

General ePAF Statuses and Glossary

Glossary

Terminology	Description																
BANNER	The primary Human Resources Information System (HRIS) used at VCU. It is an Enterprise Resource Planning system used by Finance, Student and Financial Aid. All these areas are integrated in Banner.																
ePAF	Electronic Personnel Action Form (electronic version of paper PAF).																
Effective Date	Date when action takes effect in Banner.																
Personnel Date	<p>True date of the action (Start date, Termination date, Pay change date, etc.). In most cases, Personnel date is equal to effective date.</p> <p>In case of termination ePAF, it is the true termination date. Here is an example - Assuming that today's date is 21-JUL-2010 and the last paid date is 09-JUL-2010, here are some possible scenarios for an employee termination -</p> <table border="1"> <thead> <tr> <th>Job Termination</th> <th>Dates</th> <th>Scenario</th> <th>EXAMPLE</th> </tr> </thead> <tbody> <tr> <td>Current Pay Period</td> <td>Effective date = Personnel Date</td> <td>Job termination between July 10 and 24</td> <td>Effective Date = 16-JUL-2010 Personnel Date = 16-JUL-2010</td> </tr> <tr> <td>Future Pay Period</td> <td>Effective date = Personnel Date</td> <td>Job termination after July 24</td> <td>Effective Date = 01-AUG-2010 Personnel Date = 01-AUG-2010</td> </tr> <tr> <td>Previous(Retro) Pay Period</td> <td>Effective date > Personnel Date Effective Date = Last Paid Date</td> <td>Job termination before July 9</td> <td>Effective Date = 09-JUL-2010 Personnel Date = 05-JUL-2010</td> </tr> </tbody> </table>	Job Termination	Dates	Scenario	EXAMPLE	Current Pay Period	Effective date = Personnel Date	Job termination between July 10 and 24	Effective Date = 16-JUL-2010 Personnel Date = 16-JUL-2010	Future Pay Period	Effective date = Personnel Date	Job termination after July 24	Effective Date = 01-AUG-2010 Personnel Date = 01-AUG-2010	Previous(Retro) Pay Period	Effective date > Personnel Date Effective Date = Last Paid Date	Job termination before July 9	Effective Date = 09-JUL-2010 Personnel Date = 05-JUL-2010
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AJREN ePAF	ePAF used to renew Adjunct jobs																
GREN ePAF	ePAF used to renew Graduate Assistant jobs																
WSREN ePAF	ePAF used to renew Work Study jobs (Note: Financial Aid office will terminate Work Study jobs when work study funds are exhausted).																
TERME ePAF	ePAF used to terminate job when Employment is terminated, i.e. when employee leaves VCU.																
TERMJ ePAF	ePAF used to terminate job when JOB is terminated.																
Job Change Reason	Action reason. (In case of termination ePAF TERME& TERMJ, it is the reason why employee's job is terminated).																
Waiting Status	ePAF Status when originator creates an ePAF.																

Pending Status	ePAF Status when ePAF is submitted and is pending for approval.
Approved Status	ePAF Status when ePAF is approved by HR.
Complete Status	ePAF Status when ePAF is applied and NBAJOBS is updated.
Query Date	<p>Query date is the “as of” date. For TERME and TERMJ ePAF, always use today’s date because the Termination ePAF is used to terminate current job. When the current value is populated, that is the indicator of the appropriate query date for the ePAF. NOTE: The Current Value should never be blank when you create/submit the ePAF.</p> <p>For Adjunct contract renewal, Grad assist renewal and work study renewal ePAFs; use the date when the job end date of the job which you are trying to renew as the query date.</p> <p>NOTE: In case of Adjunct contract renewal, you need to type the query date again in the Labor distribution page.</p>
Transaction number	Unique number for a transaction; used to review ePAFs; automatically generated by Banner.

General ePAF Process and ePAF Statuses

This is applicable for **AJREN, GREN, ORG, TERME, TERMJ** and **WSREN** ePAF.

Step	Action	By Whom?	ePAF Status	What other action can be taken?
Step 1	Create an ePAF	PA/FA	Waiting	<p>Waiting means the ePAF is on the PA’s side, and the PA needs to submit the ePAF for HR Operations to take action.</p> <p>The PA/FA can:</p> <ul style="list-style-type: none"> • make changes to the ePAF; or • Delete it (provided it is in waiting status) by clicking Options --> Delete ePAF.
Step 2	Submit the ePAF	PA	Pending	<ul style="list-style-type: none"> • The status changes from Waiting to Pending. • HR Operations can review the ePAF. • At this point, the ePAF cannot be deleted; however, HR Operations can return it for correction. The PA can make changes to the returned ePAF and re-submit it.
Step 3	Approve the ePAF	HR Operations	Approved	<ul style="list-style-type: none"> • HR Operations reviews and approves the ePAF. • HR Operations can also return it for correction. • If needed, HR Operations can cancel or VOID the ePAF. If the ePAF is cancelled: (1) it can no longer have any actions taken; and (2) for any changes to take affect, a new ePAF must be started.
Step 4	Apply the ePAF	Automatic	Complete	<ul style="list-style-type: none"> • The ePAF is completed and NBAJOBS is updated. • No future action can be taken on the ePAF.

For Fund change **FDC** ePAF and **Affiliate** ePAFs -

Step	Action	By Whom?	ePAF Status	What other action can be taken?
Step 1	Create an ePAF	PA/FA	Waiting	<p>Waiting means the ePAF is on the PA's side, and the PA needs to submit the ePAF for HR Operations to take action.</p> <p>The PA/FA can:</p> <ul style="list-style-type: none"> • make changes to the ePAF; or • Delete it (provided it is in waiting status) by clicking Options --> Delete ePAF.
Step 2	Submit the ePAF	PA	Approved	
Step 3	Apply the ePAF	Automatic	Complete	<ul style="list-style-type: none"> • The ePAF is completed information is updated in Banner • No future action can be taken on the ePAF.

HR Contact Information

ePAF Processing: 827-1770
 Benefits: 827-1723
 Payroll: 828-0740

Leave: 828-1712
 Banner Security: 827-0495

See also the listing of [HR Generalist and HR Operations Staff](#).