DREXEL UNIVERSITY Department of Human Resources

Access Request for Electronic Personnel Action Form (EPAF) and/or On-Line Labor Redistribution

Name: _____

☐ New Access

University ID: _____

☐ Additional Access

User ID: _____

☐ Remove Existing Access

Electronic Personnel Action Form (EPAF) Access Request: (check access requested)

EPAF Originator: This functionality allows the user to submit personnel transactions. Current values are displayed only if the originator has Web*Salary PAF access.

☐ Non-benefit eligible Faculty and Professional Staff (Student Employees, Adjuncts, Temporary/Per Diem, Non-Employee Associates)

☐ Benefit Eligible Faculty and Professional Staff (Full and part-time)

EPAF Approver: Approvers must have PAF Web*Salary security. Approval levels are listed in order. The first level of approval is Principle Investigator and the last is Executive.

☐ College/Division	This level is optional for HRIS processing. Required approval by this level is defined by the business or academic area. Approvers in this level will approve both benefit eligible and non-benefit eligible faculty and staff. This is a senior executive of a business or academic area. Members of this level will have responsibility of managerial and fiscal approval for all personnel actions. Assignment to this approval level requires approval from an Executive Vice President, Senior Vice President or Provost.
☐ Budget Administrator	This level is required to provide approval for all EPAF actions. This is the individual who has been assigned fiscal responsibility for labor and fringe cost for the business or academic area. Members of this level will have the responsibility of the required fiscal approval for all personnel actions impacting benefit and/or non-benefit eligible employees.
☐ Department	This level is optional for HRIS processing. Required approval by this level is defined by the business or academic area. Approvers in this level will approve both benefit eligible and non-benefit eligible faculty and staff.
☐ Principal Investigator	Personnel actions that involve funds from externally sponsored agreements in addition to university funds will require the approval of the Principal Investigator assigned as a fiscal authority for those funds.

Labor Redistribution Access Request:

☐ Authorized users will have access to request changes to prior pay periods to modify the funding of labor and fringe expenses. Security for the originator is based on both the organization codes and employee class. Other approval requirements will be addressed during training. Security for Principle Investigators for approval is based on the grant set-up and is not defined in this request. Users must have prior authorization to access Web*Salary Roster before this access will be processed.

Requested Organization Code Access (list specific organizations, not the roll-up values):	

Approvals: An executive must provide signature authorization of a request for College/Division Level Approval. A senior administrator must provide signature authorization of a request for Budget Administrator level approval. A department administrator with fiscal responsibility must provide signature authorization of a request for originator role and/or department level approval.

	Name (please print)	Signature	Date
Executive:			
College Division:			
Budget Administrator:			

Return completed form to HRIS, 3201 Arch Street, Suite 430 or submit request through AskDrexel.