TERM	DEFINITION
ePAF (Electronic Personnel Action Form)	An Electronic Personnel Action Form is the electronic version of a hiring authorization that allows users to process personnel actions through Self-Service Banner also referred to as Aggie Access Online.
Approver	A person listed in the routing queue of the ePAF as an Approver who will need to take action after submission by the originator. Approvers process ePAFs to approve, acknowledge, and return ePAFs to originators for corrections.
Approval Category	Approval categories represent the purpose of the personnel action - the reason a Personnel Action is being created. For example: hire student employee or a funding change.
Approval Levels	Approval Levels represent the reporting hierarchy structure in your organization starting from the lowest level to the highest level that needs to approve an ePAF.
Approver Summary	• In the Current tab, ePAF transactions that are awaiting an action from the approver are displayed. • In the In My Queue tab, ePAF transactions that will require action by the approver at a later time. • In the History tab, ePAF transactions that you have previously taken action on as an approver. No action required.
Assign Salary	Assign salary = Regular rate x Hours per Pay
Contract Type	• **Primary**: An employee's main job or their first job. • **Secondary**: A supplementary job performed in addition to an employee's main job. An employee should always have a primary job.
ePAF Dates	• **Base Job Begin Date** - This is the very first date a person worked in a given position number. If a student returns year after year to the same position number, the base job begin date will never change. If there is a value for this field in "current values" for an ePAF, an Originator should always copy and paste that date into the "new values" field. • **Query Date** - ALWAYS make this the same as your Effective Date. This date defaults into the date fields in the body of the ePAF and also appears as the Transaction Effective Date on the Approver Summary. • **Effective Date** - The date an action takes effect in Banner, which is typically a payroll date. • **Personnel Date** - The true date that an action took effect (e.g., the true start date, termination date, or pay change date, etc.). For actions not done on time, this could be a date in the past.

Factor/ Pays	The number of pay periods over which a person is being paid or the number of payments per contract period. The number entered for Factor should equal the number entered for Pays.
FYI	An action that can be designated for a person in the Routing Queue. An FYI allows the person to acknowledge a transaction (rather than approve) and does not delay the approval process.
Hours Per Day	This number is needed by Human Resources in order to ensure compliance with the Affordable Care Act requirements. **Students may not exceed 20 hours per week during the Fall and Spring semesters. Summer semester earnings subject to FICA if hours exceed 20 per week.** Hours per Day = (Hours per Week)/5
Hours Per Pay	The total amount of hours to be worked during the contract period.
Originator	The creator of an Electronic Personnel Action Form (ePAF); the designated departmental employee authorized to create ePAFs.
Originator Summary	- In the Current tab, ePAF transactions that are awaiting an action from the originator or has a current status of Waiting, are displayed. - In the History tab, ePAF transactions that have already been submitted by the originator. Statuses may be reflected as: **Pending, Approved, Partially Complete, Complete, Disapproved, Voided, or Canceled**.
Proxy	Proxies are individuals authorized to approve in the absence of the original approver.
Queue Status	The status of the Electronic Personnel Action (ePAF) with respect to the individual defined in the approval queue. The queue statuses are: **Pending** - the transaction is ready for action by the Approver. **Approved** - the transaction has been approved by the Approver. **Disapproved** - the transaction has been disapproved by the Approver. **Void** - the transaction has been voided by the Originator. **FYI** - the transaction is for information only. You can acknowledge the transaction, but no action on your part is required for the transaction to continue moving through the approval queue. **More Information** - a person in the approval queue with a required action of *Approve* needs more information before approving the transaction. **In the Queue** - the transaction is on its way to you, but it requires an action prior to reaching your level. **Acknowledge** - the person listed as FYI has viewed the ePAF transaction. **Removed from Queue** - this system-generated status will appear for all approvers remaining in the queue for a transaction which was voided or disapproved and never reached them. **Return for Correction** - the transaction has been returned to the Originator for correction. **Applied** - the transaction has been applied to Banner Human Resources.

Routing Queue	A defined sequence of Approval Levels, also referred to as an Approval Queue. Each ePAF has mandatory Approval Levels defined for it, which require at least one Approver and one Applier to take action. This is the basis of the routing queue. An originator can add additional approval levels to the routing queue as appropriate, for actions of "approval" and "fyi."
Timesheet Org	The department where the supervisor works.
Transaction ID	A unique number for a transaction, assigned by Banner.
Transaction Status	The current status of the Electronic Personnel Action Form (ePAF) itself. The transaction statuses are: • **Waiting** – the transaction is in the process of being created by the Originator and has not yet been submitted for approval. The ePAF will not appear on the Approver Summary while in waiting status. • **Pending** – the transaction requires action by the Approver(s). • **Approved** – the transaction has been approved by the Approver(s) defined in the approval queue. It has not yet been applied by the Applier. • **Complete** – the transaction has been applied to Banner by Human Resources. • **Return for Correction** – the Approver returned the ePAF to the Originator for correction. The Originator will need to update the ePAF and submit it for approval again. • **Disapproved** – the transaction has been disapproved by the Approver. • **Canceled** – the originator has asked Human Resources to remove a transaction from Banner once it has been applied in Banner. • **Partially Completed** – A portion of the ePAF transaction been applied to database by Human Resources and the remaining portion (employee information) will be applied at a later date. This status will be evident when an ePAF has been applied long before the effective date and the employee portion (e.g., home org, etc.) shouldn't reflect the change until the effective date arrives. **(This is not a common transaction status.)** • **Void** – the Originator has voided the ePAF transaction.