1. Log in to Self-Service Banner (SSB) and navigate to the **Electronic Personnel Action Forms (EPAF)** menu screen.

2. Select the **New EPAF** link.

3. Insert the RU ID number of the employee in the **ID Box**. (The name of the employee should populate once the RU ID number has been entered in the ID Box.)

4. The current date should automatically populate in the **Query Date** field.

5. In the Approval Category drop-down list, highlight **Job Terminatioinatioinadob TerJob TerJob TerJob Terminatioidab Terminatialoa TerCE 2(p**

1. Log in to Self-Service Banner (SSB) and navigate to the

Job Title Change

1. Log in to Self-Service Banner (SSB) and navigate to the **Electronic Personnel Action Forms (EPAF)** menu screen.

2. Select the **New EPAF** link.

3. Insert the RU ID number of the employee in the **ID Box**. (The name of the employee should populate once the RU ID number has been entered in the ID Box.)

4. The current date should automatically populate in the **Query Date** field.

5. In the Approval Category drop-down list, highlight **Job Title Change, TITLE** and select **Go**.

6. On the New EPAF Job Selection screen, choose the position that should be updated and select **Go**. (If there are multiple positions, be sure to select the position number that belongs to your department.)

7. The next screen is the data entry form. The date the Job Title Change goes into effect should be entered in the **Jobs Effective Date** field, as well as the **Personnel Date** field. (If the EPAF is created late, the current date should be entered in the Jobs Effective Date field and the date the job title change went into effect should be entered in the Personnel Date field.)

8. In the area labeled Title, the new **job title** of the employee should be entered in the new value field.

9. In the Routing Queue section, click on the magnifying glass next to each Approval Level to select appropriate users based on the department/division.

10. If needed, comments may be included in the **Comment Box**.

11. Click **Save.**

12. Review the data entry form for errors. If no errors exist, click **Submit.**

Grant Continuation with FOAP Change

1. Log in to Self-Service Banner (SSB) and navigate to the **Electronic Personnel Action Forms (EPAF)** menu screen.

2. Select the **New EPAF** link.

3. Insert the RU ID number of the employee in the **ID Box**. (The name of the employee should populate once the RU ID number has been entered in the ID Box.)

4. The current date should automatically populate in the **Query Date** field.

5. In the Approval Category drop-down list, highlight **Grant Continuation and Budget/FOAP Change, GCONT2** and select **Go**.

6. On the New EPAF Job Selection screen, choose the position that should be updated and select **Go**. (If there are multiple positions, be sure to select the position number that belongs to your department.)

7. The next screen is the data entry form. In the Grant Cont w/Budget Change section, the day the grant begins should be entered in the **Jobs Effective Date** field, as well as the **Personnel Date** field.

8. The new FOAP and the effective date of the FOAP should also be entered in the Grant Cont w/Budget Change section.

9. In the Job Termination section, the day the grant ends should be entered in the **Jobs Effective Date** field, as well as the **Personnel Date** field.

10. In the Routing Queue section, click on the magnifying glass next to each Approval Level to select appropriate users based on the department/division.

11. If needed, comments may be included in the **Comment Box**.

12. Click **Save.**

13. Review the data entry form for errors. If no errors exist, click **Submit.**

1. Log in to Self-Service Banner (SSB) and navigate to the **Electronic Personnel Action Forms (EPAF)** menu screen.

2. Select the **New EPAF** link.

3. Insert the RU ID number of the employee in the **ID Box**. (The name of the employee should populate once the RU ID number