Good Things to Know
- A supervisor change will change the reporting hierarchy in OrgPlus for benefit eligible employees.
- A supervisor change will not change the approver of leave or time reports.
- Do not use this to change the Timesheet organization for Work Study Students. Use the "Work study Timesheet Change" EPAF for these actions. That EPAF includes the Financial Aid office in the approval routing.

Entry Instructions
1. Log into **DrexelOne**.

2. Select the **Employee** Tab.

3. Select **More BannerWeb Employee Services** in the Payroll section.

4. Select **Electronic Personnel Action Forms.**

5. Select **New EPAF.**

6. Enter the following information in the New EPAF Person Selection window:

    ID: If you do not know the ID, then use the magnifying glass icon to search for the value.

    Query Date: This is the effective date of the change.

    Approval Category: Supervisor/Timesheet Organization Change, SUPTMS.
                           Use the pull down menu to select the value.

    Go: Click on **Go** to move to the next window and start entry on the transaction.

New EPAF Person Selection

Enter an ID, select the link to search for an ID, or generate an ID. Enter the Query Date and select the Approval Category. Select Go.

* - indicates a required field.

ID: * `159951159` `Timothy Dobson`

Query Date: MM/DD/YYYY* `05/01/2016`

Approval Category: * `Supervisor/Timesheet Org Change do not use for Work Study, SUPTMS`

`Go`

7. Enter the following information in the New EPAF Job Selection window:
   a. Click in the Select column next to the position number to be extended or selected for rehire.

   b. Click on Go to move to the next window and enter the detail of the job.

New EPAF Job Selection

Enter or search for a new position number and enter the suffix, or select the link under Title.

ID: Timothy Dobson, 159951159
Query Date: May 01, 2016
Approval Category: Supervisor/Timesheet Org Chang, SUPTMS

Enter New Inofmration - Do not use for Federal Work Study Em, SPVTMS

Search	Type	Position	Suffix	Title	Time Sheet Organization	Start Date	End Date	Last Paid Date	Status	Select
🔍	New Job									○
	Primary	155010	00	Executive Assistant II	3742, Human Resources	Dec 21, 2015			Active	◉

All Jobs

Go

8. Enter the following information in the Electronic Personnel Action Form window.
   a. Enter New Information
      Job Effective Date: Enter the effective date of the change. This defaults from the Query Date.

      Timesheet Orgn: Enter the 4 digit organization number as required.

      Supervisor ID: Enter either the user name or ID for the supervisor as required.

Enter New Information, 155010-00 Executive Assistant II

Item	Current Value	New Value
Job Effective Date: MM/DD/YYYY *	12/21/2015	05/01/2016
Timesheet Orgn:	3742	🔍
Supervisor ID:	258852258	3577535557
Job Change Reason: (Not Enterable) NEW		SUPOR

Enter the user name or ID

| Supervisor ID: | 258852258 | SLJ59 |
| Job Change Reason: (Not Enterable) NEW | | SUPOR |

b. Enter the Routing Queue
    Default values for the routing queue can be set up on the Routing Queue window.

    User Name: Click on the magnifying glass icon to see a list of approvers within the level.

Routing Queue

Approval Level	User Name			Required Action
30 - (HR0200) Budget Administrator	🔍 SLJ59		Susan L Jennings	Approve
98 - (HUMRES) HRIS	🔍 EPAFHR		Epafhr HR EPAF User for: HR	Approve
99 - (HRADMN) HR System Administration	🔍 EPAFHR		Epafhr HR EPAF User for: HR	Apply
				Not Selected

    Add Additional Approval Levels.
    The required approval levels, and the associated action, default in and cannot be changed. Additional
    approval levels mandated by your department can be added.

    Approval levels that can be added (Listed in order of approval):
    P1-1   PI– add a record for each Principle Investigator approving.
    HR0050   Department – add a record for each approver mandated by your department for approval
    HR0200   Budget Administrator - required for all EPAFs
    HR0300   College/Division
    HR0400   Executive

c. Comment (optional)
    Any comments entered will be viewable
    by all approvers and will become part of
    the employee's official personnel record.

    Note: When you save the transaction,
    the comment moves out of the
    comment box and is listed above with
    the user

Comment

Example of comment

Date: May 05, 2016 11:36:14 AM
Made by: Susan L Jennings, SLJ59
Comments: Example of comment

d. Save the entry
    Click on the Save button.

Approval Types | D

Save

Return to Top

    If the transaction was saved
    successfully, then you will see a
    "success" message at the top of the
    page.

Electronic Personnel Action Form

✔ Your change was saved successfully.

    Warnings can be ignored. If there are errors, the details on the error(s) will be listed.

e. Submit the entry for approval.
   Click on Submit.

Electronic Personnel Action Form

✔ Your change was saved successfully.
💬 Enter the information for the EPAF and either Save or Submit

Name and ID:	Timothy Dobson, 159951159	**Job and Suffix:**	155010-00, Executive Assistant II
Transaction:	624708	**Query Date:**	May 01, 2016
Transaction Status:	Waiting	**Last Paid Date:**	
Approval Category	Supervisor/Timesheet Org Change do not use for Work Study, SUPTMS		

Save   Submit   Delete

Approval Types | Routing Queue | Comments | Transaction History

Note: if you used the user name for the supervisor, the following warning message will display.

Errors and Warning Messages

Type	Message Type	Description
Enter New Information	WARNING	*WARNING* Previous Supervisor ID number replaced with current ID.

Once the EPAF has been successfully submitted, the status changes to Pending.

Transaction Status Pending