



Legend:

- Start (Oval)
- End (Oval)
- Document/Form (Wavy-bottom rectangle)
- Process (Rectangle)
- Training (Parallelogram)
- Decision (Diamond)

Notes:

- Please see Student/TH Hiring BP for contract templates.
- For active appointments please submit the Labor distribution form. This form is used to process changes in the funding source, termination, change of hourly rate and/or salary).
- If returned for correction: please see comments in EPAF Request form and update ticket in EPAF database.
- Submitting EPAF: VandalWeb/Employee/Employee Personnel Action Form (EPAF)/ EPAF Originate/Approve
- Proxy Set Up: VandalWeb/Employee/Payroll/Web Time Entry/Supervisor Approvals – Select “Proxy Set Up” at the bottom of the page.
- Timesheets: VandalWeb/Employee/Payroll/Web Time Entry/Supervisor Approvals.

FILENAME		EPAF BP	
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