

Who can initiate an EPAF?

Only authorized employees with access in Self Service Banner (SSB) to originate EPAFs can create an EPAF. EPAF Originators will have to complete EPAF Originator Training prior to being able to generate an EPAF.

3. What should an EPAF Originator do when they realize a submitted EPAF transaction has errors?

If the transaction status is **Waiting**, the originator can correct the error on the transaction in SSB. If the transaction status is **Pending**, the originator should go to the Originator Summary, view the EPAF, and return the transaction for correction. Once it has been returned the originator can correct the error. If the transaction status is **Approved** or **Complete** the originator will have to contact their payroll office for assistance.

4. Is it possible for an Approver

