic Approvals in Banner

Electronic Approvals in Banner is designed to accommodate a more efficient approval signature process for centralized and decentralized Human Resource operations. Appropriate forms and reports have been developed to:

- Create or update new Personnel Actions (PAFs),
- Approve action items,
- Define the necessary approval hierarchy,
- Track items through the approval process, and
- To provide an audit trail of all approved or disapproved history.
- Define and maintain:
    - Approval Types
    - Approval Levels
    - Approval Categories
    - Proxies
    - Routing Queues
- Access items that need approval signatures, and
- Add multiple comments to an action item.

This module enables:

- Originators to create new electronic personnel actions, and
- Approvers to easily view items that need approval signatures, and add comments to an action item.

Approvals comply with existing security and editing features. Items requiring Electronic Approvals are accomplished by means of a process flow similar to the process flow of personnel actions in most office settings.

Note

Electronic Approvals can be set up in Internet-Native Banner, as well as its web-based front-end, Employee Self-Service. Based on the application used for electronic approvals, appropriate Banner forms or self-service pages are displayed accordingly. This chapter describes electronic approvals functionality with regard to both applications.

The design of the Electronic Approvals functionality is based on the current routing of a paper-based Personnel Action Form (PAF). Electronic Approvals allows you to create and route the PAF electronically. The design of the Electronic Personnel Action Form (EPAF) is rule based, so this enables each site to customize their online PAF. This enhancement supports distributed or centralized entry of employee and salary actions. The originator completes the Electronic Personnel Action Form and initiates routing through a defined approval queue, which can be set up for consecutive or sequential approvals. Once the form passes through the defined approval queue, the data on the Electronic Personnel Action Form is applied to the database.

Terms and Definitions

The following terms and definitions apply for electronic approvals regardless the application (i.e. INB or Employee Self-Service) used to create or process them.

Before you begin to set up and use electronic approvals in Internet-Native Banner or Employee Self-Service at your enterprise, familiarize yourself with the following terms and definitions.

Electronic Approvals are available to the following types of users:

Originators - who can only initiate Electronic Personnel Actions and are regarded as the creators of EPAFs,

Approvers - who can process EPAFs to approve, acknowledge, return EPAFs to originators for corrections, or apply EPAFs to the database.

Superusers - who can initiate, process, and apply all EPAFs based on HR security. In general perform all functions of originators as well as approvers.

A Personnel Action Form (PAF) passes through a predefined sequence of approvers and actions before final approval. This predefined sequence of approvers and actions is called an *approval queue* or a *routing queue*.

An Approval Queue can contain more than one approver. At each step in the approval queue, the relevant approver performs an action on the PAF. The PAF is then electronically forwarded to the next approver in the defined approval queue. After an EPAF has traversed through the approval queue, the *final* approver in the queue applies the EPAF to the database. When an EPAF is applied to the database, appropriate changes are entered into the system and the status of the EPAF transaction changes to *Complete*.

Note

At a minimum, an approval queue must contain at least one approver who can apply the EPAF to the database. ■

To establish approval queues at your site, you have to first create:

Approval Types - namely, actions specific to the processing of a personnel action. For example, actions such as, establishing a new job assignment for an employee, or terminating an existing job assignment for an employee.

Approval Categories - which define the purpose of a personnel action, the reason a Personnel Action is being created. For example, commonly performed functions at an institution such as the Employee transfer, or Reclassification of an employee. Approval Categories may contain multiple Approval Types.

Note

An approval category must contain at least one approval type to process. However, the approval category can have multiple approval types to complete an EPAF transaction. ■

Approval Levels - which represent the approval hierarchy structure in your organization starting from the lowest level that needs to approve an EPAF. For example, the reporting hierarchy at your organization may be Manager, Department Supervisor, Provost, etc.

All of the above are created in appropriate validation forms in Banner. For more details, refer to the topic “Banner System Setup for Electronic Approvals” on page 1-8 of this chapter.

Next,

- Associate Approval Types with specific approval categories,
- Associate individual users with appropriate approval levels, and within relevant approval categories, based on the role they are designated to perform in Electronic Approvals, and
- Define approval queues or routing queues for each approval category.

All of the above are set up on appropriate rules forms in Banner. For more details, refer to the topic “Banner System Setup for Electronic Approvals” on page 1-8.

The following two terms are used extensively throughout this handbook. An EPAF is always associated with two types of statuses (Transaction and Queue) throughout its life in the approval process. Please take a minute to understand the subtle difference between the two.

Transaction Statuses

Transaction Status refers to the status of the Electronic Personnel Action (PAF) itself.

For example, the EPAF can be at a Waiting status, Pending status or at a Return for Correction status. These statuses are usually more relevant for an Originator.

Below is a list of transaction statuses and a definition of each. Also, refer to Appendix A, "Electronic Approvals Chart" for a list of valid combinations of queue statuses and transaction statuses.

Transaction Status	Definition
Waiting	This status indicates that the transaction is in the process of being created and has not been submitted to the approval queue. Transactions with this status will not be seen on the Approval Summary Form (NOAAPSM) or the EPAF Approver Summary page in Employee Self-Service since they have not been submitted to the approval queue. When an electronic approvals transaction is in *Waiting* status the transaction can be deleted by selecting the **Delete PAF** from the Options menu of the Electronic Personnel Action Form (NOAEPAF) or click **Delete** on the Electronic Personnel Action Form page in Employee Self-Service.
Pending	Indicates that the transaction requires positive action by the approver(s). The transaction remains at this status until action is taken by the person required to take action on the transaction.
Return for Correction	This status will allow you to return the transaction to the originator for correction when an error is detected prior to final approval or application to the database. The PAF can be updated and again, submitted to the approval queue. If the transaction is resubmitted to the approval queue, all individuals defined in the approval queue will be required to take action on the transaction again. When an electronic approvals transaction is in *Return for Correction* status, it is as if the transaction was never submitted to the approval queue.

Transaction Status	Definition
Approved	The transaction status is approved for the person when all the person(s) defined in the approval queue has approved the transaction. The transaction remains at this status until the person defined in the queue defined with apply privileges applies the transaction to the database.
Complete	The transaction status becomes *Complete* after the transaction has been applied to the database.
Partially Completed	This transaction status indicates that a portion of a transaction has been applied to the database. The apply person has indicated that the remaining portion of the transaction will be applied at a later date. This status is typically in use when a transaction contains employee data for Employee Record (PEAEMPL) and job information (NBAJOBS), where a future job change would necessitate a future Employee Record change.
Disapproved	The transaction has been disapproved by a person defined in the approval queue. The individuals defined after them in the approval queue can no longer need to take action on the item.
Void	The originator or superuser has voided the transaction. It is no longer a valid transaction. The originator or superuser may void the transaction at any time during the approval process. The originator or superuser are the only people that can void the original transaction.
Canceled	This status will be used when you opt to cancel an entire transaction after it has been applied to the database.

Queue Statuses

Queue Status refers to the status of the Electronic Personnel Action (EPAF) with regard to the individual defined in the approval queue.

For example, you may have an EPAF with a queue status of *In the Queue*. This implies that you are *In the Queue* with regard to this particular EPAF, and you will be required to act on the EPAF after another approver has taken action on the transaction.

Below is a list of the queue statuses and a definition of each. Also, refer to the Appendix A, “Electronic Approvals Chart” for a list of valid combinations of queue statuses and transaction statuses.

Queue Status	Definition
Pending	Indicates the approver(s) needs to take positive action on the item.
Approved	Indicates that the approver has approved the transaction.
Disapproved	Indicates that the approver has disapproved the transaction.
Void	Indicates that the transaction has been voided. Valid queue status for the originator and superuser only.
FYI	Indicates that the transaction is for information only. This queue status indicates that the transaction has been sent to you for your information only. No positive action is required. The transaction will continue to flow through the approval queue even if you do not acknowledge that you have seen the information with regard to the personnel action.
More Information	Individuals defined in the approval queue with a required action of *Approval* may need more information about the transaction prior to taking positive action. If this is the case, the approver can change the status to more information. This identifies to the other individuals in the approval queue that some action is being taken.
In The Queue	The transaction is on the way to you as the approver but needs action at a lower level. Transactions must be approved in the sequence defined in the Routing Information on the PAF. Therefore, until the action has been approved by the person defined before you in the routing of the PAF the status of *In the Queue* will appear on your transactions. While the status is *In the Queue*, the individual cannot take action on the transaction. The status changes to *Pending* when the transaction reaches you in the approval queue process.
Acknowledge	Action taken by a person in the approval queue for whom the transaction was sent to with a required action indicator of FYI. Indicates that the FYI person has seen the transaction.

Queue Status	Definition
Overridden	This queue status is system generated. The status indicates that the approval for users who have not taken action was overridden by the superuser at the time the superuser approved the transaction. This queue status will be valid when a superuser approves a transaction prior to receiving all approvals from those defined in the normal queue. For all of the approvers remaining in the queue that the transaction never reached because it was approved by the superuser before it reached them, their queue status for that transaction will be changed to *Overridden* by the system.
Removed from Queue	This queue status is system generated. This status indicates that the originator or superuser has voided the transaction and it is no longer in the queue. This queue status will be valid when a transaction is voided or disapproved. For all of the approvers remaining in the queue that the transaction never reached because it was voided or disapproved before it reached them, their queue status for that transaction will be changed to *Removed from Queue* by the system.
Return For Correction	Indicates that the PAF has been returned to the originator of the transaction for correction.
Applied	Indicates that the transaction has been applied to the database. This queue status will be valid when a transaction has been applied to the database and the transaction status is complete or partially complete. This queue status will be valid for any individual who has applied a transaction to the database.
All	This queue status is for query purposes only and will show you all transactions in your queue without regard to queue status.
None (Superuser)	This queue status is used by the superuser in order to query transactions on the Approval Summary Form (NOAAPSM).
None (Originator)	This queue status is used by the originator in order to query transactions on the Approval Summary Form (NOAAPSM).

This chapter documents the rules you need to set up and the procedures you need to follow in order to process electronic approvals in Internet-Native Banner or Employee Self-Service at your enterprise.

Banner System Setup for Electronic Approvals

Banner should be enabled at two levels for electronic approvals, namely,:

- At the institution level on the Position Control Installation Rules Form (NTRINST), and
- At the form level, on the Electronic Approval Usage Rules Form (NTRAUSG).

The following sequence provides the overall sequence of the key forms you need to access for setting up electronic approvals in Banner. Refer to the subsequent topics for detailed procedures to be performed on each form listed below.

It is recommended that you set up the following forms to implement electronic approvals in Banner. These rules also apply for electronic approvals in Employee Self-Service. The following procedures should be performed only by authorized administrative personnel at your enterprise. This topic provides a high-level process flow of system set up for electronic approvals. Refer to the subsequent topics for detailed procedures for the steps outlined below.

1. Set up the following electronic approvals rules on the Position Control Installation Rules Form (NTRINST):

   - First, select the **Electronic Approvals** check box to activate the electronic approvals functionality at the institutional level in Banner.
   - Select the **Display Alternate Logon Verification Form** check box to require the user to re-enter his or her PIN when accessing EPAF information.
   - Select the **Proxy Assumes Superuser Capabilities** check box to specify whether a user can assume superuser capabilities when he/she is acting as a proxy for a superuser.
   - Select the **Reject Transactions with Warnings During Mass Apply** check box to indicate that the system is to reject transactions that contain only warning messages during execution of the Mass Apply Process (NOPEAMA).
   - Select the **Do Not Submit Transactions with Only Warning Messages** check box to indicate the system is to not submit transactions to the approval queue when warning messages exist.
   - In the **Common Matching Source for EPAFs** field, select a common matching source if your enterprise plans to enable common matching for self-service EPAFs. You will also need to set up appropriate rules in Banner General as well. For more information on how to set this up, refer to the topic, “Set Up Common Matching Support for Electronic Approvals” on page 1-25. (optional)

- Select the **Use Approval Groups** indicator as a security feature to exercise better user control on self-service EPAFs. For more details, refer to the topic, “Set up Approval Groups” on page 2-7. This rule applies to self-service EPAFs only. (optional)

Note

Be sure to first set up your approval groups before checking this indicator. If checked and approval groups have not yet been established, no approval categories will be displayed on the New EPAF Person Selection page.

- In the **Months to Access Self-Service EPAFs** field, specify the number of months that EPAFs should be available on self-service. This rule applies to self-service EPAFs only. (optional)

If a value is not entered in this field, all EPAF transactions are displayed in Employee Self-Service.

- In the **Display Alert Flag** field, indicate how many days in advance to the EPAFs transaction effective date the alert flag is to be displayed in self-service. This rule applies to self-service EPAFs only. (optional)

2. Enter the names and Oracle IDs of all users of electronic approvals at your enterprise on the User Identification Control Form (GUAIDEN).

3. Next, associate each Oracle ID listed on GUAIDEN with a person on the Enterprise Access Control Form (GOAEACC).

4. Review the information on the Electronic Approval Usage Rule Form (NTRAUSG). This delivered rule form defines the forms, blocks, and fields used by the electronic approvals process. You cannot add forms to this rule form. You can, however, enter fields that your site has added to baseline for the forms that are already there. You can also change the titles of the fields to clarify the field names for the end users. With each new release of the software, however, the changed titles will be overwritten with the system titles.

5. Define the approval hierarchy at your installation on the Electronic Approvals Level Rules Form (NTRALVL). Define all possible levels of approval (even though they might not all be mandatory), and specify the user IDs of the individuals at each level who will be approving EA transactions. The approval levels specify the order in which approvers approve transactions. The lowest number identifies the lowest level.

   For example, the following listing indicates that the Department Head approves a transaction first, the Dean or Director approves the transaction next, and, finally, an individual at the HR or Superuser level applies the transaction to the database:

   Level 10 - Department Head
   Level 20 - Dean or Director
   Level 90 - HR and Superuser

6. Define the approval category codes on the Electronic Approvals Category Code Validation Form (NTVACAT). The following approval category is used in the procedures in this section:

   Approval category code - EMPHR
   Description - Hire an employee

7. Define the approval types on the Electronic Approval Type Code Validation Form (NTVAPTY). Approval types must be defined for each approval category. In examples for this procedure, the following approval types are used for the approval category EMPHR:

Approval Type Code	Description
EMPREC	Create an employee record
EMPASG	Create an employee assignment or job
DFTERN	Create a default earnings record
LBDIST	Create a labor distribution record

8. Create a record for each defined approval type on the Electronic Approval Type Code Validation Form (NTRAPTY) record for each defined approval type. This form is used to define the fields that are to appear on the PAF for the approval type.

   8.1. On the Main window, define the blocks to appear on the PAF and the order in which these blocks are to update the database. Sample information for the EMPASG approval type appears in the chart below:

Form	Description	Block	Description	Update Database Seq. No.
NBAJOBS	Employee Jobs Form	NBRBJOB	General Job Information Block	1
NBAJOBS	Employee Jobs Form	NBRJOBS	Detail Job Information Block	2

   8.2. On the Field Information window, enter the data fields in the order in which they are to be displayed on the PAF. Select the **Required Field** check box for each field that is required and must be completed.

   The Originator of an EPAF will now be alerted with a visual cue that a field is required for data entry. This Required Indicator (*) will be present both on the

EPAF in Employee Self-Service and also on the Electronic Personnel Action Form (NOAEPAF) within Banner.

Note

When an item is noted with the 'Required Field' indicator, an asterisk (*) will appear next to the item name in both Banner and Employee Self Service.

The fields listed in the following table will be used in the examples in this procedure. Optional fields are identified. All other fields are required.

Approval Type Code	Required and Optional Fields
EMPREC	Employee Class Benefit Category (optional) Home Department COA (optional) Home Organization Current Hire Date
EMPASG	Title Begin Date Effective Date Job Type Step Rate (optional) Annual Salary
DFTERN	Effective Date Earnings Code Hours or Units (optional) Special Rate (optional) Shift
LBDIST	COA Fund Orgn Account Program Percent Effective Date

Recommendations for completing the NTRAPTY form follow:

- Keep the number of data entry fields to a minimum.
- Enter only mandatory fields and fields that have overridable default values. (See Step 9 for information on assigning default values.)
- Sequence the data entry fields before the fields with default values.
- Keep in mind that approval types may be used by more than one approval category

The following rules are specific to adding person information:

- The ID, Last Name and First Name fields must be the first fields in the first approval type.
- Only one address type may be entered per approval type.
- If there is an address type, a separate address type may not be entered for the telephone.

The following rules are specific to the new hire process:

- For job creation, the NBRBJOB block must have a lower sequence number than the NBRJOBS block.
- For labor distribution creation, only the fields that will be updated need to be defined. All labor distribution fields will be displayed on the approval form, including those that are not defined for updating.

9. Specify the rules that tie the approval types for the approval category together on the Electronic Approval Category Rule Form (NTRACAT). To do this:

   - Define the approval type entry sequence, that is, the order in which the approval types are to be applied to the database.
   - Establish mandatory approval levels for the approval category, and specify the required action to be taken by the approver at each of those levels.

   The actions are:

Action	Description
Approval	The individual must take action on the EA transaction. (Optional)
FYI	The individual is seeing the EA transaction for information only. The person may acknowledge the transaction. Acknowledgement is, however, not required to complete the transaction. (Optional)
Apply	The individual must apply the EA transaction to the database after final approval. Only one approver can take this action. Although a transaction may have multiple approvers, only one *Apply* level can be defined. (Required)

   - Define default values for data fields for the PAF and specify which of these values (if any) can be overridden.

When assigning default values for the employee hiring category, observe these rules:

- Default values for job labor distributions come from the job record or position record and cannot be defined on the Electronic Approval Category Rule Form (NTRACAT).
- To identify the query date or the system date as a default date, enter *$$QUERYDATE$$* or *$$SYSDATE$$*, respectively in the associated date field.

Note

For detailed descriptions of the forms and fields listed in the above table, refer to the online help of Banner Human Resources.

Banner Setup for Electronic Approvals at the Organization Level

As a first step, enable electronic approvals functionality at the system level and at the organization level by setting up appropriate rules in the Electronic Approvals window of the Position Control Installation Rules Form (NTRINST). The rules have been described in detail in the topic, “Banner System Setup for Electronic Approvals” on page 1-8.

Note

Also set up Common Matching functionality at the organizational level, if your enterprise chooses to use this functionality for electronic approvals. For more details, refer to Chapter 4, “*Employment Administration*”, of the *Banner Human Resources User Guide*.

Next, proceed to set up electronic approvals at the form level as described in the following topic.

Banner Setup for Electronic Approvals at the Form Level

Review the Electronic Approval Usage Rules Form (NTRAUSG), a delivered form, that allows you to determines what fields are to be displayed on each block of a form. The forms and blocks are delivered as seed data and cannot be modified in any respect. You can only define the fields available on each form that you have added to the database.

To set up electronic approvals at the form level:

1. Access the Electronic Approval Usage Rules Form (NTRAUSG) in Banner.

   This form enables you to determine the blocks, and fields within forms that are to be used by the electronic approvals process.

Note

You cannot add forms to this rule form. The Banner forms included in this rule form are delivered as seed data, and must not be changed unless you are advised to do so by Sungard Higher Education.

The delivered forms and blocks are:

Form	Block
Employee Jobs Form (NBAJOBS)	General Job Information Block (NBRBJOB)
	Default Earnings Block (NBREARN)
	Job Labor Distribution Block (NBRJLBD)
	Detail Job Information Block (NBRJOBS)
Employee Form (PEAEMPL)	Employee Information Block (PEBEMPL)
Identification Form (PPAIDEN)	Biographical Block (SPBPERS)
	Address Block (SPRADDR)
	Identification Block (SPRIDEN)
	Telephone Block (SPRTELE)

2. In the Form block, select a Banner form.

3. Review the corresponding blocks delivered for the associated form.

4. Select Next Block to access the Field Information window.

   4.1. Review the fields delivered for the selected block in this window.

   4.2. Add additional fields if a baselined Banner table has been customized for your site.

   4.3. In the **Description** field, rename field labels as deemed appropriate for your site.

Note

However, with each new release of the seed data, the changed titles will be overwritten with the delivered system titles.

   4.4. Select the **Enterable** check box (customized fields only).

   This field cannot be updated for fields delivered by Sungard Higher Education.

   4.5. In the **Format** field, select the display format (customized fields only).

   This field cannot be updated for fields delivered by Sungard Higher Education.

Create Approval Types

Approval Types are actions specific to the processing of a personnel action. For example, actions such as, entering a new person record, establishing a new job assignment for an employee, or terminating an existing job assignment for an employee.

Create and define approval types as follows:

1. Access the Electronic Approval Type Code Validation Form (NTVAPTY).

2. Insert a new record.

3. Enter an approval type code in the **Approval Type Code** field. You can specify an alphanumeric code of six characters in length.

   For example,
   NEWPER - New Person Record
   EMPL - Create or Change Employee Record,
   IDEN - Identification Information

4. In the **Description** field, enter a description of the approval type code. The description entered here is the default description of the approval type code.

5. In the **Self-Service Description** field, enter an optional alternative description for the approval type code. This field, if entered will be displayed to describe the approval type code in Employee Self-Service.

6. Save the record.

7. The system displays the date that the record was last added or updated.

Note

Repeat steps 4 through 6 to modify any previously entered information. ■

Associate Approval Types with Banner Forms, Blocks, and Fields

After having defined the primary actions or approval types for electronic approvals, next associate the approval types with a specific Banner form, block and fields to perform the identified action on the Electronic Approval Type Rules Form (NTRAPTY) as follows.

The following procedure uses the approval type code EMPL - Create or Change Employee Record as an example to associate the relevant form, block and fields.

1. Access the Electronic Approval Type Rules Form (NTRAPTY).

2. In the Key block, select an **Approval Type Code** from a list of approval types previously set up on the Electronic Approval Type Code Validation Form (NTVAPTY).

   For example, EMPL - Create or Change Employee Record.

3. Select Next Block and insert a new, blank record.

4. In the **Form** field, select the form you wish to associate with the Approval Type code. Select the form name from a list of Banner forms identified on the Form Code Validation Form.

   Associate the Employee Form (PEAEMPL) with the Approval Type code EMPL.

5. In the **Block** field, select the block you wish to associate with the Banner form and the Approval Type code identified in steps 4 and 1 respectively. If only one block is associated with a form, this field is populated by default. Otherwise, select a block from the Block Code Validation Form.

   Associate the Employee Information Block (PEBEMPL) with the Approval Type code EMPL.

6. In the **Update Database Sequence Number** field, enter a one-up number to indicate the sequence in which the information entered for a transaction on the NOAEPAF should be updated by the database.

   By default the first block of information is assigned sequence number one (1).

7. Save the record.

8. Select Next Block to access the Field Information window.

9. Enter the following information for each field associated with the block identified in step 5. Fields entered in this window will be displayed on NOAEPAF for the approval type.

   9.1. At **Field**, select the database column associated with the field from the Field Code Validation Form.

   9.2. At **Description**, the system displays the field label by default.

   9.3. At **PAF Display Sequence Number**,

Note

When adding a number of fields to a transaction, it is best to leave a few open Sequence Numbers in between fields in order to add items in the future.

   9.4. Select the **Required** check box to ensure that the associated field will be required for data entry for the approval type in an EPAF transaction.

   9.5. Save the record.

   9.6. Repeat steps (a) through (e) to add multiple fields to an approval type.

   For example, select the following fields in the Field Information window for the Approval Type code EMPL:

Employee Class Code	PEBEMPL_ECLS_CODE
Distribution COA	PEBEMPL_COAS_CODE_DIST
Employee Status	PEBEMPL_EMPL_STATUS
Current Hire Date	PEBEMPL_CURRENT_HIRE_DATE
Home Organization	PEBEMPL_ORGN_CODE_HOME
Adjusted Service Date	PEBEMPL_ADJ_SERVICE_DATE
Home COAS	PEBEMPL_COAS_CODE_HOME

Leave Begin Date	PEBEMPL_LOA_BEG_DATE
Leave Category Code	PEBEMPL_LCAT_CODE
Leave End Date	PEBEMPL_LOA_END_DATE
Leave Reason Code	PEBEMPL_LREA_CODE
Termination Reason Code	PEBEMPL_TREA_CODE
Termination Date	PEBEMPL_TERM_DATE

Create Approval Categories

Approval categories represent the purpose of the personnel action--the reason the Personnel Action is being created. Create and define approval categories as follows:

1. Access the Electronic Approval Category Code Validation Form (NTVACAT).

2. Insert a new record.

3. Enter an approval category code in the **Approval Category Code** field. You can specify an alphanumeric code of six characters in length.

   For example,
   PROMO - Promotion,
   PAYCHN - Pay Change, etc.

4. In the **Description** field, enter a description of the approval category code. The description entered here is the default description of the approval category code.

5. In the **Self-Service Description** field, enter an optional, alternative description for the approval category code. This field, if entered will be displayed to describe the approval category code in Employee Self-Service.

6. In the **Self Service Display Sequence** field, specify the order in which the approval categories are to be displayed when initiating a Personnel Action (PAF) in Employee Self-Service by specifying a numeric value for the relevant approval categories.

   An approval category with a display sequence of one (1) will be displayed first in the list. For example, use this field to display the most frequently used approval categories at the top of your list.

7. Save the record.

8. The system displays the date that the record was last added or updated in the **Activity Date** field.

Repeat steps 4 through 7 to update any previously entered information.

Create Approval Levels and an Approval Hierarchy

To create an approval hierarchy for electronic approvals at your enterprise such as:

Level 10 - Department Head
Level 20 - Dean or Director
Level 90 - HR and Superuser

where Level 10 represents the lowest level in the approval hierarchy and Level 90, the highest approval level, you have to set up approval levels as follows:

1. Access the Electronic Approval Level Rules Form (NTRALVL).
2. In the **Approval Level Code** field, enter a new code, a maximum of six alphanumeric characters in length. For example, DEPTHD, DEAN, DIR, etc.
3. Select the status of the approval level code from the pull-down list corresponding to the **Status** field. By default, the approval level code status is set to *Active*.
4. Select Next Block and enter a description of the approval level code in the **Description** field.
5. Specify a numeric level code for the approval level code in the **Approval Level** field. For example, enter 10, to associate this number with the approval level code DEPTHD.
6. Select the **Superuser** check box to indicate that this approval level code is meant for superusers.
7. Select Next block to access the User block to identify users who can approve electronic approvals at this particular approval level.
8. Select the user IDs from the Enterprise Access Control Form (GOAEACC) by accessing the Search feature of the **User ID** field.

   The system displays the name corresponding to the selected user ID in the **Name** field.
9. Select the **Inactive** check box to indicate that a specific user although defined at this approval level is currently inactive.
10. Save the record.
11. Repeat steps 8 through 11 to add more users at a specific approval level.
12. Repeat steps 1 through 11 to add more approval levels.

Associate Approval Types with Approval Categories and Approval Levels

Having defined the purposes for using electronic approvals (namely, approval categories), and identified the basic actions to be performed using electronic approvals (i.e., approval types), the next task is to map actions with purposes. This association is performed on the Electronic Approval Category Rules Form (NTRACAT).

Prerequisites

Before you proceed with this task, ensure that you have:

- Defined Approval Types on the Electronic Approval Type Code Validation Form (NTVATYP),
- Defined Approval Categories on the Electronic Approval Category Code Validation Form (NTVACAT), and
- Defined Approval Levels for your institution on the Electronic Approval Level Rules Form (NTRALVL).

For example, consider that the following has been previously established:

An Approval Category:	PROMO - Promotion
Two Approval Types:	PAYCHN - Pay Change, LABOR - Create or Change FOAPAL
Two Approval Levels:	MGR - Manager SUPER - Superuser

The following procedure uses the above example to associate the entities with each other.

Associate approval types with approval categories and approval levels as follows:

1. Access the Electronic Approval Category Rules Form (NTRACAT).
2. In the Key block select an approval category from the Electronic Approval Category Code Validation Form (NTVACAT) using the **Search** feature.

   For example, select PROMO - Promotion as the approval category.
3. Select Next Block to specify approval types for the approval category selected in the Key block.
4. In the **Approval Type** field select an approval type from the Electronic Approval Type Code Validation Form (NTVATYP).

   The system displays a description of the selected approval type by default.

5. In the **Approval Type Entry Sequence Number** field, enter a numeric value to specify the order in which the approval type should be displayed within the approval category.

   An approval type with a display sequence of one (1) will be displayed first within the approval category. This implies that the fields you have defined (on the Electronic Approval Type Rules Form (NTRAPTY)) to appear for that approval type, during electronic approval processing will appear first accordingly.

6. (Optional) Choose Next Block to access the Default Values window. Otherwise go to step 7.

   6.1. Specify default values for the fields associated with each approval type.

   For example, specify default values for the fields associated with the approval type PAYCHN.

Note

The **Defaults Exist** check box is checked for an approval type on the Main window of NTRACAT if values have been entered on this window. ■

   6.2. Select the **Value Enterable** check box to indicate that the default values can be overridden or the value can be entered.

Note

You can express a field on the transaction that contains a Default value, but is not enterable by the end user. This is accomplished by expressing a value in the Default Value item and deselecting the Value Enterable check box. ■

   6.3. Save and select Previous Block to revert to the Main window of NTRACAT.

7. Repeat steps 4 through 6 to associate multiple approval types with an approval category.

8. Select Next Block to access the Mandatory Approval Levels block. Here, specify the mandatory approval levels that a PAF transaction should secure approval during EA processing.

   8.1. In the **Level Code** field, select an approval level code from the Electronic Approval Level Rules Form (NTRALVL) using the Search feature.

   The system displays a description of the selected approval code by default. For example, MGR - Manager.

8.2. In the **Required Action** field, specify the action to be taken by an authorized person at the specific approval level. Choices include: Approval, FYI, and Apply. Required actions of Approval and FYI are Optional and may have multiple instances, but Apply is Required and only one instance can be entered.

For example, select *Approval* as the required action to be taken at the approval level, MGR - Manager.

8.3. Repeat steps (a) and (b) to include additional approval levels to an approval category.

9. Save the record.

Defining Default Values

1. On the Main window of NTRACAT create an **Approval Category**.

2. Enter all associated **Approval Types** for the approval category on the Electronic Approval Category Rule Form (NTRACAT). (See the description of NTRACAT earlier in this chapter for more information.)

3. **Save** the approval category.

4. Go to the Default Values window by positioning the cursor on an **Approval Type** in the Associated Approval Types block and selecting *Approval Type Default Values* from the Options menu.

Note

The *Approval Type Default Values* option will not be enabled if the approval type (as defined on NTRAPTY) contains only fields for earnings records or job labor distributions. **Default Values** are not allowed for these fields.

5. On the Default Values window enter the **Default Value** for each field.

   The **Search feature** above the default value column will be enabled if a list of values (LOV) is available for the field. Leave the field blank if no value should default for this field. To default the system date or query date of the Electronic Personnel Action form (NOAEPAF)/Employee Self Service EPAFs for any date field, enter *$$SYSDATE$$* or *$$QUERYDATE$$*, respectively.

6. Select the **Value Enterable** check box if the default value can be changed or value can be entered on the NOAEPAF or Employee Self Service EPAFs form for each field defined in the approval type default window.

7. If **Default Values** for this **Approval Type** have been previously defined on another **Approval Category**, those defaults can be copied to the current approval type. Select *Copy Defaults* from the Options menu. The Copy Defaults from Approval Category window is displayed.

8. On the Copy Defaults from Approval Category window, double-click in the **Category** field to display a list of approval categories that have the same approval type with the default values already established.

9. Select a category from the list or enter a category. Click **OK** to copy the default values from the entered approval type. If the category code entered does not have default values defined for the current approval type, the following message displays: **ERROR* No default values have been defined for this approval category and type.*

10. When finished defining defaults for each field, save. The **Defaults Exist** check box on the Main window of NTRACAT will now be enabled for the **Approval Type**. This check box is system maintained.

11. Click **Previous Type** and **Next Type** to define default values for additional approval types within the approval category.

Updating Default Values

1. On the NTRACAT form, go to the **Approval Type** that is going to be updated.

2. Select *Approval Type Default Values* from the Options menu to open the Default Values window.

3. Make any changes to the **Default Value** field and/or the **Value Enterable** check box.

4. Click **Save** to commit any changes to the database.

Associate Users with Approval Levels

Users authorized to perform electronic approvals have to be initially set up on the Enterprise Access Controls Form (GOAEACC). This form associates a user's ORACLE ID with their Banner ID.

For example, the Banner ID, JW1357 of Janet Williams, is associated with her ORACLE ID, JWILLIAM, on this form.

Next, associate the user with specific approval codes in the User Block of the Electronic Approval Level Rules Form (NTRALVL). For more details, refer to the procedure, "Create Approval Levels and an Approval Hierarchy" in this chapter.

Optional Set Up Features for Electronic Approvals

Set Up Default Routing Queues—Originators Only

If you want to use the same routing queue for approving all EA transactions in a particular approval category (for example, if you always want to use the same approval queue for hiring an employee), you can establish that routing queue on the Electronic Approval Routing Rule Form (NTRROUT) or on the EPAF Default Routing Queue page in Employee Self-Service. For more details on this self-service page, refer to page 2-38 of this handbook. This form identifies the routing queue for a particular approval category. It specifies the mandatory levels of approval for that category, assigns names to some or all of these levels, and identifies the action that each of the approvers must take.

For example, the following record specifies that Annie Graham, a department head is to approve transactions of the category entered in the Key block:

Level Code	Level	User ID	Name	Required Action
HEAD	10	AGRAHAM	Annie Graham	Approve

Use of the Electronic Approval Routing Rule Form (NTRROUT) is optional. As an alternative, the approval queues can be entered into each PAF. Using NTRROUT or the Web, however, saves time and steps.

NTRROUT and the EPAF Default Routing Queue page are “user-specific” form. In other words, each user can set up this form and/or self-service page for each of the approval categories that he or she will be using. The entries will only apply to the EA transactions that he or she initiates.

Note

Default mandatory levels on NTRROUT and the EPAF Default Routing Queue page come from the Electronic Approval Category Rule Form (NTRACAT). You can then add more levels.

Set Up Proxies—Approvers Only

As an approver, you can name proxies who can take action on EPAFs in your absence. To do so, establish your proxies on the Electronic Approval Proxy Rule Form (NTRPROX) or on the EPAF Proxy Records page in Employee Self-Service. Refer to page 2-14 of this handbook for more details on this self-service page. The proxy IDs are validated by the User Identification Control Form (GUAIDEN).

Note

Proxies may only be entered by a person who is establishing a proxy user for his or her specific approval level. When the Electronic Approval Proxy Rule Form (NTRPROX) or Employee Self-Service is accessed, it will establish proxies only for a user who is correctly signed on.

Set Up Common Matching Support for Electronic Approvals

When new IDs are created in Banner or Employee Self-Service, a unique PIDM is associated with each person record. Since a new person can be created under several situations in Banner and Employee Self-Service, common matching, if enabled, checks for existing records before adding a new person or non-person record to the database. It, therefore, prevents the creation of multiple PIDMs for existing IDs.

Common matching support for electronic approvals has been extended for EPAFs generated in Employee Self-Service and Banner Position Control.

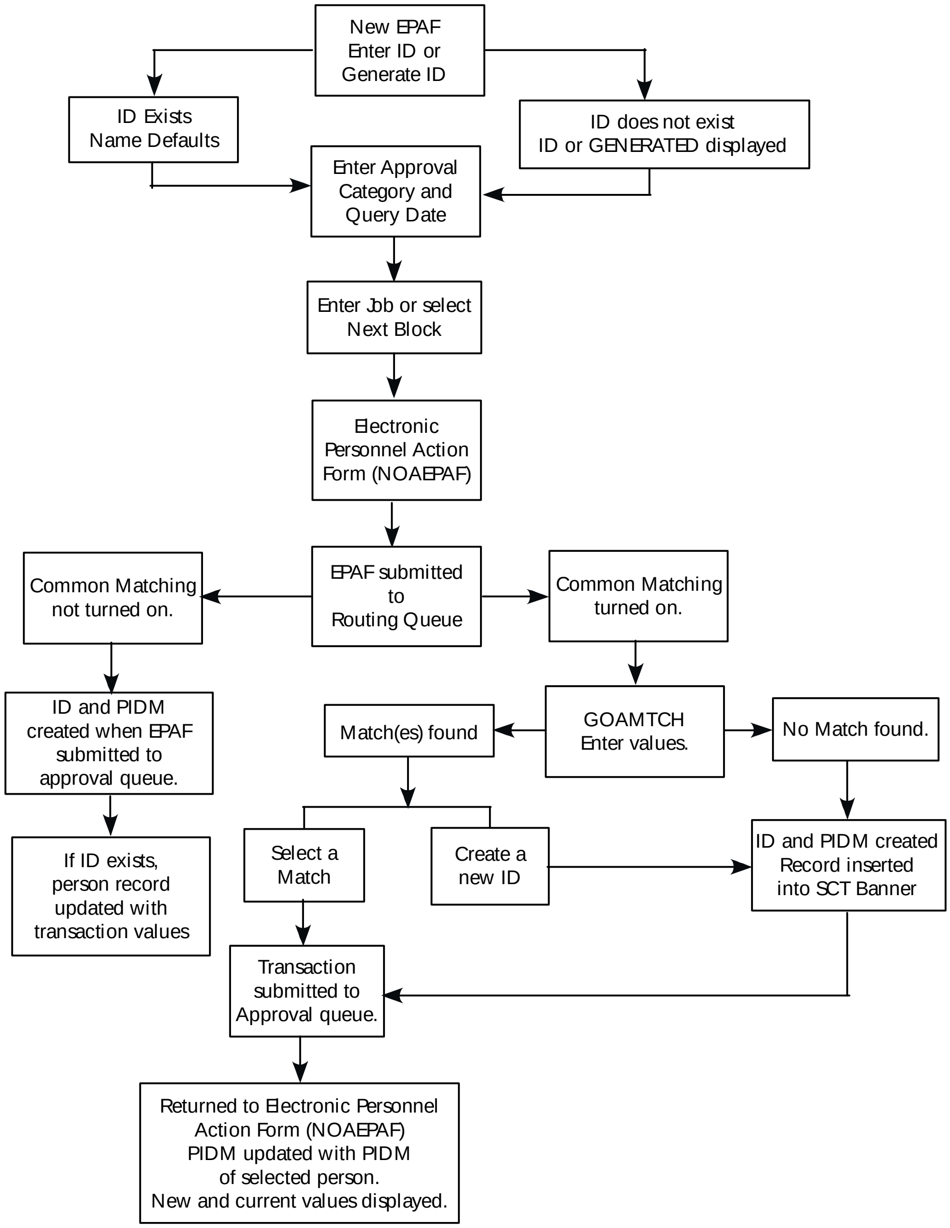
To enforce common matching, at the institutional level, first select the **Online Matching Process Enabled** indicator on the Installation Controls Form (GUAINST).

Second, determine the source that is to be used as the base reference for common matching purposes by the EPAF process. This is established by the **Common Matching Source for EPAFs** field on the Position Control Installation Rules Form (NTRINST). Select the appropriate source from the corresponding list of values (LOV).

Also, ensure that users have been assigned to an **Online Matching Source** on the Common Matching User Setup Form (GORCMUS).

Once these fields are set up, a check for common matching is established within the electronic approvals process by default, when an EPAF is submitted to the routing queue. If a common match is *not* found, a new PIDM will be created for the ID associated with the EPAF transaction.

The following page outlines the process flow for common matching during an EPAF submit and when the common match rule on the Installation Controls Form (GUAINST) is either enabled or disabled.



Common Matching Functionality for Electronic Approvals in Internet-Native Banner

Standard Procedures

Originate a Transaction for Approval

Transactions are originated on the Electronic Personnel Action Form (NOAEPAF) or on Employee Self-Service. See the topic, “New EPAF Person Selection” on page 2-21 for instructions for EPAF via Employee Self-Service. This section is specific to the Electronic Personnel Action Form (NOAEPAF), and instructions for completing the fields on this form are given in the following pages. This procedure may be performed by an administrator in the Human Resources Department or in the campus department responsible for the approval. Some sites distribute their data entry across the enterprise. In this case, all transaction originators must first be set up as Banner users, with appropriate security.

Before starting the procedure, you should be familiar with the use of the Routing Information window and several fields on the form. Also, you should perform any necessary prerequisite procedures. Information on these topics follows.

Transaction Status and Queue Status Fields

An EPAF is associated with two display-only status fields throughout the procedure, the **Transaction Status** field and the **Queue Status** field.

The **Transaction Status** field appears in the Key block of the form. This field indicates the status of the transaction throughout the approval process.

Initially, the **Transaction Status** field is blank. The status changes to *Waiting* as soon as the originator saves the data he/she has entered for the first (or only) approval types for the current approval category. The status changes to *Pending* when the originator submits the transaction for approval. It becomes *Approved* when all approvers whose required action is *Approval* have approved the transaction. Finally, when the transaction is applied to the database, the transaction status becomes *Complete*.

The **Queue Status** field indicates the current status of the transaction for each approver throughout the approval process.

For example, the queue status, *In the Queue*, indicates that the transaction is on its way to an approver but needs approval action at a lower level, the *Pending* status indicates that the approver needs to take positive action on the transaction, the *Approved* status indicates that the approver has approved the transaction, and the *Applied* status indicates that the approver has applied the transaction to the database. A complete list of queue statuses and their meanings is given on 1-2.

Transaction Number Field

Each EPAF transaction is identified by a transaction number. When you create a new transaction, the system generates the transaction number and displays it in the **Transaction Number** field. If you want to review or update a transaction, you can select its identifying number from a list available by selecting in the **Transaction Number** field. The displayed list contains all EPAF transactions that have been created for the person identified in the Key block of the form.

Note

Only originators or superusers can update an EPAF transaction after it has been accepted into the queue.

Routing Information Window

Access the Routing Information window of the NOAEPAF form by selecting the Routing tab or *Routing* from the Options menu. This window provides information on the routing queue for the EPAF transaction. It lists the following information for a routing queue.

- The mandatory levels for approval,
- The user ID and name attached to each level,
- The required action by each approver (approve, apply, or FYI), and
- The queue status for each approver. (See the following section for information on the queue status.)

If you have set up a standard queue for an approval category, then this information comes from the Electronic Approval Routing Rule Form (NTRROUT). In this case, you must supply any missing user IDs on the NOAEPAF form.

If you have *not* set up a standard queue, then this information comes from the Electronic Approval Category Rule Form (NTRACAT). In this case, you must supply user IDs for each level on NOAEPAF.

If a proxy or a superuser acts in place of the user, the proxy or superuser name and ID will display in addition to the assigned user in the “Name” field.

Prerequisites

Before originating an EPAF transaction, take the following steps:

- Perform any necessary prerequisite procedures.

  For example, before originating an EPAF transaction for hiring an employee, you must complete an Identification Form (PPAIDEN) for that employee.

- Ensure that you know the correct information to enter for required fields for the approval types.

  For example, ensure that you are assigning a correct employee class for the individual being hired so that when the EA transaction is applied, the person is classified properly.

Procedure

1. Access the Electronic Personnel Action Form (NOAEPAF).

2. Enter the **ID** of the person for whom the EA transaction is being created, or click **Generate**.

3. Enter the **Query Date** if you want to override the default.

   If no default dates have been defined on the Electronic Approval Category Rule Form (NTRACAT), all dates required for the approval category must be entered on NOAEPAF.

   If *$$QUERYDATE$$* has been entered as the default value on the Electronic Approval Category Rule Form (NTRACAT), then the date entered as the query date in the Key block will be used as the default value for each required date. If *$$SYSDATE$$* has been entered as a default value, then the date the transaction is originated will be used as the default value for each required date. You can override both types of default dates on NOAEPAF.

4. Select the **Approval Category** identifying the action to be taken on behalf of the person.

   In the example being used in this procedure, select the EMPHR approval category. The first **Approval Type** for that category (EMPREC - Create Employee Record for the EMPHR approval category) will be displayed. Since the EMPREC approval type does not affect job information, do not select a position and suffix for this approval type. However, the second approval type for the EMPHR approval category (EMPASG - Create an employee assignment or job) affects job information. So, return to the Key block of NOAEPAF to display this approval type in the Key block.

5. If the approval type affects employee job information, select a **Position** and a **Suffix**. The selected position and suffix information remains in the Key block throughout the remainder of the procedure.

   Since the EMPREC approval type does not affect job information, do not select a position and suffix for this approval type. However, the second approval type for the EMPHR approval category (EMPASG - Create an employee assignment or job) affects job information. Therefore, select a position and suffix for that approval type.

6. Access the Next Block of NOAEPAF.

7. Enter any required values in the **New Value** fields.

Fields for current and new values are displayed for each approval type. The display, however, differs depending on the approval type. For example, for the EMPREC and EMPASG approval types, fields will be displayed on the Main window. For the DFTERN (Create a default earnings record) approval type, fields will be displayed on a new window containing a Current Default Earnings Information block and a New Default Earnings Information block. For the LBDIST (Create a labor distribution record) approval type fields will be displayed on a new window containing a Current Labor Distribution block and a New Labor Distribution block.

The current value fields display the database values (if any) that exist for the fields defined based on the position/suffix and the query date defined in the Key block of NOAEPAF. These values are taken from the Employee Jobs Form (NBAJOBS) and/or the Employee Form (PEAEMPL). In each case, the system queries the record with the maximum effective date prior to the query date.

Note

Existing Banner security determines whether you can view current values. You can enter new values even if current values are not displayed because of security reasons.

Current values do not appear for any of the approval types for the EMPHR approval category since an Employee Form (PEAEMPL) and an Employee Jobs Form (NBAJOBS) have not yet been established for a person being hired. Any default values established for these approval types on NTRACAT appear as new values. For the EMPREC and EMPASG approval types, these values will appear in the **New Values** column on the Main window. For DTFERN, they will appear in the New Default Earnings Information block. For LBDIST, they will appear in the New Labor Distribution block.

You can enter and/or update the default new values if the Value Enterable check boxes are checked on NTRACAT. You must enter new values for all required fields (as identified on NTRAPTY) that do not have default values.

8. Save the entered information.

Notice that the EPAF Transaction status becomes *Waiting* when you save information from the first approval type. This means that the transaction has been entered and saved but has not yet been submitted to the approval queue. The status remains *Waiting* until you have successfully submitted the transaction to the approval queue. The transaction number has also been created and will display in the Key block.

If you have entered information for the last approval type for the transaction go to Step 10.

If you have to enter more information for other approval types within the current approval category, go to Step 9.

9. To continue to the next approval type, perform these steps:

    9.1. Select *Next Action* from the Options menu. The system goes to the Key block of NOAEPAF, and the next approval type in the approval category is displayed in the **Approval Type** field.

Note

Each time you return to the Key block, the next approval type for the current category will be displayed. In the “Hire an Employee” example, the first time you return to the Key block, the second approval type for the EMPHR approval category (EMPASG - Create an employee assignment or job) will be displayed. The third approval type is displayed next, followed by the fourth approval type, etc. Each approval type within an approval category has its own Key block. This feature allows you to change query dates or position numbers/suffixes for an approval type, if necessary. ■

    9.2. If necessary, enter the position number and suffix and the query date associated with the approval type.

    9.3. Go to Step 6.

10. Access the Routing Information window by selecting the Routing tab or selecting *Routing* from the Options menu and, if necessary, add the user IDs of the approvers at each of the listed levels.

11. Select *Submit Transaction* from the Options menu. When submitting the EPAF transaction to the database, the system performs most edits that would normally occur on associated forms. For example, PEAEMPL, NBAJOBS, and PPAIDEN. would be affected in the employee hire example.

    If the transaction is correct, it is successfully submitted to the approval queue and the EPAF transaction status changes to *Pending*. In this case, the creation procedure is now complete.

    If you have made any errors in the transaction, error and warning messages will be displayed on the Errors and Warnings Detail Form (NOIEMSG).

Note

If the **Do Not Submit Transactions with Only Warning Messages** check box on NTRINST is selected, you are asking to display all problems identified by both error and warning messages before submitting the transaction. You must correct error conditions, but warning conditions need not be corrected. If this check box is not selected, you need to correct only the problems identified by error messages before submitting the transaction. ■

12. Exit the Errors and Warnings Detail Form (NOIEMSG) and correct any mistakes on the transaction. Go to Step 11.

Approve Transactions

EPAF transactions are usually approved by managers or Human Resource Department personnel. You can approve an EA transaction only if:

- you are in the approval queue for that transaction,
- your required action for the transaction is *Approve*,
- the transaction status of the EPAF is *Pending*, and
- your queue status for the EPAF is *Pending*.

The statuses indicate that the transaction has been successfully submitted by its originator and approved by all prior approvers (if any) in the approval queue. EPAF transactions can be approved on the Electronic Personnel Action Form (NOAEPAF), the Electronic Approval Summary Form (NOAAPSM), or on the EPAF Approver Summary page in Employee Self-Service. Refer to page 2-40 for more details on this self-service page. NOAEPAF can be used only to approve an individual transaction whereas NOAAPSM can be used to approve one or more transactions.

Option 1—Approve Transactions on the NOAEPAF Form

1. Access the Electronic Personnel Action Form (NOAEPAF).
2. Enter the name of the person for whom the transaction is to be approved.

   You can use the **Search** feature for the **ID** field to display either a list of employees or a list of all people that have been identified to Banner and select a person from the displayed list.
3. Select the EPAF transaction number that you want to approve.

   You can use the **Search** feature for the **Transaction Number** field to display a list of EA transactions for the selected person and you can then select the transaction from that list.

   If the transaction status is *Pending*, go to the next block. Otherwise, the procedure is complete at this point.
4. If the queue status is *Pending*, examine the transaction to determine whether it is ready for approval. If the queue status is anything other than *Pending*, the procedure is complete at this point.
5. To approve the transaction, select *Approve* from the **Approver Action** pull-down list, and Save. The transaction status and queue status become *Approved.*

   If the transaction contains incorrect information for the person, select *Return for Correction* from the **Approver Action** pull-down list, and Save.

Option 2—Approve Transactions on the NOAAPSM Form

1. Access the Electronic Approval Summary Form (NOAAPSM).
2. (Optional) Enter the first date of the period for which submitted transactions are to be approved in the **Submitted From Date** field.
3. (Optional) Enter the last date of the period for which submitted transactions are to be approved in the **Submitted To Date** field.
4. Select *Pending* from the **Transaction Status** pull-down list.
5. Select *Pending* from the **Queue Status** pull-down list.
6. Go to the next block. All transactions (if any) that meet the criteria specified in the key block are displayed. If no transactions meet these criteria, the procedure is complete at this point.
7. Review each transaction that you plan to approve as follows:

   7.1. Select the transaction.

   7.2. Then access the NOAEPAF form for the transaction by selecting *PAF Detail Information* from the Options menu.

   7.3. Examine the transaction on NOAEPAF.

   7.4. Finally, return to NOAAPSM by exiting NOAEPAF.

8. Select *Approve* from the **Approver Action** pull-down list for each transaction that you want to approve.

   Select *Return for Correction* for each transaction where information is incorrect.

9. Save. The transaction status and queue status for each approved transaction becomes *Approved*.

Apply Transactions to the Database

EA transactions are usually applied by managers or Human Resource Department personnel. You can apply an EA transaction only if you are a super user or in the approval queue for the transaction, your required action for the transaction is *Apply*, the transaction status of the transaction is *Approved*, and its queue status for you is *Pending*. The statuses indicate that the transaction has been approved by all prior approvers (if any) in the approval queue. Transactions can be applied on the Electronic Personnel Action Form (NOAEPAF) or the Electronic Approval Summary Form (NOAAPSM). NOAEPAF can be used only to apply an individual transaction. NOAAPSM can be used to apply one or more transactions.

With 8.4, the code for the Apply functionality has been consolidated into one function meaning that for both NOAEPAF and NOAAPSM, when applying a single transaction, they call the same logic that NOPEAMA calls. This code consolidation ensures that there are no editing or processing differences in performing the EPAF apply function in multiple locations. In addition, when using the Apply function from these forms, the visual calls (i.e. the screen painting) to forms like the Employee Jobs Form (NBAJOBS) will not occur. Once an EPAF transaction is applied from NOAEPAF or NOAAPSM, the end user sees a message at the bottom of the form that the transaction has been applied and the status set to Completed. Additionally with this change, users can Apply transactions from NOAEPAF and NOAAPSM that involve Person Information (PPAIDEN) data.

The Electronic Approvals Mass Apply Process (NOPEAMA) can be used to apply all transactions entered from NOAEPAF or Employee Self Service EPAF forms with an *Approved* or *Partially Completed* status.

Note

Warning messages may stop a transaction from being applied if the **Reject Transactions with Warnings During Mass Apply** check box is selected on NTRINST and your site is applying the transaction through NOPEAMA. You can check the NOPEAMA report after the process is run to determine whether this has occurred.

See Chapter 13, “Reports and Processes” of the *Banner Position Control User Guide*, for further information on the EA Mass Apply Process (NOPEAMA).

Option 1—Apply Transactions on the NOAEPAF Form

In the following procedure, the term *EA transaction* identifies a complete electronic approval transaction (for example, hiring an employee) and the term *transaction* identifies the processing of one of the approval types constituting the EA transaction (for example, creating an employee record during the hiring process).

1. Access the Electronic Personnel Action Form (NOAEPAF).

2. Enter the name of the person for whom the EA transaction is to be applied. You can use the **Search** feature for the **ID** field to display either a list of employees or a list of all people that have been identified to Banner and select a person from the displayed list.

3. Select the EA transaction number that you want to apply. You can use the **Search** feature for the **Transaction Number** field to display a list of EA transactions for the selected person, and then select an EA transaction from that list.

   If the transaction status is *Approved*, go to the next block. Otherwise, the procedure is complete at this point.

4. If the queue status is *Pending*, examine the transaction to determine whether it is ready for approval. If the queue status is anything other than *Pending*, the procedure is complete at this point.

   If you find any incorrect information, select *Return for Correction* from the **Approver Action** pull-down list, and Save. In this case, the procedure is complete at this point.

   If you do not find errors, go to Step 5.

5. Select *Apply Transaction* from the Options menu.

   If any portion of the EA transaction contains updates to the Employee Form (PEAEMPL), the Application Date window is displayed. If this window does not appear, go to Step 7. If the window is displayed, go to Step 6. (The Application Date window will be displayed for the EMPHR example.)

6. If any portion of the EA transaction applies to a new PEAEMPL record (as in the EMPHR example) or to an existing PEAEMPL record that is to be changed immediately, click **Apply All**. If any portion of the EA transaction applies to an existing PEAEMPL record that is to be changed at a later date, enter that date in the **Application Date** field, and click **Suspend PEAEMPL**.

7. The system applies the EA transaction to the database. After a transaction is processed a message, 'Transaction Applied.' will be presented and the transaction status set to 'Completed'.

Option 2—Apply Transactions on the NOAAPSM Form

1. Access the Electronic Approval Summary Form (NOAAPSM)

2. (Optional) Enter the first date of the period for which submitted transactions are to be applied in the **Submitted From Date** field.

3. (Optional) Enter the last date of the period for which submitted transactions are to be applied in the **Submitted To Date** field.

4. Select *Approved* from the **Transaction Status** pull-down list.

5. Select *Pending* from the **Queue Status** pull-down list.

6. Go to the next block. All transactions (if any) that meet the criteria specified in the key block are displayed. If no transactions meet these criteria, the procedure is complete at this point.

7. Review each EA transaction that you plan to apply as follows:

   7.1. Select the EA transaction.

   7.2. Access the NOAEPAF form for the EA transaction by selecting *PAF Detail Information* from the Options menu.

   7.3. Examine the transaction on NOAEPAF.

   7.4. Finally, return to NOAAPSM by exiting NOAEPAF.

Note

Once an EA transaction has been approved, the only action that can then take place is to apply the transaction. If the information applied to the database is incorrect, it must be adjusted manually on the Identification Form (PPAIDEN), the Employee Form (PEAEMPL) or the Employee Jobs Form (NBAJOBS).

Perform the remaining steps in this procedure for each EA transaction in which you have not found errors.

8. Select the **Apply** check box.

   If any portion of the EA transaction contains updates to the Employee Form (PEAEMPL), the Application Date window is displayed. If this window does not appear, go to step 10. If the window is displayed, go to step 9. (The Application Date window will be displayed for the EMPHR example.)

9. If any portion of the EA transaction applies to a new PEAEMPL record (as in the EMPHR example) or to an existing PEAEMPL record that is to be changed immediately, click **Apply All**. If any portion of the EA transaction applies to an existing PEAEMPL record that is to be changed at a later date, enter that date in the **Application Date** field, and click **Suspend PEAEMPL**.

10. Choose *Apply Changes* from the Options menu.

11. The system applies the EA transaction to the database.

Transaction Comments

Transaction comments can be added at any time during the entering or approval of an EA transaction. They can be helpful, as an audit trail, to explain the reasons for the changes and will continue to stay with the transaction.

2 Electronic Approvals in Employee Self-Service

One of the major modules addressed in Banner has been the processing of Electronic Personnel Action Forms (EPAFs). The managerial functions of self-service has been enhanced by providing a web-based front-end for processing EPAFs via Employee Self-Service.

EPAF functionality in Employee Self-Service allows you to perform the following functions:

- Enter EA transactions
- Approve action items,
- Track items through the approval process,
- Access items that need approval signatures, and
- Add comments to an action item.

In addition to the above features, you can also:

- Process EPAFs transactions for new persons by allowing you to enter identification and biographic/demographic information for new persons. Accordingly, appropriate records will be created in the Identification Form (PPAIDEN) in Banner;
- Employ Banner’s Common Matching functionality through self-service to check for duplicate IDs in Banner prior to creating relevant EPAFs for new persons added into Banner;
- Update the Employee Form (PEAEMPL) and the Employee Jobs Form (NBAJOBS) directly via Employee Self-Service as per the EPAF records; and

This functionality, when translated, results in the following advantages:

- Simplifies the entire EPAF process (creation and approval) to make it more user-intuitive and user-friendly;
- New users can now be productive with regard to processing EPAFs via self-service as this enhancement does not mandate prerequisite knowledge of Banner forms and processes. Now, they can directly create new persons and any appropriate EPAFs in self-service without accessing Banner, thereby achieving the same result seamlessly through Employee Self-Service;
- This enhancement also lays the future foundation for interfacing with third-party administrative software, to enable effortless data migration by non-Banner users into Banner through Employee Self-Service.

Since Electronic Personnel Action Forms (EPAFs) can be created and approved by different individuals, three types of self-service EPAF users have been identified:

- Originators—who can only create new EPAF transactions, but cannot approve any EPAF record;
- Approvers—who can approve or acknowledge EPAF transactions, and proxy to update EPAF records.
- Superusers—who have all the privileges of an originator as well as an approver, based on the queue status or the transaction status of the EPAF.

Accordingly, this chapter has been organized into the following main sections:

- Web Tailor Support for Self-Service EPAFs

  This section documents how to set up Banner Web Tailor to establish access to the EPAF menu in Employee Self-Service.

- Banner Support for Self-Service EPAFs

  This section documents the various Banner forms and rules that have to be enabled in order to process EPAFs via self-service; process flows that outline the relationship between Banner forms; and steps to help you set up Banner forms in an ordered sequence.

- Self-Service EPAF Pages in Employee Self-Service

  This section documents page-level and field-level functionality of each EPAF page for originators and approvers.

Web Tailor Support for Self-Service EPAFs

To implement and use self-service EPAFs, the Web Tailor Administrator at your enterprise must first perform the following tasks:

1. Set up the EPAFs link in Employee Self-Service—for customized menu.

   Perform this task only if you have *customized* the Employee Self-Service Main Menu. Otherwise, proceed to Step 2.

2. Set up access to the EPAFs link for self-service users.

Set Up the EPAFs Menu in Employee Self-Service—(For Customized Menu)

Perform the following steps to display the **Electronic Personnel Action Forms** link under the Employee Main Menu only if your enterprise has *customized* the Employee Self-Service Main Menu. That is, if one LOCAL row (`twgrmenu_source_ind`=L) is found in the `twgrmenu` table for `pmenu.p_MainMnu`.

After completing the self-service install:

1. Log on to Employee Self-Service with an ID that has access to Web Tailor.
2. Select the **Web Tailor Administration** menu.
3. Click **Menu Items.**
4. Select the Web menu, *pmenu.p_MainMnu*, from the pull-down list.
5. Click **Customize Menu Items**.

   You will see a list of menu entries for the Employee Main Menu. If at least one LOCAL entry is displayed then continue with the following steps. Otherwise, exit Employee Self-Service making *no* changes, and proceed to assign roles to EPAF users by following instructions on the following page.

6. Click **Add a New Menu Item**.
7. On the Create a New Menu Item page, define the new menu item being added.

Note

When you initially add a new menu item, enter the highest value of the sequence number. For example, if you have 4 menu items sequenced from 1 through 4, specify 5 as the sequence number for the new menu item. You can always re-order the menu items later by interchanging their sequence numbers.

8. Click **Submit Changes**.

9. Next, set up self-service users as an EPAF Administrator by assigning this role in Web Tailor. For more details refer to the next topic.

10. Log back into Employee Self-Service as an EPAF Administrator. The EPAF menu will now be listed under the Employee Main Menu.

Note

All Web packages and Web procedures specific to self-service EPAFs are delivered as seed data by SunGard Higher Education. For a complete list of all packages/procedures, refer to the topic, "Web Procedures" on page 2-65.

Set Up User Access to the EPAFs Menu in Self-Service

To set up access to the EPAFs menu for users of Employee Self-Service, a new role, *EPAF Administrator*, has been added to Web Tailor. This new role has been added to the Web Tailor table, `TWTVROLE`, via the utility script, `UTWTVROLE.SQL`.

The Web Tailor Administrator at your enterprise must perform this task.

All users who intend to work with EPAFs in Employee Self-Service have to be assigned the role of an EPAF Administrator in Web Tailor.

This Web Tailor role gives each self-service user, access to the EPAFs menu in Employee Self-Service. Then, based on their EPAF role as an Originator or an Approver, users have access to the relevant links under the EPAFs Menu.

Note

The EPAF Administrator role is *not* a unique role, limited to just one self-service EPAF user. *All* self-service users who intend to work with EPAFs in Employee Self-Service have to be assigned this role in Web Tailor.

To set up a self-service user as an EPAF Administrator:

1. Log on to Employee Self-Service with your Web Tailor Administrator **ID** and **Password**.

2. Select the **Web Tailor Administration** menu.

3. Select the **User Roles** menu option.

4. Enter the **ID** of the employee who is to be assigned the user role and click **Submit**.

5. On the Update User Roles page, select the **EPAF Administrator** check box to assign this role to a self-service user.

Banner Support for Self-Service EPAFs

Banner Position Control and Payroll are required to implement EPAFs in Employee Self-Service. Consequently, enterprises must perform the following tasks:

1. Establish HR security for self-service EPAFs in Banner (current functionality, optional).
2. Set up rules for EPAFs in Banner.
3. Set up Approval Groups for EPAFs (optional).
4. Set up Common Matching Support for EPAFs (optional).

Banner Security for Self-Service EPAFs

Banner Employee Class and Organization security must be established in Banner HR forms, Organization Security Form (PSAORGN), the Employee Class Security (PSAECLS), and the User Code Rules Form (PTRUSER) for salary levels. HR security is unchanged and relevant rules must be completed accordingly.

The following self-service EPAFs pages have HR security:

- Electronic Personnel Action Form page (existing person),
- EPAF Preview page,
- New Position Selection page, and
- New Job Selection page.

Additionally, Personally Identifiable Information (PII) security and Fine-Grained Access (FGAC) must also be established in Banner (specific to SSN/TIN/SIN fields) for the Duplicate Check page. For more information regarding how to set these up, refer to the *Banner General User Guide*.

Set Up Self-Service Rules for Electronic Approvals in Banner

Set up the following self-service rules in Banner Position Control to use electronic approvals in Employee Self-Service.

1. Perform the various set up procedures for electronic approvals as described in Chapter 1, “Electronic Approvals in Banner”.

2. Next, on the Position Control Installation Rules Form (NTRINST), set up the following rules in the Electronic Approvals tab:

    2.1. In the **Common Matching Source for EPAFs** field, select a common matching source if your enterprise plans to enable common matching for self-service EPAFs. You will also need to set up appropriate rules in Banner General as well. For more information on how to set this up, refer to the topic, “Set Up Common Matching Support for Electronic Approvals” on page 1-25. (optional)

    2.2. Select the **Use Approval Groups** indicator as a security feature to exercise better user control on self-service EPAFs. For more details, refer to the topic, “Set up Approval Groups” on page 2-7. This rule applies to self-service EPAFs only. (optional)

Note

Be sure to first set up your approval groups before checking this indicator. If checked and approval groups have not yet been established, no approval categories will be displayed on the New EPAF Person Selection page.

    2.3. In the **Months to Access Self-Service EPAFs** field, specify the number of months that EPAFs should be available on self-service. This rule applies to self-service EPAFs only. (optional)

    If a value is not entered in this field, all EPAF transactions are displayed in Employee Self-Service.

    2.4. In the **Display Alert Flag** field, indicate how many days in advance to the EPAFs transaction effective date the alert flag is to be displayed in self-service. This rule applies to self-service EPAFs only. (optional)

3. On the Electronic Approval Category Code Validation Form (NTVACAT):

    3.1. In the **Self-Service Description** field, enter a description up to 60 characters, to describe approval categories entered on this form. The approval category description entered in this field will be displayed on Employee Self-Service.

    If this field is not specified, the default description of the approval category code will be displayed on Employee Self-Service.

    3.2. In the **Self-Service Display Sequence** field, specify the order in which you wish to see the display of approval category codes in Employee Self-Service. Enter a number for each approval category code.

Note

Only those approval categories that have a display sequence number will be available on self-service. So it is essential that you ensure that all required approval categories for which you wish to process EPAFs through self-service have a display sequence number. For more details, refer to the topic, "Set up Approval Groups" on page 2-7. ■

4. Similarly, on the Electronic Approval Type Code Validation Form (NTVAPTY), enter a description of up to 60 characters in the **Self-Service Description** field, to describe approval types entered on this form. The approval type code description entered in this field will be displayed on Employee Self-Service. If this field is not specified, the default description of the approval type code will be displayed on Employee Self-Service.

Set up Approval Groups

Approval groups is an *optional* security measure for electronic approvals that allows you to group one or more approval categories and associate them with a finite set of users. This feature is an optional one-time set up and is specific to Employee Self-Service only. If approval groups are not established in Banner, all approval categories will be presented for EPAFs in Employee Self-Service. Once created, you can then assign individual EPAF users to an appropriate approval group. Users associated with an approval group get default access to all approval categories listed within the approval group. You can associate an EPAF user with more than one approval group, based on the functions he or she is required to execute within the electronic approvals process.

To use approval groups for EPAFs, the following specific rules have to be set up in Banner Position Control:

1. Create a set of approval group categories in the Electronic Approval Groups Validation Form (NTVAGRP).

2. Then, on the Electronic Approval Groups Rules Form (NTRAGRP):

    2.1. Associate existing or new approval categories with approval groups (created in the previous step), and

    2.2. Associate users with each approval group

    OR

    At the user level, set up Approval Groups for each individual on the Electronic Approval Originator Groups Form (NOAOGRP). You have the option to copy the Approval Group settings from one user to another.

3. Select the **Use Approval Groups** indicator on the Position Control Installation Rules Form (NTRINST).

Note

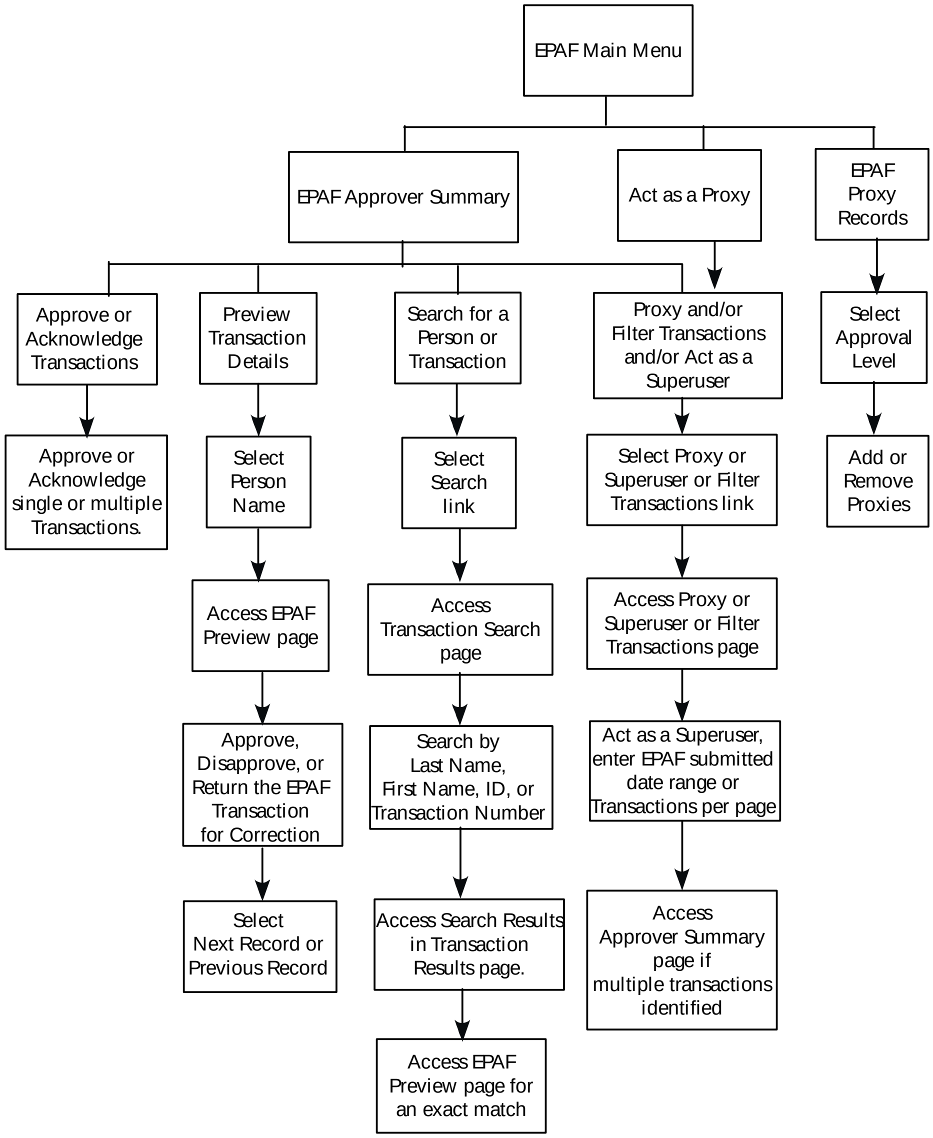
Do not select this indicator until you have defined approval groups, otherwise, approval categories will not be displayed for self-service EPAFs. Refer to the online help of Banner Human Resources of this handbook for a detailed description of the forms associated with Approval Groups.

Set up Common Matching Support and PII for EPAFs

For more details, refer to the topic, “Set Up Common Matching Support for Electronic Approvals” on page 1-25 of this handbook.

EPAF Road Map for Approvers

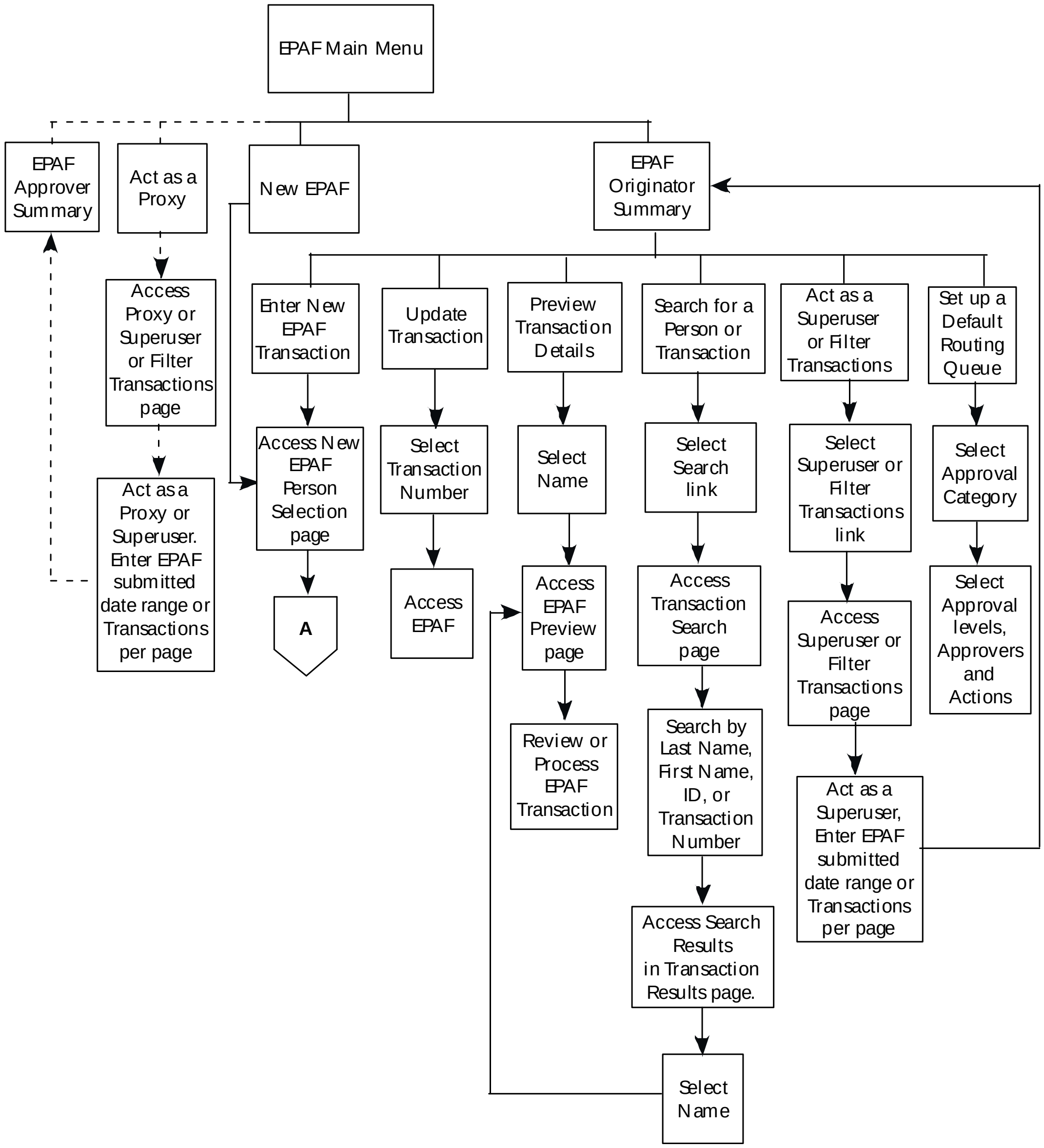
The following page provides a road map for approvers of self-service EPAFs.



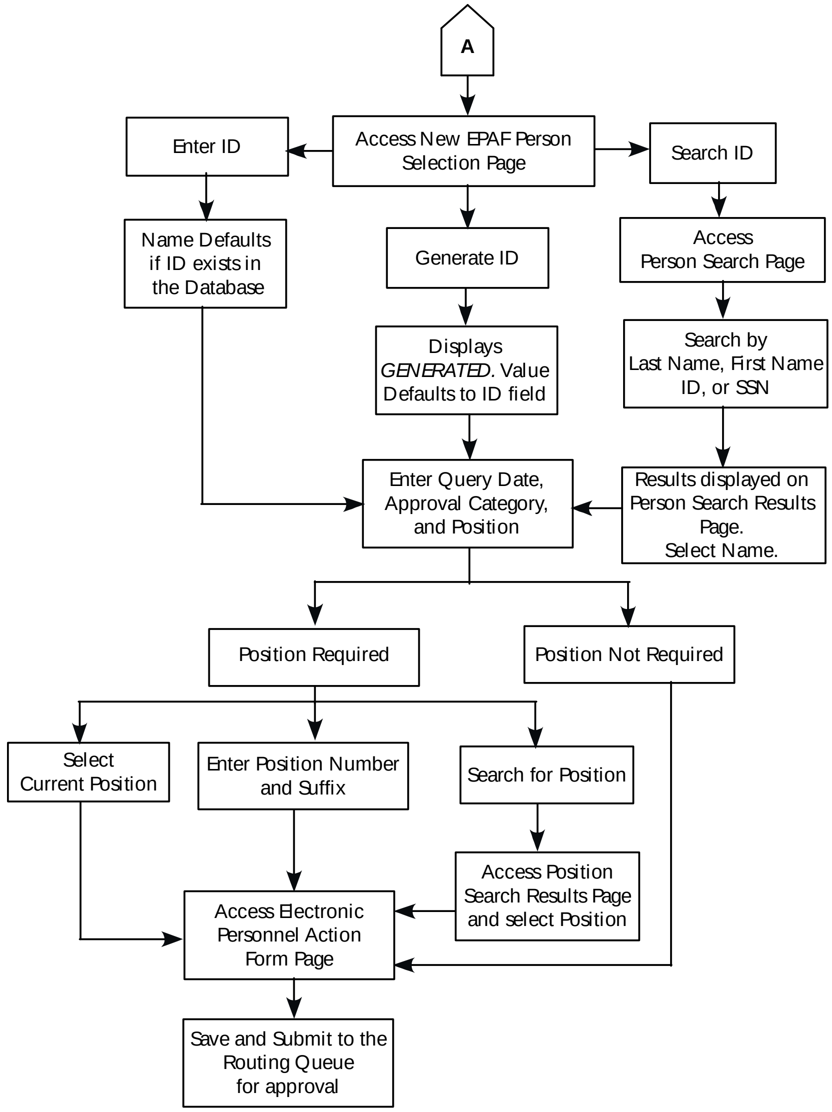
EPAF Road Map for Approvers in Employee Self-Service

EPAF Road Map for Originators

The following pages provide a road map for originators of self-service EPAFs.



EPAF Road Map for Originators in Employee Self-Service



EPAF Road Map for Originators in Employee Self-Service

Procedure

Process Multiple Jobs in a Single EPAF Transaction

To terminate an existing job and add a new job, all within a single EPAF transaction:

1. Log in to Employee Self-Service and access the EPAF menu.
2. Select **New EPAF**.

   The New EPAF Person Selection page is displayed.
3. Search and select an Employee ID and a job-associated Approval Category from the pull-down list.

Tip

Ensure that the Approval Category is associated with multiple Approval Types.

4. Click **Go**.

   The New EPAF Job Selection page is displayed for the *first* Approval Type.
5. Select the job you wish to terminate and then click **Next Approval Type**.

   The New EPAF Job Selection page is re-displayed for the *second* Approval Type.
6. Now enter a new **Position** and **Suffix** to add a new job in the *first* row of the Job table,

   OR

   Search and select a new **Position** on the New Position Selection page. The system returns to the New EPAF Job Selection page.
7. Click **Next Approval Type** until you complete entering information for all Approval Types included in the Approval Category.
8. After entering information in the final Approval Type, click **Go**.

   The Electronic Personnel Action Form page is displayed.
9. Now enter new values for fields displayed under each Approval Type.
10. Save and Submit the EPAF to follow standard routing and approval processes.

Self-Service Pages for Electronic Approvals

The EPAFs Self-Service module enables you to perform the following types of actions on EPAFs:

- Enter a new EPAF for an existing person,
- Enter a new EPAF for a new person,
- Track and approve EPAFs,
- Act as a proxy, and
- Act as a superuser

EPAFs Self-Service can be accessed by the following types of EPAF users:

- EPAF Originators,
- EPAF Approvers, and
- Superusers

Accordingly, the EPAF menu is displayed with the appropriate menu options for originators and approvers.

The following web pages are EPAF Originator-specific pages only:

- New EPAF Person Selection,
- EPAF Originator Summary, and
- Default Routing

The following web pages are EPAF Approver-specific pages only:

- EPAF Approver Summary
- EPAF Proxy Records

All other EPAF pages are available to both types of EPAFs users.

EPAF Proxy Records

The EPAF Proxy Records page allows you to specify and authorize one or more users to approve EPAFs in your absence. To access this web page you have to be defined in an approval level on the Electronic Approval Level Rules Form (NTRALVL).

Based on the number of approval levels at which you have been set up as an approver, you can nominate separate individuals as your proxies at each approval level. For example, if you are set up as an approver at the Department Head and the Provost levels, you can nominate two separate individuals as your proxy at each level.

Note

However, individuals that you nominate as your proxies will not assume your HR security, if any. It is important to ensure that the Proxy to your transactions has appropriate security established in Banner for their tasks.

You can also remove an individual from your proxy list.

To set up or remove a proxy at an approval level:

1. Select the approval level from the pull-down list, and click **Go**.

   Only those approval levels where you have been defined on the Electronic Approval Level Rules Form (NTRALVL) will be presented to you.

2. Select the name of the proxy from the pull-down list.
3. Select the **Add or Remove** indicator.
4. Click **Save**.

Web Page Fields

Item	Description/Source Information
Approval Level	Select the approval level at which you wish to add or remove a proxy. The pull-down list lists only those approval levels where you have been set up as an approver on the Electronic Approval Level Rules Form, (NTRALVL) in Banner Position Control. For example, if you have been defined as an approver at the Department Head and the Provost levels, only these two levels will be listed in the pull-down list. Choose an approval level and click **Go**.

Web Page Fields

Item	Description/Source Information
Name	Select the name of the proxy from the pull-down list. The proxy list is limited to only those within the approval level, and the names are displayed in the *<Last Name, First Name>* format.
Remove or Add	Select this check box to either remove or add an individual from your proxy list, and click **Save**.

Buttons/Icons on This Page

Button/Icon	Action
Go	Accesses a list of all potential proxies at the selected approval level. This button is displayed only if you have been set up as an approver or a superuser at two or more approval levels. This button will *not* displayed if you are set up as an approver at only one approval level. The page will automatically list all potential proxies at your approval level, by default.
Save	Saves changes (add or remove) made to your proxy list.

Links to Other Web Pages

This Link	Action
EPAF Approver Summary	Goes to the EPAF Approver Summary page.
Return to EPAF Menu	Goes to the EPAF menu.

Updates to Banner

Item	Description
NTRPROX	Updates the proxy list as per the changes made through Employee Self-Service.

Superuser or Filter Transactions

Originators and Superusers acting as originators can access a specific set of EPAF transactions based on their dates of submission to the routing queue for approval, by specifying appropriate filter criteria on the Superuser or Filter Transactions page.

The EPAF transactions that match the filter criteria are then displayed on the Transaction Search Results page only if the submission dates fall within the number of **Months to Access Employee Self-Service EPAFs** rule specified on the Position Control Installation Rules Form (NTRINST).

To specify filter criteria:

1. Select the **Act as Superuser** check box if you choose to specify filter criteria as a superuser, and/or,
   Enter a start date in the **Submitted From Date** field, and/or,
   Enter an end date in the **Submitted To Date** field.

2. Select the number of **Transactions Per Page** to be listed from the pull-down list. By default, 25 transactions will be displayed per page.

3. Click **Go**.

   EPAF transactions that match the filter criteria will be listed on the Transaction Search Results page.

Information Text

The information text provides instructions for using this self-service page. You can customize the text using Web Tailor. The delivered text is:

Act as a Superuser or enter criteria to filter transactions. Select Go.

Web Page Fields

Item	Description/Source Information
Act as Superuser	Superusers can select this check box and specify filter criteria to access EPAF transactions based on their dates of creation. This field is available only if you are a superuser.
Submitted From Date	Enter a date range by specifying a begin date that EPAFs were submitted to the routing queue. If only the Submitted From Date is specified in the date range, all EPAF transactions submitted on or after this date will be displayed on the Transaction Search Results page.

Web Page Fields

Item	Description/Source Information
Submitted To Date	Specifying an end date of the date range that the EPAFs were submitted to the routing queue. If only the Submitted To Date is specified in the date range, all EPAF transactions submitted up to this date will be displayed on the Transaction Search Results page.
Transactions Per Page	Select the number of transactions that are to be displayed per page on the Transaction Search Results page from the pull-down list. Choices include: *25* (default) *50* *75* *100*

Buttons/Icons on This Page

Button/Icon	Action
Go	Goes to the Transaction Search Results page which lists all EPAF transactions that meet the filter criteria.

Links to Other Web Pages

This Link	Action
EPAF Originator Summary	Goes to the EPAF Originator Summary page.
Return to EPAF Menu	Goes to the EPAF menu.

Setup Requirements

Item	Description
NTRINST	Specify the number of **Months to Access Employee Self-Service EPAFs** rule in the Electronic Approvals window. If this rule is not specified, all EPAFs will be displayed on Employee Self-Service by default.

Proxy or Superuser or Filter Transactions

Approvers and Superusers acting as approvers can access this page to specify filter criteria, act as a proxy and/or act as a superuser and access a set of EPAF transactions based on their dates of submission to a routing queue.

Note

The EPAF submitted date is the date on which an EPAF transaction was submitted to the routing queue by an originator.

Approvers can also choose to act as a proxy and/or act as a superuser, and/or specify filter criteria to access appropriate EPAF transactions.

The results are displayed on the Transaction Search Results page for only those transactions whose submission dates fall within the number specified for the **Months to Access Employee Self-Service EPAFs** rule on the Position Control Installation Rules Form (NTRINST).

For example, if the **Months to Access Employee Self-Service EPAFs rule** is set to **6**, then only those EPAFs that have been submitted within the past six months will be displayed on the Transaction Search Results page.

To act as a proxy and/or as a superuser for an *approver*,

1. In the **Proxy For** field, select the name of the person for whom you are proxying from the pull-down list. (Optional)

   The pull-down list displays only those names for whom you have been established as a proxy at a particular approval level on the Electronic Approval Proxy Rules Form (NTRPROX) in Internet-Native Banner or on the EPAF Proxy Records page in Employee Self-Service.

2. Select **Act as Superuser** check box. (Optional)

3. Enter at least one of the following dates (Optional):

   3.1. a start date in the **Submitted From Date** field.

   3.2. An End date in the **Submitted To Date** field.

4. Select the number of **Transactions Per Page** to be listed from the pull-down list. (Optional.) By default, *25* transactions are displayed per page.

5. Click **Go**.

   EPAF transactions that meet the filter criteria will be listed in the EPAF Approver Summary page.

Information Text

The information text provides instructions for using this self-service page. You can customize the text using Web Tailor. The delivered text is:

Act as a proxy or a superuser and enter the following criteria to filter transactions.

Web Page Fields

Item	Description/Source Information
Proxy For	Specify this field if you are acting as a proxy for another approver or superuser. Select the name of the individual for whom you are proxying from the pull-down list. The pull-down list displays only those names for whom you have been established as a proxy at a particular approval level on the Electronic Approval Proxy Rules Form (NTRPROX) in Internet-Native Banner or on the EPAF Proxy Records page in Employee Self-Service.
Act as Superuser	Select this check box if you wish to act as a superuser and specify filter criteria to access EPAF transactions based on their dates of submission. This field is available only if you are a superuser.
Submitted From Date	Enter a date range by specifying a begin date that EPAFs were submitted. **Note:** The EPAF submitted date is the date on which an EPAF transaction was submitted to the routing queue by an originator. If only the Submitted From Date is specified in the date range, all EPAF transactions submitted on or after this date will be displayed on the Transaction Results page.
Submitted To Date	Enter a date range by specifying the end date that EPAFs were submitted. If only the Submitted To Date is specified in the date range, all EPAF transactions submitted up to this date will be displayed on the Transaction Results page.

Web Page Fields

Item	Description/Source Information
Transactions Per Page	Select the number of EPAF transactions that are to be displayed per page on the Transaction Results page from the pull-down list. Choices include: *25* (default) *50* *75* *100*

Buttons/Icons on This Page

Button/Icon	Action
Go	Goes to the Transaction Search Results page which lists all EPAF transactions that meet the filter criteria.

Links to Other Web Pages

This Link	Action
EPAF Approver Summary	Goes to the EPAF Approver Summary page.
Return to EPAF Menu	Goes to the EPAF menu.

Setup Requirements

Item	Description
NTRINST	Specify the number of **Months to Access Employee Self-Service EPAFs** rule in the Electronic Approvals window. If this rule is not specified, all EPAFs will be displayed on Employee Self-Service by default.

New EPAF Person Selection

Begin an EPAF transaction for a new person or for a current employee on the New EPAF Person Selection page. This page is accessible to all EPAF users, i.e., Originators, Approvers, and Superusers based on the rules established. Access this page by selecting the New EPAF link from any of the following web pages:

- EPAF menu,
- EPAF Originator Summary page, or
- EPAF Approver Summary page.

Information Text

The information text provides instructions for using this self-service page. You can customize the text using Web Tailor. The delivered text is:

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.

Web Page Fields

Item	Description/Source Information
ID	Enter or generate a *new* ID by choosing the Generate icon if you are entering a new person into the system. The system displays the word *GENERATED* in the ID field. OR Enter an existing ID of a person and tab. the person's name is displayed accordingly. OR Search for an existing ID of an individual by selecting the Search icon, to then navigate to the Person Search page, if you are creating an EPAF for an existing person. The system displays the person's name corresponding to the selected ID.
Query Date	Specify a date to retrieve appropriate records as of the date entered in this field. Otherwise, the query date defaults to the system date.

Web Page Fields

Item	Description/Source Information
Approval Category	Select an approval category for the EPAF transaction from the pull-down list. If your enterprise has set up approval groups for EPAFs, the approval categories will be displayed based on the access established for you in relevant approval groups on the Approval Groups Rules Form (NTRAGRP) in Banner Position Control. If approval groups have not been set up, the pull-down list will display only those approval categories for which a display sequence number has been specified on the Electronic Approval Category Code Validation Form (NTVACAT). **Note:** For an approval category, to add new persons to the database, the first approval type must contain a minimum of ID, Last Name, and First Name fields. These fields must be in the sequence of 1, 2, and 3 respectively. This is required so that this data is first applied to the database.

Buttons/Icons on This Page

Button/Icon	Action
Generate ID	Displays the word *GENERATED* in the **ID** field.
Search	Goes to the Person Search page.
Go	Goes to the New EPAF Job Selection page if the approval category is job-related, OR Goes to the Electronic Personnel Action Form page if no job-related information is required.

Links to Other Web Pages

This Link	Action
EPAF Approver Summary	Goes to the EPAF Approver Summary page if you are an approver or a superuser.
EPAF Originator Summary	Goes to the EPAF Originator Summary page if you are an originator or a superuser.

Links to Other Web Pages

This Link	Action
Return to EPAF Menu	Goes to the EPAF menu.

Setup Requirements

Item	Description
NTVACAT	**1.** Specify Display Sequence Numbers for each approval category you wish to access through Employee Self-Service. Optional field, but required for Employee Self-Service. **2.** Specify self-service descriptions for approval categories. Optional field.

Set up the following forms if you want to use approval groups for self-service EPAFs (optional):

NTVAGRP	Create approval groups on this validation form.
NTRAGRP	Set up rules for each approval group and associate users and approval categories for each approval group.
NOAOGRP	Use this application form to set up a user as an originator in an approval group.

Address and Telephone Selection

The Address and Telephone Selection page is displayed when you select an approval category on the New EPAF Person Selection page that requires address as well as telephone information for an EPAF. This page displays any existing address and the primary telephone number associated with the address. It also provides the option to enter a new record.

The address and telephone you choose on this page will be displayed under the **Current Values** column on the Electronic Personnel Action Form page.

Information Text

The information text provides instructions for using this self-service page. You can customize the text using Web Tailor. The delivered text is:

To add a new record, choose New Record. Or, choose the record to be updated under Select.

Web Page Fields

Item	Description/Source Information
The following information is displayed from the New EPAF Person Selection page.	
ID	Displays the person's full name followed by their Banner ID.
Query Date	Displays the query date as entered on the New EPAF Person Selection page. Information is displayed as of the date entered in this field.
Approval Category	Displays the approval category selected on the New EPAF Person Selection page.

In the *Address and Telephone* area, select the type of update you wish to make to a record. You can choose to update an existing record or add a new record. Indicate your choice in the **Select** column.

The following information is displayed for each address and telephone record:

Type	Displays the record type for address and telephone information. For example, telephone records can be classified as *Business*, *Home*, and address records can be classified as *Permanent*, *Business*, etc. A *New Record* type is displayed by default. Select this record type to enter new address and telephone information. **Note:** If you select *New Record*, the **Current Values** column on the Electronic Personnel Action Form page will be blank for the address/telephone fields.
From and To Date	Displays the period for which the address and telephone information is valid for existing records.
Address	Displays the address.
Primary Telephone	Displays the primary telephone number associated with an address, if available. **Note:** Any changes made to the telephone number on this page affects the primary telephone only.
Status	Displays the status of an address. For example, *Active*, *Inactive*.
Select	Select the corresponding radio button to either update existing address or telephone information or add a new address or telephone record in the EPAF.

Buttons/Icons on This Page

Button/Icon	Action
Show All Addresses	Initially, only active or future records are displayed. Select this button to display all active as well as inactive addresses and the primary telephone information associated with each address.
Show Current Addresses	Displays only the active or future-dated addresses along with the primary telephone associated with each address.
Go	Goes to the Electronic Personnel Action Form page if the approval category does not contain job/position fields. Otherwise, displays the New EPAF Job Selection page.

Links to Other Web Pages

This Link	Action
New EPAF	Goes to the New EPAF Person Selection page.
Return to EPAF Menu	Goes to the EPAF main menu.

Address Selection

The Address Selection page is displayed when an approval type that requires only address information is associated with the approval category on the New EPAF Person Selection page. This page displays existing address information by address type, if available, and also provides the option to add a new record.

The address record you choose on this page will be displayed under the **Current Values** column on the Electronic Personnel Action Form page.

Information Text

The information text provides instructions for using this self-service page. You can customize the text using Web Tailor. The delivered text is:

To add a new record, choose New Record. Or, choose the record to be updated under Select.

Web Page Fields

Item	Description/Source Information
The following information is displayed from the New EPAF Person Selection page.	
ID	Displays the person's full name followed by their Banner ID.
Query Date	Displays the query date as entered on the New EPAF Person Selection page. Information is displayed as of the date entered in this field.
Approval Category	Displays the approval category selected on the New EPAF Person Selection page.

In the *Address Information* area, select the type of update you wish to make to an address record. You can choose to update an existing record or add a new record. Indicate your choice in the **Select** column.

The following information is displayed for each address record:

Type	Displays the type of address record. For example, address records can be classified as *Permanent*, *Business*, etc. A *New Record* type is displayed by default. Select this record type to enter new address information. **Note:** If you select *New Record*, the **Current Values** column on the Electronic Personnel Action Form page will be blank for the address fields.
From and To Date	Displays the period for which the address and telephone information is valid for existing records.
Address	Displays the address.
Status	Displays the status of each address record. For example, *Active*, *Inactive*.
Select	Select the corresponding radio button to either update existing address information or add a new address record in the EPAF.

Buttons/Icons on This Page

Button/Icon	Action
Show All Addresses	Initially, only active or future records are displayed. Select this button to display addresses of all statuses such as *active* and *inactive* addresses.

Buttons/Icons on This Page

Button/Icon	Action
Show Current Addresses	Displays only active or future-dated address records.
Go	Goes to the Electronic Personnel Action Form page if the approval category does not contain job/position fields. Otherwise, displays the New EPAF Job Selection page.

Links to Other Web Pages

This Link	Action
New EPAF	Goes to the New EPAF Person Selection page.
Return to EPAF Menu	Goes to the EPAF main menu.

Telephone Selection

The Telephone Selection page is displayed when you select an approval type associated with an approval category on the New EPAF Person Selection page that requires only telephone information. This page displays any existing telephone information by telephone type, and also provides the option to add a new record.

The telephone record you choose on this page will be displayed under the **Current Values** column on the Electronic Personnel Action Form page.

Information Text

The information text provides instructions for using this self-service page. You can customize the text using Web Tailor. The delivered text is:

To add a new record, choose New Record. Or, choose the record to be updated under Select.

Web Page Fields

Item	Description/Source Information
The following information is displayed from the New EPAF Person Selection page.	
ID	Displays the person's full name followed by their Banner ID.
Query Date	Displays the query date as entered on the New EPAF Person Selection page. Information is displayed as of the date entered in this field.

Web Page Fields

Item	Description/Source Information
Approval Category	Displays the approval category selected on the New EPAF Person Selection page.

In the *Telephone Information* area, select the type of update you wish to make to a telephone record. You can choose to update an existing record or add a new record. Indicate your choice in the **Select** column. The following information is displayed for each telephone record:

Type	Displays the type of telephone record. For example, telephone records can be classified as *Home*, *Permanent*, *Business*, etc. A *New Record* type is displayed by default. Select this record type to enter new telephone information. **Note:** If you select *New Record*, the **Current Values** column on the Electronic Personnel Action Form page will be blank for the telephone fields.
Telephone	Displays the telephone number.
Status	Displays the status of each address record. For example, *Active*, *Inactive*.
Address Type	This field is specific to the Telephone Selection page only. It displays the address type associated with a telephone number. For example, it indicates a *Permanent* address type associated with a *Primary* telephone record.
Select	Select the corresponding radio button to either update existing telephone information or add a new telephone record to the EPAF.

Buttons/Icons on This Page

Button/Icon	Action
Show all Phones	Initially, only active or future records are displayed. Select this button to display telephone numbers of all statuses such as *active* as well as *inactive* numbers.
Show Current Phones	Displays only active or future-dated telephone records.

Buttons/Icons on This Page

Button/Icon	Action
Go	Goes to the Electronic Personnel Action Form page if the approval category does not contain job/position fields. Otherwise, displays the New EPAF Job Selection page.

Links to Other Web Pages

This Link	Action
New EPAF	Goes to the New EPAF Person Selection page.
Return to EPAF Menu	Goes to the EPAF main menu.

New EPAF Job Selection

The New EPAF Job Selection page is presented when you are in the process of creating a new EPAF and select an approval category that requires you to specify a job for the EPAF transaction on the New Person Selection page.

Note

If you select Approval Categories which involve no changes to job-related fields, then the New EPAF Job Selection page will not be displayed. ■

Either specify a new job by entering a position code in the New Job section or select an existing job, if a person is already associated with multiple jobs in the Existing Jobs section.

The following information is presented on this page:

- The selection criteria entered on the New EPAF Person Selection page. This section only displays information.
- A Job Table that displays new job information as well as any existing job information, if a person is already associated with multiple jobs.

Information Text

The information text provides instructions for using this self-service page. You can customize the text using Web Tailor. The delivered text is:

Enter or search for a new position number and enter the suffix, or select the link under Title.

Web Page Fields

Item	Description/Source Information
ID	Displays the Person ID and Name if available. Otherwise, displays the word *GENERATED* if a new ID was created by selecting the Generate icon on the New EPAF Person Selection page.
Query Date	Displays the Query date as entered on the New EPAF Person Selection page. Records will be retrieved as of the date specified in this field.
Approval Category	Displays the Approval category selected for creating an EPAF on the New EPAF Person Selection page.

Job Table — This table lists all jobs (such as terminated, inactive, and active) or only active jobs associated with an employee. Select the relevant button to toggle between the two options. The first row in the Job table is always reserved for a new job. The following information is displayed for each job.

Search	Click Search to access the New Position Selection page.
Type	Indicates if a job is any of the following types: *New* *Primary* *Secondary* *Overload*
Position	Enter a position number. The system displays a description of the selected position.
Suffix	Enter a suffix for the position.
Title	Displays a description of the position.
Time Sheet Organization	Displays the Time Sheet Organization code and description.
Start Date	Displays the Start Date of the job.
End Date	Displays the End Date of the job, if available.
Last Paid Date	Displays the date on which the employee was last paid, if available.
Status	Displays the current status of the job.

Web Page Fields

Item	Description/Source Information
Select	Select the radio button to indicate the job on which the action is to be taken by the approval type.

Buttons/Icons on This Page

Button/Icon	Action
Search	Goes to the New Position Selection page.
Go	Goes to the Electronic Approval Personnel Action page.
All Jobs	Displays all jobs of an employee. This includes jobs with an active, terminated, and inactive status for an employee.
Active Jobs	Displays only the active jobs of an employee.
Next Approval Type	Displays fields associated with the next Approval Type in the Job table.

Links to Other Web Pages

This Link	Action
New EPAF	Goes to the New EPAF Person Selection page
Return to EPAF Menu	Goes to the EPAF menu.

New Position Selection

The New Position Selection page enables you to search and select a position for an individual by specifying appropriate position-related search criteria. You can also search for a position ID by entering percent (%) as the wild card character in the **Position Number** field.

You can access the New Position Selection page only when you are creating a new EPAF, and select the Search icon corresponding to the **Position** field on the EPAF Job Selection page. Based on the institution set-up for EPAFs, all self-service EPAFs users or specific user groups (if approval groups are set up) can access this page during the creation of a new EPAF.

Positions that match the search criteria are displayed with the following information:

- Position
- Title

- Employee Class
- COA
- Budget Organization
- Begin Date
- End Date

Search results can be sorted in the ascending or descending order for any of the above fields (except the date fields) by selecting the Up or Down icons in the respective column headings.

Information Text

The information text provides instructions for using this self-service page. You can customize the text using Web Tailor. The delivered text is:

Enter search criteria and select Go. Then select the link under Position to select it. The percent sign (%) may be used as a wildcard.

Web Page Fields

Item	Description/Source Information
Enter any of the following fields as search criteria for selecting a position.	
Position Number	Enter an exact position number if you are aware of or enter a partial position number using percent (%) as the wild-card character. For example: A00032 or A00%.
Employee Class	Select one or more employee classes from the pull-down list. Based on your HR security, the pull-down list displays only those employee classes to which you have access. Use the CTRL key to select multiple employee classes. Employee classes that are listed in the pull-down list come from the Position Definition Form (NBAPOSN), whereas the descriptions for the employee class codes come from the Employee Class Rules Form (PTRECLS) or the Employee Class Validation Form (PTVECLS).
COA	Select one or more COA codes from the pull-down list. Select multiple codes using the CTRL key. Code descriptions are drawn from the Position Definition Form (NBAPOSN) of Banner.

Web Page Fields

Item	Description/Source Information
Budget Organization	Select one or more budget organizations from the pull-down list. Based on your HR security, the pull-down list displays only those to which you have access. Organization codes are drawn from the Position Budget Form (NBAPBUD) of Banner.

Once the search criteria is entered and you click **Go**, search results are displayed with the above information, inclusive of the following fields:

Title	Displays the Position title associated with each Position number. The Title descriptions are drawn from the Position Definition Form (NBAPOSN).
Begin Date	Displays the Begin Date of the position. This information is drawn from the Position Definition Form (NBAPOSN).
End Date	Displays the End Date of the position, if available. This information is drawn from the Position Definition Form (NBAPOSN).

Buttons/Icons on This Page

Button/Icon	Action
Go	Displays the New Position Selection page with search results.
Up	Sorts the column in the ascending order.
Down	Sorts the column in the descending order.

Links to Other Web Pages

This Link	Action
Return to EPAF Menu	Goes to the EPAF menu.

EPAF Originator Summary

As the name implies, the EPAF Originator Summary page is available to all originators to check the status of their EPAF transactions. This page consists of two tabs:

- Current

  In the Current tab, you can access EPAF transactions having the following transaction statuses: *All*, *Return for Correction*, or *Waiting*.

- History

  In the History tab, you can access all EPAF transactions having the following transaction statuses: *Pending, Approved, Partially Complete, Complete, Disapproved, Voided, Canceled*.

Note

The EPAF Originator Summary page displays only those EPAF transactions that you have originated and those that can be accessed for a specific number of months as specified in the **Months to Access Self-Service EPAFs** field on the Position Control Installation Rules Form (NTRINST).

This implies that you may have EPAFs that are outside the range of the number of months listed in above field. Such EPAFs can be accessed only through Banner.

For example, if you can access EPAFs via self-service only for a span of three months, you may have EPAFs that were originated four months or earlier, which can only be accessed through Banner. ■

Refer to the next page for more details on the information displayed for each EPAF transaction.

Information Text

The information text provides instructions for using this self-service page. You can customize the text using Web Tailor. The delivered text is:

Select the link under Name to access details of the transaction, or select the link under Transaction to update the transaction.

Web Page Fields

Item	Description/Source Information
Transaction Status	Select a transaction status from the pull-down list and click **Go** to access a set of EPAF transactions having a specific transaction status in your routing queue. The transaction status options differ for each tab of the EPAF Originator Summary page. Transaction statuses in both tabs are *mutually exclusive*. In the Current Tab, you can access EPAFs having any of the following transaction statuses where action has to be taken on EPAFs: *All* (default, lists EPAFs of all statuses listed below.) *Return for Correction* Waiting In the History Tab, you can access EPAFs with any one of the following transaction statuses: All (default, lists EPAFs of all statuses listed below.) Pending *Approved,* *Partially Complete,* *Complete,* *Disapproved,* *Voided,* and *Canceled*
Name	Displays the name of the person associated with each EPAF transaction. Select a name to access the EPAF Preview page.
ID	Displays the person’s Banner ID.

Web Page Fields

Item	Description/Source Information
Transaction	Displays the transaction number of each EPAF. Select the appropriate transaction number link to access the relevant EPAF on the Electronic Personnel Action page. This link is enabled if the transaction can be updated. **Note:** The transaction number will *not* appear as a link if the transaction cannot be updated. If a transaction has been entered through Banner and the transaction has multiple jobs associated with it, it can be updated only through Banner. However, you can view this transaction on the EPAF Preview page.
Type of Change	Displays a description of the approval category associated with the EPAF transaction. Approval category descriptions are pulled from the Electronic Approval Category Code Validation Form (NTVACAT) of Banner Position Control. If the **Self-Service Description** is entered for the approval category on this validation form, it is displayed on this page. Otherwise, the default **Description** is displayed.
Submitted Date	Date that the EPAF transaction was submitted to the routing queue.
Effective Date	Date that the action specified in the EPAF becomes effective. This is chronologically, the first effective date for the transaction.
Transaction Status	Displays the transaction status of each EPAF in the Current and History tabs.
Links	The following links will be displayed for each EPAF transaction, if available: **Comments** — Click this link to either enter a comment for an EPAF or access existing comments (indicated by two asterisks) on the Comments page. **Warnings** — This link is displayed only if warning messages exist for an EPAF. **Errors** — This link is displayed only if errors and/or warning messages exist for an EPAF.

Buttons/Icons on This Page

Button/Icon	Action
Go	Select this button after choosing a transaction status from the pull-down list.
Up	Sorts the column in the ascending order.
Down	Sorts the column in the descending order.
Next	Goes to the next page of the EPAF Originator Summary page.
Previous	Goes to the previous page of the EPAF Originator Summary page.

Links to Other Web Pages

This Link	Action
New EPAF	Goes to the New EPAF Person Selection page.
Default Routing Queue	Goes to the EPAF Default Routing Queue page.
Search	Goes to the Transactions Search page.
Superuser or Filter Transactions	Goes to the Superuser or Filter Transactions page.
Return to Top	Goes to the top of this self-service page.
Return to EPAF Menu	Goes to the EPAF menu.

Setup Requirements

Item	Description
NTRINST	Indicate the number of months that EPAFs should be available on Employee Self-Service in the **Months to Access Self-Service EPAFs** field. If this information is not entered, all EPAFs will be displayed in Employee Self-Service.

EPAF Default Routing Queue

Based on the number of approval categories you have access to, create a default routing queue for each approval category on the Default Routing Queue page. This page is the web-equivalent of the Electronic Approval Routing Rules Form (NTRROUT) in Banner Position Control.

Depending on the set up of approval groups at your organization, access to this page can be limited to a finite group of self-service EPAF users who can create EPAFs. By specifying approval groups on NTRAGRP or NOAOGRP in Banner Position Control, you can define a set of EPAF users who can only create EPAFs, i.e. originators, who can access to this page via the EPAF Originator Summary page on self-service.

If approval groups have *not* been set up for electronic approvals, any EPAF self-service user can access this page through the relevant summary pages and create a default routing queue for each approval category.

To define a default routing queue for an approval category:

1. Go to the EPAF menu in Employee Self-Service.
2. Select the EPAF Originator Summary menu option.
3. Select the **Default Routing Queue** link at the top or bottom of the page.
4. Choose an approval category from the pull-down list and click **Go**.
5. The mandatory levels previously set up on Electronic Approval Category Rules Form (NTRACAT) defaults to this page. Select the approval levels, user IDs and the actions to be performed by each user defined in the queue.
6. Click **Save and Add New Rows**.

Information Text

The information text provides instructions for using this self-service page. You can customize the text using Web Tailor. The delivered text is:

Select an Approval Category and Go. Once the page refreshes, select the Approval Level, User ID and action.

Web Page Fields

Item	Description/Source Information
Approval Category	Select an approval category for which you would like to define a default routing queue from the pull-down list. The pull-down list consists of only those approval categories which you have access to. List — Electronic Approval Groups Rules Form (NTRAGRP), if approval groups are set up. Otherwise, List — Approval Category Validation Form (NTVACAT)
Approval Level	From the pull-down list, select an approval level that an EPAF should be routed through. List — Electronic Approval Level Rules Form (NTRALVL).
User Name	Select the **Search** icon to access a pop-up window and select a user ID at each approval level you include in your routing queue. If an approver is listed at more than one approval level, you can select the approver at either level. Search — Electronic Approval Level Rules Form (NTRALVL).
Required Action	From the pull-down list, select the type of action to be taken by each user in the approval queue on a routed EPAF transaction. Choices include: *Not Selected* *FYI* *Approve* *Apply*
Remove	Select the **Remove** check box to remove an approval level from the routing queue on the Electronic Personnel Action Form page. **Note:** Initially when you enter this self-service page, the **Remove** check box will not be available as the values are displayed only. You must first save the record and then select the **Remove** check box to delete a specific approval level.

Buttons/Icons on This Page

Button/Icon	Action
Go	Displays the approval category you selected from the pull-down list.
Save and Add New Rows	The default routing queue is saved. If the queue contains more than four entries, by default, four new rows will be displayed on this page.

Links to Other Web Pages

This Link	Action
EPAF Originator Summary	Goes to the EPAF Originator Summary page.
Return to EPAF Menu	Goes to the EPAF menu.

EPAF Approver Summary

The EPAF Approver Summary page is presented to all users designated as an EPAF approver or superuser in Employee Self-Service. This page contains three tabs, *Current*, *In my Queue*, and *History*.

All EPAFs that you need to currently act upon are displayed in the Current tab. The queue status will be Pending, FYI, or More Information. Transaction may not be Applied from Self-Service. As an approver or superuser, you can take the following types of actions on current EPAFs (provided you have been defined in the routing queue of an approval category), dependent on the queue status of the transaction:

- Approve
- Acknowledge

To perform any of the above actions:

1. Select the **Action** check box for the relevant EPAF,
   OR
   click **Select All** to mark the **Action** check box for all EPAFs.

2. Click **Save**.

All EPAFs which will be routed to you in the future, having the *In the Queue* status are listed in the **In my Queue** tab whereas, all EPAFs which you have previously processed are displayed in the **History** tab, with queue statuses of *Approved, Acknowledged,* *Overridden*, *Applied*, *Disapproved*, *Returned for Correction*, *Void*, or *Removed from Queue*. Select any of the tabs to review the relevant information.

Information Text

The information text provides instructions for using this self-service page. You can customize the text using Web Tailor. The delivered text is:

Select the link under Name to access details of the transaction.

Web Page Fields

Item	Description/Source Information
Queue Status	Access a set of EPAF transactions based on your status in the routing queue. The queue status options differ for each tab of the EPAF Approver Summary page. Choose your queue status from the pull-down list and click **Go**. In the **Current** Tab, select any one of the following queue statuses from the pull-down list: *All* (default, lists EPAFs of all statuses listed below) *Pending* FYI
Queue Status (cont.)	The **In My Queue** Tab, displays all EPAFs having the queue status of *In my Queue* by default. In the **History** Tab, select any one of the following queue statuses from the pull-down list: All (default, lists EPAFs of all statuses listed below) Approved Acknowledged Overridden Applied Disapproved Void, Removed from Queue

Each of the following fields, except **Action** and **Links**, can be sorted in the ascending or descending order. Select the Up icon in the relevant column to sort in the ascending order, or the Down icon to sort in the descending order.

Web Page Fields

Item	Description/Source Information
Name	Displays the Employee Name, Position ID and Suffix, and Position Description. Select the name link to access the EPAF Preview page.
ID	Displays the Banner ID of the employee.
Transaction	Displays the EPAF transaction number.
Type of Change	Displays the type of change addressed by the EPAF. This information is drawn from the description of the approval category associated with the EPAF transaction.
Submitted Date	Displays the date that the EPAF transaction was submitted to the routing queue.
Effective Date	Displays the date the change indicated by the EPAF becomes effective.
Required Action	Displays the type of action to be taken on the EPAF. Actions include: *Approve*, *FYI*, *Apply*.
Action	Select this check box to indicate you are taking the appropriate action. **Note:** There is no check box for Apply.
Links	Displays the following links, if available, for each EPAF: **Errors,** **Comments**. **Note:** If comments have been previously entered for an EPAF, the Comments link is prefixed with two asterisks (**).

Buttons/Icons on This Page

Button/Icon	Action
Go	Displays the EPAF transactions corresponding to the selected queue status.

Buttons/Icons on This Page

Button/Icon	Action
Select All	Checks the **Action** check box for all EPAFs transactions displayed in the Current tab. Use this button to approve or acknowledge multiple EPAFs simultaneously.
Reset	Unmarks the **Action** check box for all EPAFs displayed in the Current tab. Use this button before you save any changes made on this page.
Save	Updates EPAF transactions whose **Action** check box has been checked in the Current tab.
Up	Sorts the column in the ascending order.
Down	Sorts the column in the descending order.
Next	Goes to the next page of the EPAF Approver Summary page.
Previous	Goes to the previous page of the EPAF Approver Summary page.

Links to Other Web Pages

This Link	Action
Name (column)	Goes to the EPAF Preview page.
Comments	Goes to the Comments page.
New EPAF	Goes to the New EPAF Person Selection page.
Update Proxies	Goes to the EPAF Proxy Records page.
Search	Goes to the Transaction Search page.
Proxy or Superuser or Filter Transactions	Goes to the Proxy or Superuser or Filter Transactions page.
Return to Top	Goes to the top of this self-service page.
Return to EPAF Menu	Goes to the EPAF menu.

Updates to Banner

Item	Description

When a transaction is saved (Approved or Acknowledged) relevant EPAF tables are updated. Banner is actually updated only when the transaction is applied to the database.

Electronic Personnel Action Form

The Electronic Personnel Action Form page is the web-equivalent of the Electronic Personnel Action Form (NOAEPAF) in Internet-Native Banner. This web page is available to originators and superusers for originating EPAFs in Employee Self-Service.

You can access this page to enter a new EPAF by selecting the New EPAF link from the:

- EPAF menu,
- EPAF Approver Summary page,
- EPAF Originator Summary page, or
- Access an *existing* EPAF by selecting the Transaction Number link on the EPAF Originator Summary page.

This page is also available in two versions - Finance, and Non-Finance. The Finance version of this page displays Account Distribution information such as the FOAPAL elements for relevant approval categories when Banner Finance is installed. The Non-Finance version of this page displays only the Account ID instead of the FOAPAL elements.

The following sections of information are displayed on this page. Select the appropriate link to access the relevant section.

- Approval Types,
- Default Routing, (if applicable)
- Account Distribution, (if applicable)
- Routing Queue,
- Transaction History, and
- Comment, if comments exist.

Information Text

The information text provides instructions for using this self-service page. You can customize the text using Web Tailor. The delivered text is:

Enter the information for the EPAF and either Save or Submit.

Web Page Fields

Item	Description/Source Information
The following fields display the information you entered on the New EPAF Person Selection page. This section is display-only.	
Name and ID	Displays the person's full name and ID.
Job and Suffix	Displays the position number and suffix associated with the EPAF, if applicable.

Web Page Fields

Item	Description/Source Information
Transaction	Displays the system-generated EPAF transaction number when the transaction is first saved.
Transaction Status	Displays the current status of the EPAF transaction.
Approval Category	Displays the approval category selected for creating the EPAF on the New EPAF Person Selection page.
Query Date	Displays the date the originator entered while creating a new EPAF. Displays current values as of this date.
Last Paid Date	Displays the date on which the employee was last paid, if applicable.

Approval Types Section: Approval Types refer to the types of actions that you can execute on an EPAF when you select an approval category. For example, you can define the following types of approval types (actions) for a New Job approval category:

- Add a New Job - to create or add a new job for a person or an existing employee,
- Change Default Earnings - to add or change job details,
- Update Account Distribution - to create or change the job labor distribution for an employee, etc.

Fields displayed in this section of the page depend on the approval category you select for an EPAF on the New EPAF Person Selection page, and the approval types that have been defined under that approval category. Based on the number of approval types associated with the approval category, the relevant fields are displayed in this section.

The display of information on an EPAF for a new person and an existing person differs in the following aspect. When you create an EPAF for a *new* person, based on the approval category selected, you can only enter new values for the fields on the EPAF. Since no information exists in the database, the **Current** column or section is not displayed. For an *existing* person, based on the approval category, appropriate information is displayed in two separate columns or sections: **Current Values** and **New Values**. Current values default in based on the query date entered for the EPAF, with the provision to enter new values for the same fields in the **New Values** column for various sections on the EPAF page. You can select values from pull-down lists and pop-up windows, such as the Value window (see next page), for the relevant fields.

Select the **Remove** check box to remove an entire row of saved labor distribution information on the Electronic Personnel Action Form page.

If you are using an index, and wish to default the FOAPAL components that are defined for the index, enter the index and click the "Default from Index" button. This will default the FOAPAL components to the distribution. When the transaction is saved, the FOAPAL components will be validated to ensure they are valid. This ensures that if the defaulted values are overridden the values you entered will be validated to ensure they are correct according to the index definition. If the overridden values are incorrect, the EPAF will not be submitted, but returned to you displayed with errors that must be corrected.

Processing Notes

In the **Encumbrance Override End Date**, enter an earlier override date instead of the **Budget Period End Date**, **Project End Date** or **Fund Termination Date** when calculating multiple year encumbrance amounts.

Grant data is related to Fund codes used on the labor distribution. If the same Fund is used for multiple labor distribution records on the same Effective Date, and you try to enter a different Encumbrance End Date for a different FOAPAL within the same effective date for the same Fund, the following error message will be displayed:

**ERROR* All Encumbrance Override End Dates must be the same for Fund XXXX effective DD-MON-YYYY.*

where, XXXX represents the Fund Code
DD-MON-YYY represents the Effective Date for the invalid record.

The following messages will be displayed during the Submit process for the EPAF.

- If there are multiple labor distribution records for one effective date with the same Fund and the User enters an Encumbrance Override End Date in only one of those records, when the EPAF record is submitted, that date will default into the other null values:

2210-11001-6121-20	Date 1 entered
2210-12223-6110-20	Null (defaults Date1 upon save)
2210-33204-6112-20	Null (defaults Date1 upon save)

- If there are multiple labor distribution records for one effective date with the same Fund and you enter one Encumbrance Override End Date in the first record and a different date in one of the other records, the following error message will be displayed when the record is submitted:

  **ERROR* All Encumbrance Override End Dates must be the same for Fund XXXX Effective Date DD-MON-YYYY.*

- If an existing effective dated record with multiple labor distributions with the same Fund is to be updated to a new effective dated record, the previous records are copied forward, and you update only one of the Encumbrance Override End Dates for that specific Fund, the following error message will be displayed:

  **ERROR* All Encumbrance Override End Dates must be the same for Fund XXXX Effective Date DD-MON-YYYY.*

- You may enter an Encumbrance Override End Date to restrict the end of the encumbrance calculation period. Edits will be performed to be sure that any Encumbrance End Date entered is greater than or equal to the Active fiscal year begin date and within an existing Payroll Calendar Rules (PTRCALN) form date range. If the value is not greater than or equal to the Active fiscal year begin date, then the following error message will be displayed:

  **ERROR* Encumbrance Override End Date entered must be equal to or greater than fiscal year begin date, for Fund XXXX.*

  XXXX represents the Fund Code for the invalid record.

- When performing the Payroll Calendar Rules edit on the Encumbrance End Date, the Pay ID will be pulled from the NBAJOBS record value. If the Encumbrance End Date value is not within defined payroll calendar dates, the following warning message will be displayed:

  **WARNING* Payroll Calendar records missing for Encumbrance Override End Date, DD-MON-YYYY, on Job Labor Distribution, Fund XXXX.*

  where XXXX represents the Fund Code for the invalid record.

Note

Initially when you enter this self-service page, the **Remove** check box will not be available as the FOAPAL values are for display only. You must first save the record and then select the **Remove** check box to delete a specific row of FOAPAL values.

If you have an existing current value for a field, pull-down lists associated with such fields provide you with the option to remove the current value from the database. This is similar to the functionality of the Electronic Personnel Action Form (NOAEPAF) in Banner, in which case you enter a dash (-) to remove the same.

A new UI feature introduced is the use of pull-down lists and pop-up windows for approval type fields (which are provided as seed data), FOAPAL elements of account distribution, and default earnings fields. This feature enables you to populate a field directly as opposed to accessing a separate web page to look up a list of valid values. This new feature is identical to current Internet-Native Banner functionality.

Note

You can determine what fields are to be displayed for each approval type on the Electronic Approval Type Rules Form (NTRAPTY) in Banner. For more details on approval types, refer to the online help of Banner Human Resources.

When you add a new address for a new person, ensure that you do not enter a sequence number. The sequence number will be automatically created for the address when the EPAF is applied to the database. You should enter a sequence number only if you update an address.

Similarly, when entering a new telephone number, do not enter a Telephone Type unless the corresponding Address Type already exists in the database. When an address and telephone number are being added, the telephone will assume the type associated with the address. Also, do not enter a sequence number for a new telephone entry.

Routing Queue Section: Originators can set up a routing queue of up to four approvers, by default, for a new EPAF by specifying the following information for each individual in the queue. Select the **Search** icon to view a list of approvers in a pop-up window. The approver list is limited to only those within the approval level, and displays the names in the <*Last Name, First Name*> format. Click **Save and Add New Rows** to either save the routing queue or add more approvers to the queue. Four new additional rows will be displayed on this page.

Any mandatory approval levels defined on the Electronic Approval Category Rules Form (NTRACAT) will display. If you have set up a Default Routing queue for an approval category, then the values for the default routing queue are displayed.

Web Page Fields

Item	Description/Source Information
Approval Level	Select an approval level from the pull-down list. This information is drawn from the Electronic Approval Level Rules Form (NTRALVL). Any mandatory levels defined in the approval category are displayed by default, and cannot be changed.

Web Page Fields

Item	Description/Source Information
User Name	Select an individual who has been authorized to approve the EPAF at the selected approval level from the pop-up window. Access this window by selecting the **Search** icon.
Required Action	Select the type of action to be performed by the individual on the EPAF from the pull-down list. Choices include: *Not Selected,* *Apply,* *Approve,* *FYI* Mandatory levels and actions defined for Required Action in the approval category are displayed by default, and cannot be changed. Only the approver may be entered.
Remove	Select the **Remove** check box to remove an approval level from the routing queue on the Electronic Personnel Action Form page. **Note:** Initially when you enter this self-service page, the **Remove** check box will not be available as the values are for display only. You must first save the record and then select the **Remove** check box to delete a specific approval level.
Comment	Enter a comment regarding the EPAF transaction, and save. You can enter a comment of up to 4000 characters. Once a comment is saved, the **Comment** field will be cleared and ready for another entry. To view a previous comment, click Comment and navigate to the EPAF Preview page.

Transaction History Section: This section displays a status history of the EPAF transaction. This section is *not* displayed for a new EPAF.

Web Page Fields

Item	Description/Source Information
Action	Displays the past actions performed on the EPAF. For example, *Created, Submitted* or *Applied.*
Date	Displays the date on which each action was performed on the EPAF.

Web Page Fields

Item	Description/Source Information
User Name	Displays the name of the EPAF user who performed the relevant action.

Buttons/Icons on This Page

Button/Icon	Action
Save	Saves the EPAF transaction.
Save and Add New Rows	Saves the entered information and adds four new rows if all rows are complete. This button is also displayed for the Default Earnings and Account Distribution sections of the EPAF page.
Submit	Submits the EPAF to the routing queue for approval.
Delete	Deletes the EPAF transaction.
Search	Goes to the Value window.
Default from Index	Defaults the FOAPAL components from the selected index.

Links to Other Web Pages

This Link	Action
Approval Types	Goes to the Approval Types section of this self-service page.
Routing Queue	Goes to the Routing Queue section of this self-service page.
Comments	Goes to the Comments section of this self-service page.
Transaction History	Goes to the Transaction History section on this self-service page.
Return to Top	Goes to the top of this self-service page.
New EPAF	Goes to the New EPAF Person Selection page.
EPAF Originator Summary	Goes to the EPAF Originator Summary page.
Return to EPAF Menu	Goes to the EPAF menu.

Setup Requirements

Item	Description
NTVAPTY	Set up approval types for electronic approvals in this validation form.
NTVACAT	Set up Approval categories for electronic approvals in the validation form.
NTRAPTY	1. Associate approval types with approval categories defined in the previous two validation forms. 2. Specify the blocks, fields and the display order of the fields for each approval type.

EPAF Preview

The EPAF Preview page can be accessed by all EPAF users in Employee Self-Service. This page displays the current saved information entered for an EPAF. Access this page by selecting a Name link in the EPAF Approver Summary page or the EPAF Originator Summary page.

Approvers can perform any of the following actions on an EPAF based on the queue status of the transaction:

- Approve the EPAF,
- Disapprove the EPAF,
- Return the EPAF for correction,
- More Information, or
- Add a comment.

Similarly, originators can perform the following types of actions when previewing an EPAF based on the transaction status of the EPAF:

- Delete the EPAF,
- Void the EPAF,
- Select the link to update the EPAF with new or changed information, and
- Select the link to add a comment to the EPAF.

Note

Multiple comments can be entered for a single EPAF transaction. Comments previously entered will be displayed on this page. You can choose to enter a new comment by selecting the Add a Comment link on this page.

If you access this page from the EPAF Originator Summary page, the following message is displayed: *You are acting as an Originator.*, whereas, if you access this page from the EPAF Approver Summary page, the following message is displayed: *You are acting as an Approver.*

Web Page Fields

Item	Description/Source Information
Fields displayed on this page are identical to those on the Electronic Personnel Action Form page for the relevant EPAF except that all fields are display-only. For detailed field descriptions, refer to the "Electronic Personnel Action Form" on page 2-44.	

Buttons/Icons on This Page

Button/Icon	Action
The following buttons are displayed to originators and superusers:	
Delete	Deletes an EPAF. Only originators can create or delete an EPAF.
The following buttons are dynamically displayed to approvers and superusers:	
Approve	Changes the transaction status of the EPAF to *Approve*.
Acknowledge	Acknowledge the EPAF. This button is displayed to approvers only.
Disapprove	Changes the transaction status of the EPAF to *Disapprove*. This button is displayed to approvers only.
Voids	Voids the EPAF transaction.

Buttons/Icons on This Page

Button/Icon	Action
Return for Correction	Changes the transaction status of the EPAF to *Return for Correction*, and re-routes the EPAF back to the originator who created the EPAF.
The following icons are dynamically displayed to all self-service EPAF users:	
Next	Displays the next transaction on the EPAF Preview page.
Previous	Displays the previous transaction on the EPAF Preview page.

Links to Other Web Pages

This Link	Action
The following links are displayed to originators:	
Update	Goes to the Electronic Personnel Action Form page.
EPAF Originator Summary	Goes to the EPAF Originator Summary page.
The following link is displayed to approvers:	
EPAF Approver Summary	Goes to the EPAF Approver Summary page.
The following links are common to all EPAF users:	
Add Comment	Goes to the Comments page.
Comments	Goes to the Comments section on the EPAF preview page.
Approval Types	Goes to the Approval Types section on the EPAF preview page.
Default Earnings	Goes to the Default Earnings section of the EPAF preview page, if applicable.
Account Distribution	Goes to the Account Distribution section of the EPAF preview page, if applicable.
Routing Queue	Goes to the Routing Queue section on the EPAF preview page.
Transaction History	Goes to the Transaction History section on the EPAF preview page.

Links to Other Web Pages

This Link	Action
Return to Top	Goes to the top of the EPAF Preview page.
Return to EPAF Menu	Goes to the EPAF menu.

Transaction Search

Search for an EPAF transaction on the Transaction Search page by entering any of the following criteria: Last Name, First Name, transaction number, or by a person's Banner ID. You can also specify a wild card search for any of the above fields by entering percent (%) as the wild-card character.

The Transaction Search page can be accessed by originators and approvers alike by selecting the Search link on their respective EPAF Summary pages in self-service.

To search an EPAF transaction:

1. Access the Transaction Search page by selecting the **Search** link from the EPAF Originator Summary page or the EPAF Approver Summary page.
2. Search for an EPAF by entering the Last Name and/or the First Name of an individual, or the person's Banner ID, or the EPAF transaction number.
3. Select the number of transactions you wish to see per page from the pull-down list. By default, *25* transactions will be displayed on each page.
4. Click **Go**.
5. The results will be displayed on the Transaction Search Results page.

Information Text

The information text provides instructions for using this self-service page. You can customize the text using Web Tailor. The delivered text is:

Enter the Last Name and or First Name of the person or an ID. Or, enter a Transaction number. Select Go. A percent sign may be used as the wildcard.

Web Page Fields

Item	Description/Source Information

Search Criteria: Enter Last Name and/or First name, or enter the ID, or enter a transaction number. The percent sign (%) may be used as a wildcard.

Web Page Fields

Item	Description/Source Information
Last Name	Enter a person's last name either partially or complete.
First Name	Enter a person's partial or complete first name.
ID	Enter the person's Banner ID, if known.
Transaction Number	Enter the EPAF transaction number if known, or use the wild-card character (%) if you are aware of it partially.
Transactions Per Page	From the pull-down list, select the number of EPAF transactions you wish to view per page on the Transaction Results page. Choices include: *25* *50* *100*

Buttons/Icons on This Page

Button/Icon	Action
Go	Goes to the Transaction Search Results page.

Links to Other Web Pages

This Link	Action
New EPAF	Goes to the New EPAF Person Selection page. This link is displayed to originators and superusers only.
EPAF Originator Summary	Goes to the EPAF Originator Summary page. This link is displayed if you navigated to the Transaction Search page from the EPAF Originator Summary page.
EPAF Approver Summary	Goes to the EPAF Approver Summary page. This link is displayed if you navigated to the Transaction Search page from the EPAF Approver Summary page.
Return to EPAF Menu	Goes to the EPAF menu. This link is common to all self-service EPAF users.

Transaction Search Results

This page displays all EPAF transactions that match the search criteria entered on the Transactions Search page. Select the name of a person to revert to the EPAF Preview page.

You can also order the results in the ascending or descending order by selecting the Up or Down icons corresponding to **Name**, **ID** and **Transaction** columns.

Information Text

The information text provides instructions for using this self-service page. You can customize the text using Web Tailor. The delivered text is:

Choose a transaction by selecting a link under Name.

Web Page Fields

Item	Description/Source Information
Name	Displays the names of persons associated with EPAF transactions that matched your search criteria. Select the Up or Down icons to alphabetically list names in ascending or descending order.
ID	Displays the Banner IDs of each person. Select the Up or Down icons to list IDs in ascending or descending order.
Transaction	Displays the EPAF transaction number that match the search criteria. Select the Up or Down icons to list transactions in ascending or descending order.
Approval Category	Displays the approval category associated with the EPAF transaction.
Status	Displays the *transaction* status of the EPAF.
Created Date	Displays the date the EPAF transaction was created.
Submission Date	Displays the date the EPAF transaction was submitted to the approval queue.

Buttons/Icons on This Page

Button/Icon	Action
Up	Sorts a column in the ascending order.
Down	Sorts a column in the descending order.

Buttons/Icons on This Page

Button/Icon	Action
Next	Goes to the next page of the Transaction Results page.
Previous	Goes to the previous page of the Transaction Results page.

Links to Other Web Pages

This Link	Action
Transaction Search	Goes to the Transaction Search page.
EPAF Approver Summary	Goes to the EPAF Approver Summary page. This link is displayed if you navigated to the Transaction Search page from the EPAF Approver Summary page.
EPAF Originator Summary	Goes to the EPAF Originator Summary page. This link is displayed if you navigated to the Transaction Search page from the EPAF Originator Summary page.
Return to EPAF Menu	Goes to the EPAF menu.

Person Search

Search for a person or an employee on the Person Search page. Originators can access this page from the New EPAF page.

You can conduct a person search with the following criteria:

- Search for the last name and/or the first name of a person, OR,
- Search for a person using their SSN/SIN/TIN numbers (partial or complete), OR
- Search for a person's Banner ID (partial or complete).

All of the above searches can be conducted using the percent wild-card character (%) if you have partial information for any of the search fields.

To conduct a person search:

1. Access the Person Search page by selecting the **Search** icon corresponding to the **ID** field on the New EPAF Person Selection page.
2. Limit the search results to employees by selecting the **Employee** check box.

3. Search for a person by entering their Last Name and/or First Name, or the person's Banner ID, or their SSN/SIN/TIN. Enter percent (%) as the wild-card character if you are conducting a partial search in any of the fields.

4. From the pull-down list, select the number of transactions you wish to see per page on the Person Search Results page.

5. Click **Go**.

   The results are displayed on the Person Search Results page.

Information Text

The information text provides instructions for using this self-service page. You can customize the text using Web Tailor. The delivered text is:

Check the box to limit the search to an Employee. Enter the Last Name and or First Name, or enter an ID, or enter the SSN/SIN/TIN. Select Go. A percent sign may be used as a wildcard.

Web Page Fields

Item	Description/Source Information
Search Criteria: Enter information in the Last and/or First Name fields, or the **ID** field, or the **SSN/SIN/TIN** field to conduct a person search. At least one value must be entered (can be the wild-card).	
Employee	Select this check box to limit your search to employees only. Otherwise, a person search will also include non-employees who have an ID in Banner.
Last Name	Enter either the partial or complete last name of the person. Enter percent (%) as the wild-card character when you conduct a partial search. E.g., Lan%.
First Name	Enter either the partial or complete first name of the person. Enter percent (%) as the wild-card character when you conduct a partial search. E.g., St%.
ID	Enter either the partial or complete Banner ID of the person. Enter percent (%) as the wild-card character when you conduct a partial search. E.g., 190%, A20%.
SSN/SIN/TIN	Enter either the partial or complete SSN/SIN/TIN of the person. Enter percent (%) as the wild-card character when you conduct a partial search. E.g., 157%, 20%

Web Page Fields

Item	Description/Source Information
Records per page	From the pull-down list, select the number of records that are to be listed per page on the Search Results page. Choices include: *25,* (default) *50,* *75,* *100*.

Buttons/Icons on This Page

Button/Icon	Action
Go	Goes to the Person Search Results page.

Person Search Results

This page displays all persons who match the search criteria entered on the Persons Search page. The name search is based on the person's most current name. Select the ID of a person to revert to the New EPAF Person Selection page.

You can also sort and order the information in the ascending or descending order by selecting the Up or Down icons for the **ID**, **Last Name**, or **First Name** fields.

Information Text

The information text provides instructions for using this self-service page. You can customize the text using Web Tailor. The delivered text is:

To choose a person, select a link under ID.

Web Page Fields

Item	Description/Source Information
The following information is displayed for Person Search Results:	
ID	Displays the Banner ID of each individual. Select the link corresponding to the ID of an individual to choose a person from this list.
Last Name	Displays the last name of the person, if available.

Web Page Fields

Item	Description/Source Information
First Name	Displays the first name of the person, if available.
Middle Name	Displays the middle name of the person, if available.
Birth Date	Displays the birth date of the person, if available.
Name Type	Displays the name type category of the person entered into the system. For example the casual name of the person may have been entered in Banner on the Identification Form (PPAIDEN). The list of values for the **Name Type** field on PPAIDEN is from the Name Type Validation Form (GTVNTYP).

Buttons/Icons on This Page

Button/Icon	Action
Up	Sorts a column in the ascending order.
Down	Sorts a column in the descending order.
Next	Goes to the next page of the search results list.
Previous	Goes to the previous page of the search results list.

Links to Other Web Pages

This Link	Action
EPAF Person Search	Goes to the EPAF Person Search page.
Return to EPAF Menu	Goes to the EPAF menu.

Comments

Comments can be entered at any point for EPAFs during the Electronic Approvals process, provided you have been defined in the approval queue. As an originator you can enter comments for an EPAF until you submit the EPAF to the approval queue. Once you submit the EPAF to the approval queue, you can then enter additional comments only from the EPAF preview page or the EPAF Originator Summary page.

As an approver you can enter comments for an EPAF transaction only *after* the EPAF has been submitted by the originator to the approval queue. You can then access this page from the EPAF preview page or the EPAF Approver Summary page.

Information Text

The information text provides instructions for using this self-service page. You can customize the text using Web Tailor. The delivered text is:

Enter a comment.

Web Page Fields

Item	Description/Source Information
Name and ID	Displays the Name and Banner ID of the person if available.
Transaction	Displays the EPAF transaction number.
Job and Suffix	Displays the Position number and suffix of the employee associated with the transaction, if applicable.
Approval Category	Displays the approval category associated with the EPAF transaction.

Web Page Fields

Item	Description/Source Information
Previous Comments Section: This section is displayed only if comments have been previously entered for the EPAF transaction.	
Date	Displays the date that a comment was made. The date format is in web-display format, and includes the time of day also.
Made By	Displays the ID and the name of the individual who entered the comment.
Comments	Displays the comment made by the individual.
Enter Comment	Enter a new comment of up to 4000 characters for the EPAF transaction in this text box.

Buttons/Icons on This Page

Button/Icon	Action
Save	Saves the entered comment.

Links to Other Web Pages

This Link	Action
EPAF Originator Summary	Goes to the EPAF Originator Summary page. This link is displayed if you navigated to the Comments page from the EPAF Originator Summary page.
EPAF Approver Summary	Goes to the EPAF Approver Summary page. This link is displayed if you navigated to the Comments page from the EPAF Approver Summary page.
EPAF Preview	Goes to the EPAF Preview page.
Electronic Personnel Action Form	Goes to the Electronic Personnel Action Form page.
Return to EPAF Menu	Goes to the EPAF menu.

Duplicate Check

The Duplicate Check page provide the user with the ability to check for duplicate or existing records within Banner or within the tables housing EPAF transactions that have not been applied to the database. This page is displayed only when you select an approval category that requires identification information for an EPAF, where a new ID has been entered or generated, and common matching functionality has been enabled for EPAFs in Employee Self-Service. This page can be accessed only from the Electronic Personnel Action Form page.

Select an existing person from the list by selecting a Name link. The temporary PIDM in the EPAF table will be updated with the PIDM of the person selected and the transaction will be submitted to the routing queue. When you click **New Person**, a PIDM is created and the transaction is submitted to the approval queue. If no match is found the Duplicate Check page is not displayed, and a new PIDM will be created for the person entered on the Electronic Personnel Action Form page.

Information Text

The information text provides instructions for using this self-service page. You can customize the text using Web Tailor. The delivered text is:

Choose an existing person by selecting a name or select the New Person button to indicate a record for a new person.

Web Page Fields

Item	Description/Source Information
Name	This link displays names that are a possible or an exact match with the information entered on the Electronic Personnel Action Form page. When you select the link corresponding to a name, the current values for the transaction is updated to reflect the current values of the person selected, and the transaction is submitted to the approval queue
ID	Displays the Banner ID associated with each person.
SSN/SIN/TIN	Displays the SSN/SIN/ TIN number of the person, if available. If PII or FGAC is being used at your site, this field may be masked.
Address	Displays the addresses of the person, if available.
Telephone	Displays the 10-digit telephone number of the person, if available.
Birth Date	Displays the person’s birth date in web display format, if available.
E-mail	Displays the e-mail addresses of the person, if available.

Buttons/Icons on This Page

Button/Icon	Action
New Person	Select this button if none of the existing persons are an exact match to the new person. The system creates a new person record and submits the transaction to the routing queue.

Links to Other Web Pages

This Link	Action
Electronic Personnel Action Form	Goes to the Electronic Personnel Action Form page.
EPAF Main Menu	Goes to the EPAF menu.

Setup Requirements

Item	Description
GUAINST	Select the **Online Matching Process Enabled** indicator to enable common matching at the institutional level.
NTRINST	Select the source to be used as the Common Matching Source for EPAFs from the pull-down list.

Verification

To increase security to the EPAF pages, the verification page is displayed to verify your pin or password to electronic approvals menu in Employee Self-Service. This page is displayed when you select any menu item under the EPAFs main menu, except the Act as a Proxy link.

Organizations can choose to display this page by checking the **Display Alternate Logon Verification Form** indicator on the Position Control Installation Rules Form (NTRINST).

Information Text

The information text provides instructions for using this self-service page. You can customize the text using Web Tailor. The delivered text is:

Enter your PIN or Password and select Submit, or, select Exit to be redirected to the User Logout page.

Web Page Fields

Item	Description/Source Information
PIN or Password	Enter your six-digit alphanumeric PIN or password to Employee Self-Service.

Buttons/Icons on This Page

Button/Icon	Action
Submit	Provides navigation to the menu items selected from the EPAF menu. If an incorrect PIN is entered more than the predefined times in Web Tailor, you will be redirected to the User Logout page.

Links to Other Web Pages

This Link	Action
Return to EPAF Menu	Goes to the EPAF menu.

Setup Requirements

Item	Description
NTRINST	Select the **Display Alternate Logon Verification Form** indicator in the Electronic Approvals tab to display the Verification page in Employee Self-Service.

Act as a Proxy

The Act as a Proxy page is available to all self-service EPAF users who have been given proxy privileges and defined on the Electronic Approval Proxy Rules Form (NTRPROX) in Banner Position Control. This self-service page is provided to ensure that non-approvers with just proxy privileges can also access relevant EPAF transactions for processing.

Selecting this option in the EPAF menu displays the Proxy or Superuser or Filter Transactions page. For detailed web page functionality and field descriptions, refer to 2-18 of this release guide.

Web Procedures

The following chart lists the new web packages/procedures that have been added to Employee Self-Service to create the Web pages of the EPAF module. The packages containing these procedures are listed in the *package.procedure* format.

Web Page	Web Package/Procedure
Electronic Personnel Action Form Menu	`bwpkepaf.P_DispEpafMenu`
EPAF Proxy Records	`bwpkepaf.P_DispProxySetup` `bwpkepaf.P_UpdateProxies`
EPAF Approver Summary	`bwpkepaf.P_DispApproverSummary` `bwpkepaf.P_SelectApproverSummary`

Web Page	Web Package/Procedure
EPAF Originator Summary	bwpkepaf.P_DispOriginatorSummary bwpkepaf.P_SelectOriginatorSummary
Superuser or Filter Transactions	bwpkepaf.P_DispOriginatorFilters bwpkepaf.P_SelectOriginatorFilters
Proxy or Superuser or Filter Transactions	bwpkepaf.P_DispApproverFilters bwpkepaf.P_SelectApproverFilters
New EPAF Person Selection	bwpkepaf.P_ChoosePerson bwpkepaf.P_ChoosePersonDriver
New EPAF Job Selection	bwpkepaf.P_ChooseJob bwpkepaf.P_ChooseJobDriver
New Position Selection	bwpkepaf.P_ChoosePosition bwpkepaf.P_ChoosePositionDriver
Electronic Personnel Action Form	bwpkepaf.P_NewPersEpafDetl bwpkepaf.P_NewPersEpafDetl bwpkepaf.P_UpdateEpafDetl bwpkepaf.P_UpdateNewPersEpaf
Address and Telephone Selection	bwpkepaf.P_DispPersonAddressesPhones bwpkepaf.P_SelectPersonAddressPhone
Address Selection	bwpkepaf.P_DispPersonAddresses bwpkepaf.P_SelectPersonAddress
Telephone Selection	bwpkepaf.P_DispPersonPhones bwpkepaf.P_SelectPersonPhone
Person Search	bwpkepaf.P_SearchPerson
Transaction Search	bwpkepaf.P_SearchTransaction
Person Search Results	bwpkepaf.P_GetPerson bwpkepaf.P_DispPerSearchResults
Transaction Search Results	bwpkepaf.P_GetTransaction bwpkepaf.P_DispTransSearchResults
Duplicate Check	bwpkepaf.P_DispDuplicateCheck bwpkepaf.P_DuplicateCheckDriver

Web Page	Web Package/Procedure
Comments	bwpkepaf.P_DispComments bwpkepaf.P_UpdateComments
EPAF Preview	bwpkepaf.P_DispEpafPreview bwpkepaf.P_UpdateEpafPreview
Verification	bwpkepaf.P_Verification bwpkepaf.P_VerificationDriver
EPAF Default Routing Queue	bwpkepaf.P_DispDefaultRouting bwpkepaf.P_UpdateDefaultRouting
Valid Values Window	bwpkepaf.P_DispValidValues

A Electronic Approvals Chart

The *Electronic Approvals Chart* below provides a summary of the valid Queue Status and Transaction Status approval codes. These status combinations are valid for electronic approvals in Internet-Native Banner and Employee Self-Service.

Valid Transaction Status And Queue Status Combinations

Use the chart below to determine valid queue status and transaction status are combinations. For example, you can pair any transaction status with the queue status *None (Superuser)*; however, you can only pair the queue status *More Information* with the transaction status *Pending*.

	Transaction Status								
Queue Status	**Waiting**	**Pending**	**Approved**	**Partially Complete**	**Complete**	**Disapproved**	**Voided**	**Return For Correction**	**Canceled**
None (Superuser)	✔	✔	✔	✔	✔	✔	✔	✔	✔
None (Originator)	✔	✔	✔	✔	✔	✔	✔	✔	✔
Approved		✔	✔	✔	✔	✔	✔	✔	✔
Acknowledged		✔	✔	✔	✔	✔	✔	✔	✔
FYI		✔	✔	✔	✔	✔	✔	✔	✔
Pending		✔	✔	✔					
In The Queue		✔							
More Information		✔							
Overridden			✔	✔	✔		✔	✔	✔

	Transaction Status								
Queue Status	Waiting	Pending	Approved	Partially Complete	Complete	Disapproved	Voided	Return For Correction	Canceled
Applied					✔				✔
Disapproved						✔			
Voided							✔		
Removed from the Queue						✔	✔	✔	✔
Return For Correction			✔				✔	✔	✔
All		✔	✔	✔	✔	✔	✔	✔	✔

B Seed Data

To support the Biographic/Demographic and Identification information on EPAFs, fields have been added to the Electronic Approval Usage Rules Form (NTRAUSG) table.

To support the Benefits Administration enhancement to EPAFs, a field, PEBEMPL_NEW_HIRE_IND has been added to the Electronic Approval Usage Rules Form NTRAUSG) table.

Glossary

Approvers

Approvers process EPAFs to approve, acknowledge, return EPAFs to originators for corrections, or apply EPAFs to the database.

Approval Category

Approval categories represent the purpose of the personnel action - the reason a Personnel Action is being created.

For example, commonly performed functions at an institution such as the Employee transfer, or Reclassification of an employee.

Approval Group

Approval group is an *optional* security measure specific for electronic approvals in Employee Self-Service that allows you to group one or more approval categories and associate them with a finite set of users.

Approval Levels

Approval Levels represent the reporting hierarchy structure in your organization starting from the lowest level that needs to approve an EPAF.

Approval Type

Approval types are actions specific to the processing of a Personnel Action.

For example, actions such as, establishing a new job assignment for an employee, or terminating an existing job assignment for an employee.

Originator

The creator of an Electronic Personnel Action. The originator is the *first* person who commits data entered on the Electronic Personnel Action Form (NOAEPAF) to the database.

Proxy

Proxies are individuals authorized to approve in the absence of the original approver.

Queue Status

The status of the Electronic Personnel Action (EPAF) with respect to the individual defined in the approval queue.

Superuser

A *superuser* is an individual who can approve any transaction at any time during the approval process. He/She can bypass people in an approval queue who have not yet taken action (approved, in the queue, etc.) on a transaction. This functionality is critical to the timeliness of the payroll process.

The payroll or human resources office can view (online or in a report) those PAFs pending approval. With verbal communication from each approver in the queue, they can approve pending transactions (and bypass all approvers) when the changes must be applied to the database for accurate payroll processing.

Note

The only approver action that is not valid for a superuser is the action of *disapproval*. If a PAF needs to be withdrawn from the approval process, the superuser can perform any one of the following actions: ■

- Void the transaction, or
- Return the transaction for correction.

Transaction Status

The status of the Electronic Personnel Action (PAF) itself.

For example, assume that a new online Personnel Action has been defined and filled out. The Personnel Action item is then submitted to a predefined approval queue for signatures. When the Personnel Action is submitted to the queue, the PAF is considered to be in a *Pending* approval transaction status.

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