

WAYNE STATE
UNIVERSITY



ELECTRONIC PERSONNEL ACTION FORMS

E P A F

Overview and Agenda: EPAF Implementation – Phase 1



- HR Transaction processing – current and future
- Implementation Strategies – What & When
- User Training & Support Systems
 - Information & hands-on training
 - Support resources & tools – get *wikified!*



ELECTRONIC PERSONNEL ACTION FORMS

E P A F

HR Transaction Processing The Electronic Future



What is Electronic Personnel Action Form - EPAF

EPAF, **E**lectronic **P**ersonnel **A**ction **F**orm, is a system to originate and process HR personnel actions through the review and approval sequences electronically. In conjunction with the EPAF product, a scanning/imaging tool is being concurrently implemented to 'electronify' the majority of paper supporting documents.

EPAF enables us to:

- Enter the personnel action on-line – HR Web Forms transmogrify to EPAF
- Define the appropriate routing for each action
- Electronically route the action for approval
- Track actions as they move through the approval process
- Apply approved actions to the database tables
- Provide an audit trail of all approval/disapproval history

FYI - The EPAF process is used to update information on three key HR Banner forms:

- PPAIDEN – Identification Form also know as the General Person Record
- PEAEMPL – Employee Form
- NBAJOBS – Employee Job Form



Benefits & Advantages of EPAF

- Significant efficiency gains and process improvement – fewer stops along the way – involve all the ‘right’ people (e.g. Change in Labor)
- Quality Assurance (QA) model transforms from *find and fix* to be aligned to the point of beginning
- 4,000+ Change in Labor transactions no longer require HR ESC processing.
- 100’s of ‘routine’ transactions no longer require HR ESC processing e.g., Check Distribution code, Timesheet Org code, Home Org code



Benefits & Advantages of EPAF

- Reduced data entry errors through enhanced functionality, data validations, program design, usability improvements, etc.
- Ability to track a transaction through the approval & review processes
- Most supporting documents are scanned instead of being “mailed”
- *Speed of processing*



Benefits & Advantages of EPAF

Reduced...

- Cost of paper personnel transaction processing
- Redundancy of work effort

Increased...

- Data entry accuracy and integrity => **fewer errors, increased efficiency**
- Process control and monitoring
- Process reliability
- **Responsibility and accountability**

EPAF flexibility supports the vast majority of existing Wayne State University Personnel Transaction business processes



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EPAF Implementation Strategies What & When



EPAF – Bringing It To Life...

EPAF Implementation Strategies – What & When

- Five HR transaction types have been developed for deployment in phase 1 of implementation (see next page for details)
- Phase one will initiate in mid-October
- S/C/D will be divided into groups for a series of staggered activation
- Training and information sessions synchronize with each round of activation

Additional HR transaction types development continues with implementation schedules established for first quarter 2008.
New Hire and similar transaction types are next up on the development / implementation agenda.



Five Different Kinds of EPAF's

- **CONDAT** - Change to contract dates
- **LABOR** – Labor distribution changes, *current & future actions only*
- **TERM-E** - Termination of all WSU employment
- **TERM-J** -Termination of assignment only, maintaining other WSU assignment(s)
- **ORGNCDs** – Check Distribution, Home Organization & Timesheet Organization code changes

NOTE: where appropriate, the S/C/D is the final action prior to *automatic apply* to the Banner database



ELECTRONIC PERSONNEL ACTION FORMS

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EPAF User Training & Support Systems



EPAF User Training & Support Systems

With the implementation of EPAF, WSU Human Resources will concurrently adopting a policy establishing EPAF Training as a prerequisite to gaining EPAF systems access.

- **Training & User Support Sessions:**
- Town hall style information and EPAF basics demonstration.
- Originator Training
- Approval Training
- Instructor led, hands-on training sessions:
 - Banner HR Fundamentals
 - CONDAT & ORGCDS
 - TERM-E & TERM-J
 - Change in Labor (Labour)



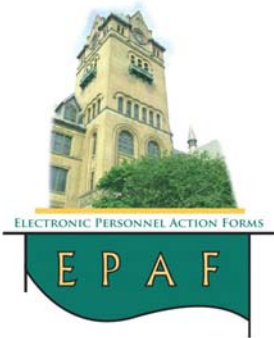
EPAF User Training & Support Systems

Additional User Training and Support Resources

- Job Aides specific to each EPAF / transaction type available for download –
 - “The Basics” job aid
 - “Enhanced” job aid
- Expanded and detailed training manuals
- Web-Based Training Modules (availability to be determined)
- Practice environment under construction
- WSU HR Help System - HR.wayne.edu/help
- **EPAF Wiki** – Community-based & community driven collaboration.
 - FAQ’s, how-to articles, discussion forums for Q/A & peer-to-peer support, experience sharing, user-tools download & much more.

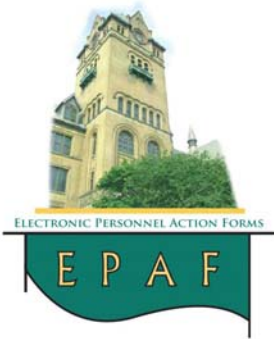
GET WIKIFIED...

EAUserTools.ea.wayne.edu



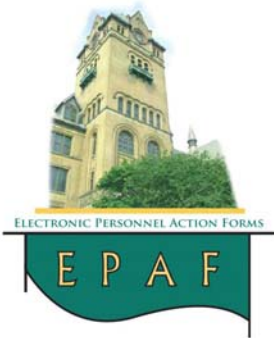
EPAF Implementation Phase 1, Key Dates (Tentative & Draft)

- October 12 - EPAF 101 Training pilot and information session. Personnel Forum, Business Managers Forum, C&IT support staff, etc.
- October 15 – EPAF Training Calendar starts
- October 22 – EPAF / Imaging systems *'go-live'* **Group 1**
- November 12 - EPAF / Imaging systems *'go-live'* **Group 2**
- November 26 - EPAF / Imaging systems *'go-live'* **Group 3**



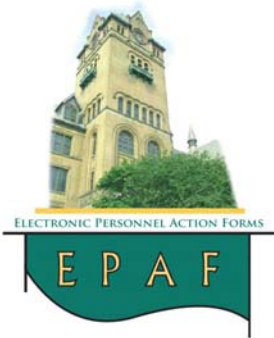
EPAF Implementation Phase 1, Groups Roster

- College of Education
- Fine and Performing Arts
- School of Medicine (Select Users)
- College of Liberal Arts and Sciences (5 depts.)
- Metropolitan Program and Summer Sessions
- Computing and Info Services
- Provost & VP Academic Affairs
- Internal Audit
- Human Resources
- Student Affairs



EPAF Implementation Phase 1, Group 2 Roster

- University Libraries
- School of Medicine (Balance of Users)
- Law School
- Research
- Graduate School
- College of Liberal Arts and Sciences (Balance of Users)
- College of Social Work
- College of Nursing
- School of Business Administration
- Secretary Board of Governors
- President
- Senior VP Finance & Admin
- Governmental and Community Affairs
- Purchasing Business Operations
- Risk Management
- Executive Vice President
- University Budget
- Fiscal Operations



EPAF Implementation Phase 1, Group 3 Roster

- College of Engineering
- Pharmacy and Allied Health
- Facilities Planning and Mgmt
- Public Safety
- Institutional Research & Data Assessment
- Office of Ombudsman
- Women's Commission
- Development and Alumni Affairs
- Marketing and Communications
- General Counsel
- Athletics



In conclusion...

"Time is of the essence"

There are many challenges and tasks to be completed as we near this landmark event in recent WSU history. Your support, commitment, participation & patience are critical to the **success** of this significant under-taking.

Stay tuned for much much more information to be forthcoming – and never hesitate to ask questions!

Questions?

GET WIKIFIED...

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