Staff EPAF Redesign

What's New

- Updated Staff UNMTemp Extension EPAF to retain supervisor information when extension is processed.
- Updated Staff Term Extension EPAF so term extensions that span fiscal years do not impact budget encumbrances.
- Updated EPAF approval routing queue to remove dependency on Dept Apprv Level 1 - Staff role when submitting EPAFs.
- Updated EPAF approval routing queue to include College/School/Division Approver on EPAFs that have budgetary or employee relations impact.
- Updated EPAF approval routing queue to replace HR Consultant review with HR Transaction Center review. HR Consultants will remain in routing queues for EPAFs that have employee relations impact.

Reason for Change

- To improve effectiveness and timeliness of EPAF processing by fixing “bugs” in current EPAFs and reducing the numbers of required approval steps before the change is made to the employee's record.
- Rethinking the purpose of EPAF routing queue from employment transaction approval to facilitating the flow of information and transaction processing.
- Increase flexibility of EPAF approval routing queue to accommodate structure of both large and small divisions.
- Increased flexibility of EPAF approval routing queue so HR Agents can determine the appropriate EPAF routing within a division.
- To facilitate the flow of information through the applicable HR Agent regarding employment transactions that have employee relations or budgetary impact.

What to Expect

EPAF Changes Will be Implemented March 5, 2018.

- Updated EPAF job aids for Staff UNMTemp and Staff Term Extension EPAFs will be placed on Employee Knowledge Base and HR Forms page.
- HR Transaction Center EPAF approval representatives will be identified and communicate to Staff EPAF Originators.
- HR Agents will need to ensure the appropriate individuals have requested the College/School/Division Approver BAR Role.
- HR Agents can delegate the College/School/Division Apprv to department staff to approve EPAF transactions. See below for instructions on how to delegate the BAR Role.

Staff EPAF Required Routing Queues Effective March 5, 2018

Please Note: The table below indicates the system required EPAF routing queue for all Staff EPAFs effective March 5, 2018. HR Agents can require additional level of approvals when submitting Staff EPAFs based on the Division's needs. If your division requires additional level of approvals above what is required in the table below, please see the EPAF Routing Queue Job Aid.

<table>
<thead>
<tr>
<th>ACAT</th>
<th>Description</th>
<th>Dept Apprv Level 1 - Staff</th>
<th>College /School /Division Appvr</th>
<th>HSC Contracts and Grants or Main Contracts and Grants</th>
<th>Employment Area Staff (HR Transaction Center)</th>
<th>HR Consultant</th>
<th>Required Attachment</th>
</tr>
</thead>
<tbody>
<tr>
<td>JS0001</td>
<td>Staff Resignation</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Resignation Letter</td>
</tr>
<tr>
<td>JS0002</td>
<td>Staff End Assign/Term</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>For Staff Term Employees: Term Appointment Notification of Completion For On-Call, Non-Credit Instructors, or Temporary employees: No documents are required</td>
</tr>
<tr>
<td>JS0003</td>
<td>Staff Probationary Separation</td>
<td>Yes</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>FYI Only Relieved During Probation Notice to Employee (Please contact HR Consultant for details)</td>
</tr>
<tr>
<td>JS0004</td>
<td>Staff Layoff</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>FYI Only Layoff Notice to Employee (Requires EVP approval, please contact HR Consultant for details)</td>
</tr>
<tr>
<td>JS0005</td>
<td>Staff Discharge for Cause</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>FYI Only</td>
</tr>
</tbody>
</table>
Delegating College/School/Division Approver Role

HR Agents can delegate the College/School/Division Approver Role to department staff based on the needs of the division. To do so, when requesting the BAR role, the department staff member must override their Supervisor to be the divisional HR Agent to indicate the HR Agent's approval of the delegated authority.

1. To request College/School/Division Approver BAR role, go to http://my.unm.edu and log in. Select the Banner Authorization Requests link.
2. The College/School/Division Approver BAR role can be found by selecting the Roles by Function link and selecting the EPAF Employment Transaction Functions section. The EPAF roles are listed alphabetically.
3. To add the role, select the Add check box in the the College/School/Division Approver row and scroll down to the bottom of the page and select the Add Selected Roles to My Request button.
4. Prior to submitting the request, override the Supervisor and enter the NetID of your divisional HR Agent. You will receive an email once the BAR Role Request has been approved.