EPAF Requesting Roles

To request your EPAF roles:

1. Go to my.unm.edu and enter your NetID and Password.

1. Click on the Employee Life tab.
2. Click on Banner Authorization Request link.
1. If you currently have an incomplete request you will see an Open Saved Access Request button at the bottom of the page. Click on the button.
2. If you do not have an existing request you will see an add/remove access roles button at the bottom of the page. Click on the button.

**NOTE:** If you have existing Banner access, your current authorization will automatically be copied into your new request.
3. Enter your supervisor’s NetID. If you do not know your supervisor’s NetID, please use the hotlink to the UNM Directory to look it up.
4. Explain the **business reason** for this role.
5. Click on the **Add Roles** or **Select Roles** button.

6. Click on **SHOW ALL ROLES**
7. Click on **EPAF Employment Transaction Roles**

8. Find the role(s) you will be requesting.
9. If it indicates “need training”, click on the **Need Training** link.
10. The required courses for this role will be displayed.

<table>
<thead>
<tr>
<th>Course</th>
<th>Required?</th>
<th>Training Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Securing Private Data - EXAM</td>
<td>Yes</td>
<td>Training complete</td>
</tr>
<tr>
<td>Understanding the EPAF Process</td>
<td>Yes</td>
<td>Training complete</td>
</tr>
</tbody>
</table>

To find out when a class will be offered, go to Learning Central or contact Employee and Organizational Development (EOD) at 277-1555.

CLOSE WINDOW

NOTE: In the example above, there are 2 required courses (Securing Private Data and Understanding the EPAF Process). Before a role can be requested, all required courses must be complete.

11. If you need to complete a course, go to Learning Central.

NOTE: Understanding the EPAF Process is a course that contains 3 modules. Please take all 3 before requesting you EPAF role.

12. Once your training is complete, click the check box next to the appropriate role.

| Training complete | EPAF - Originator of Staff Employment Transactions | Department designated individual with authority to originate a Staff Employment Transaction EPAF. |
| Training complete | EPAF - Originator of Student Employment Transactions | Department designated individual with authority to originate a Student Employment Transaction EPAF. |
| Training complete | EPAF-Dml Appr Level 1 - Staff | Department designated individual with authority to approve a Staff Employment Transaction EPAF-First Level approval. (Department needs an originator and a first level approval within the department to process a Staff Employment Transaction EPAF.) |
| Training complete | EPAF-Dml Appr Level 1 - Student | Department designated individual with authority to approve a Student Employment Transaction EPAF-First Level approval. (Department needs an originator and a second level approval within the department to process a Student Employment Transaction EPAF.) |

13. Click on the **Add Selected Roles to My Request** button at the bottom of the page.
14. Verify you have selected the appropriate role(s)  
15. Enter the appropriate org code  
16. Click on the ADD HR-Payroll Org button to add the org code to your request.  

![Access roles requested table]

17. Click on the Next button at the bottom of the page  

![Buttons: Withdraw this request, Save for later, Next ->]

18. Verify all information  
19. Click on the Submit Request button at the bottom of the page.  

![Buttons: <- Back, Withdraw Request, Save Request, Submit Request]