



The next three remaining fields are asking for the new supervisor information. I will go back to NIDA as that is where I will find all the information needed.

First, I will search for the supervisor. Then once I find them, I will note their ID number and go to the Employee line and hover over the "i" icon next to their position title. If the supervisor has multiple positions, I will grab the most appropriate one for my EPAF. The position code and the suffix will appear. I will enter these three pieces of information in the respective fields in the EPAF, copying their ID number and entering the position code and the full two-digit suffix.

The change reason has been defaulted and locked.

Lastly, the Routing Queue will be completed. I see two minimum required approval levels. These should not be changed. The first is the immediate supervisor. This can be the actual immediate supervisor, or it can be the hiring manager, if that is the structure and protocol in my department. I will go to the Username column and search for that individual and select their name. Then, for the next approval level, I will select the name listed in the Username of the HR applier. FYI, the applier will be the one to take the final action to reflect the change in supervisor for the job in Banner.

Additionally, if needed or appropriate, I can add an FYI approval level. They will be prompted to acknowledge, but the acknowledgement is not required for the EPAF to be applied.

If I mistakenly add an approval level, I can always delete it by clicking on the trash icon over to the right.

In the Comments section, I can add any additional comments that might be helpful for the EPAF.

Once I have completed filling out the EPAF fields and routing queue and any comments, I need to click Save at the bottom. I need to make sure no errors pop up at the top. If there are, I need to correct it and RE-SAVE (otherwise, my entries and correction are not saved). If I ever need to stop in the middle of completing a new EPAF, I can always click Save and come back to finish it later.

Important: I will always need to remember to SAVE any new EPAFs or updates to an EPAF. Saving does NOT submit the EPAF, but just saves it. Likewise, submitting does not Save any changes I've made since the last time I saved.

If I am ready to submit my EPAF, then I will click on the Submit button that appears after the initial save is done. Then I'm done! It will now be routed to the person indicated in the Immediate Supervisor approval level for approval. This EPAF will now appear under the History tab in the EPAF originator summary. I can get to the EPAF originator summary by clicking here.