Electronic Personal Action Form (EPAF)

Checking the Status of an EPAF

1. Click the Personnel Action Form Menu in the Banner Information System. Click “Check Form Status.”

2. To view the specifics about an EPAF record, click “View.”

3. This page shows you the following information:
   - Employee Name
   - Position Number (17* = non-work study, 27* = work study, 37* = graduate student)
   - Title
   - Originator
   - Status:
     - Waiting = Not submitted and waiting for some action to be taken by the Originator.
     - Pending = Submitted and waiting for approval by Student Employment.
     - Disapproved = Submitted, but not approved by Student Employment. See comments to revise EPAF.
     - Return for Correction = Submitted, but not approved by Student Employment. See comments to revise EPAF.
     - Approved = Approved by Student Employment and waiting to be applied to payroll.
     - Completed = Applied to payroll.
   - Document Status: All students are required to complete a W4 and I-9. If the student has incomplete documents, the student MUST stop working immediately OR submit the documents ASAP.