

## Electronic Personnel Action Form (ePAF) in Banner Self-Service 9:

The following URL can be used to directly access the new ePAF tool in SSB9 (if you have access): [https://userve.uvu.edu/ssb/gzredirect.generic?partial\\_url=epaf.uvu.edu](https://userve.uvu.edu/ssb/gzredirect.generic?partial_url=epaf.uvu.edu)

The screenshot below shows the old EPAF tool in Banner Self-Service 8 that will no longer be used:

[Main Menu](#) / [Employee Services](#)

### ePersonnel Action Form - Main Menu

[Begin or Continue a New electronic Personnel Action Form](#)  
Use this screen to begin an electronic Personnel Action Form

[View/Print electronic Personnel Action Forms](#)  
Use this screen to view/print electronic Personnel Action Forms that you have either entered or approved


[Approve electronic Personnel Action Form Selection](#)  
Use this screen to approve or return for correction an electronic Personnel Action Form

[Retraction of electronic Personnel Action Form to Previous Approval Level](#)  
Use this screen to retrieve an electronic Personnel Action Form to your approval level (if no action has taken place yet)

[Status of electronic Personnel Action Form in Progress](#)  
Use this screen to list the current approval level waiting for action to be taken

[List of Positions for Specific Index](#)  
Use this screen to list the open positions for a particular index code

The screenshot below shows the new ePAF tool in :

 **ELECTRONIC PERSONNEL ACTION FORM**

### ePersonnel Action Form - Main Menu

Select an option below to begin working with electronic personnel action forms

**Begin or Continue a New electronic Personnel Action Form**  
Use this screen to begin an electronic Personnel Action Form

**View/Print electronic Personnel Action Forms**  
Use this screen to view/print electronic Personnel Action Forms that you have either entered or approved

**Approve electronic Personnel Action Form Selection**  
Use this screen to approve or return for correction an electronic Personnel Action Form

**Retraction of electronic Personnel Action Form to Previous Approval Level**  
Use this screen to retrieve an electronic Personnel Action Form to your approval level (if no action has taken place yet)

**Status of electronic Personnel Action Form in Progress**  
Use this screen to list the current approval level waiting for action to be taken

**List of Positions for Specific Index**  
Use this screen to list the open positions for a particular index code

To access guidance on using the new ePAF, you can follow the information found in this PDF: [https://my.uvu.edu/workplace/peopleandculture/docs/employment-changes/epaf\\_instructions.pdf](https://my.uvu.edu/workplace/peopleandculture/docs/employment-changes/epaf_instructions.pdf)

For additional questions or support, please contact Jill Crawley in People and Culture.