

WEB EPAF REQUEST FORM

Login: <https://www.cals.uidaho.edu/cas/epaflogin.asp>

Username: myUIdaho Account

Password: myUIdaho Account

Electronic Personnel Action Form Request

<p>*Name</p> <input type="text" value="Joe Vandal"/> <p>First and last name required</p>	<p>*PCN</p> <input type="text" value="BA9900.05"/> <p>Position Control Number – If TH/ST/WS, numbers are designated by department and based on title or the type of work being completed. If board appointed, PCN's are designated by position and included on the Position Authorization Form (PAF).</p>
<p>*V Number</p> <input type="text" value="V00000000"/> <p>Can be located in Banner (NBAJOBS search or SPAIDEN search)</p>	<p>I-9/W4 Completed</p> <p><input checked="" type="radio"/> Yes <input type="radio"/> No</p> <p>These forms are required for all employees. If an individual has been employed by the UI then their I-9 is good for 3 years unless there is no break in service. PEAEMPL will provide information on whether an I-9 has been received.</p>
<p>*Effective Date</p> <input type="text" value="06/28/2010"/> <p>This is the date the action or change is effective</p>	<p>Type of Employment</p> <input type="text" value="TH PERSI Eligible"/> <p>Board Appointed Employees will include classified, faculty and exempt.</p>
<p>*Change Requested (If new appointment please include search process, number, exception, etc.)</p> <div style="border: 1px solid black; padding: 5px;"><p>New appointment in CALS Administrative Services. Hired through a URA exception approved by Charity Buchert. Individual will be working through the end of FY11.</p></div>	
<p>Hourly Rate</p> <input type="text" value="10.00"/>	<p>Termination Date</p> <input type="text" value="06/25/2011"/> <p>TH/ST positions cannot exceed 1 year from the effective date.</p>
<p>Annual Salary</p> <input type="text"/>	<p>Job Location</p> <input type="text" value="Idaho"/>
<p>Not required for TH/ST/WS positions.</p>	

FTE	Funding Source(s)/1 per line; % on each source
1	BAH000 50%
Full Time Equivalency	BAY000 50%
Hours per day/Hours per pay	
8 / 80	
TH/ST/WS can vary. Board Appointed must reflect FTE	
Timesheet Organization	
051	
Based on location if located off- campus	
Home Organization	
051	This section must equal 100% between all funding sources
Department or unit position falls under	
Supervisor	
Cherryl Sodorff	
Individual approving timesheets	
Additional Comments (If RPR or special check will be requested)	
Due to delay in processing hiring documents EPAF could not be processed with the EPAF deadline. Department will request a RPR for pay period 15 for 80 hours @ \$10.00/hour for a total RPR amount of \$800.00.	
Departments will need to request RPR and Special Check requests.	
*Requestor	*Requestor Email
Amy Norman	anorman@uidaho.edu
Date Requested	
7/16/2010	
Submit	Clear
Cancel	

**Indicates a required field. You will be unable to submit request if these fields are not completed.*

QUESTIONS:

Email: cals-hr@uidaho.edu

Amy Norman
208.885.7759

Charity Buchert
208.885.0168

Mary Schierman
208.885-6681