



## ePAF Instructions for Updating Supervisor in Banner

- Log in to Banner.

**NOTE:** The first time you use this ePAF, you must set up the routing for approvals by going to NTRROUT in Banner. The ePAF will automatically be approved and applied by Banner. Find instructions about how to setup NTRROUT online:  
[http://hr.vcu.edu/media/hr/documents/ePAF\\_Routing\\_SetUp.pdf](http://hr.vcu.edu/media/hr/documents/ePAF_Routing_SetUp.pdf).

- Key NOAEPAF in the Go To box and Press “Enter.”
- Enter/Select the following in the Key block:
  - a. ID: Enter the VID of the desired employee.
    - i. If the VID is not known, use the Search functions on the right hand side of the ID field. See separate instructions for person searching on POIIDEN.
  - b. Transaction: Leave blank.
  - c. Query Date: Date of information desired.  
Note – You can use today’s date as a default.
  - d. Approval Category: SUPUP (Supervisor Update).
  - e. Approval Type: SUPUP1.
  - f. Position: Desired Position number for the employee.
    - i. Click on the Position search function.
    - ii. Click List of Employee’s Jobs (NBIJLST).
    - iii. Double click the desired position number to return to NOAEPAF form.
  - g. Suffix: Defaults for the desired position.
- Next Block (or Ctrl/PgDn).
- The first row should be Job Effective Date.  
Under the last column, with the heading New Value, key in the Effective Date for the supervisor update.

**NOTE:** Effective date must be greater than the Last Paid Date.

**NOTE:** If there is already a transaction effective on the first day of the pay period, use the next day so that the current transaction will not be over-written.

The next row to fill out will be Supervisor ID. Key the VID for the supervisor.

**NOTE:** The supervisor will usually be a VCU employee, and must have a current active primary job. If the supervisor is not a VCU employee, you **must** make him/her an affiliate with an affiliate supervisor job. Instructions for setting up affiliates can be found at <http://hr.vcu.edu/media/hr/documents/AffiliateUserGuide.pdf>.

- Job Change Reason will be defaulted to SUP (Supervisor Update).
- Save the ePAF.
- Click OPTIONS > Submit Transaction.