

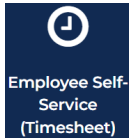
How to Initiate an EPAF

1. Visit <https://www.morgan.edu/gateway>
2. Click on the Banner/WebSIS icon.



Banner/WebSIS

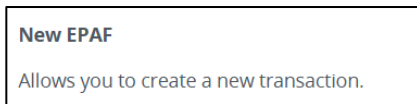
3. Click on the Employee Self-Service icon.



4. Click on the EPAF link on the right.

Electronic Personnel Action Forms (EPAF)

5. Select New EPAF.



6. Enter the Banner ID (Employee ID) for the recipient of the contract and select Search.

ID

→

- a. If you are entering an EPAF for an individual NOT in Banner, you must first receive a background check clearance from Human Resources AND request an Employee ID Setup. Conducting a background check and setting up an employee ID can take up to eight (8) business days.

7. Select the recipient from the search results. The Banner ID and employee name will populate below.

ID *

[Generate new ID](#)

Query Date *

03/01/2025

Approval Category *

PF10 Part Time Contratual Staff, PTCONT

Go

Query Date: 1st Date of the Contract (Start Date)

Approval Category: Select the appropriate approval category (see last page for details)

IMPORTANT

Once the ID number is populated, all current employment assignments, if any, will appear under the next section **Employee Job Assignments**. Regular full-time employees will be indicated by an assignment Type of *Primary* with no end date and a Status of *Active*. Regular full-time staff **MUST** have a completed and approved Supplemental Employment Form on file with Human Resources, before the EPAF will be approved by the OHR.

Employee Job Assignments

Type	Position	Time Sheet Organization	Start Date	End Date	Last Paid Date	Status
Primary	638937	F0220, Human Resources Budget	09/22/2021		02/18/2025	Active

8. Select Go to begin entering the contract details.

Go

9. Select the contractual Position (PIN) using the Search feature if necessary.

- a. If re-using a contractual PIN, enter the PIN in the

Position field and add a Suffix of "1" or more.

Position	Suffix
<input type="text"/>	<input type="text"/>

Example: If the contract associated with Position (PIN) 123456 is ending, you may use

Position (PIN) 123456 Suffix 01 for the next contract (or 02, 03, etc.).

10. Once you have identified the appropriate Position Number (PIN), select Go.

Position Number

 →

Go

11. Click the Position number (blue link) again and select Go.

Search Results

Position	Title
123456	Human Resources Consultant

 →

Go

Jobs Effective Date *

03/01/2025	Enter the Start Date of the contract.
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Old Value:

Job Begin Date *

03/01/2025	Enter the Start Date of the contract.
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Old Value:

Contract Type *

Primary	Select the appropriate contract type.	▼
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Old Value: Not Selected

Job Status *

A	Skip
---	------



Old Value:

Job Change Reason *

BEGIN	Skip
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Old Value:

Factor *

26	Skip
----	------



Old Value:

Pays *

26	Skip
----	------



Old Value:

Contract Number *

Enter the hourly rate for the position.

Annual Salary *

Enter the maximum contract payment amount.

Step *

0

Skip



Old Value:

FTE *

1.0

Skip



Old Value:

New

Effective Date MM/DD/YYYY

03/01/2025

Budget details will default based on system settings. Confirm with your Budget Officer before making any changes.

COA	Index	Fund	Organization	Account	Program	Activity	Location	Project	Cost	Percent	Encumbrance Override End Date	Remove
M	15508	11001	F0220	02030	60					100		

Termination of job, 638937-03 Human Resources Consultant

Jobs Effective Date *

Enter the assignment termination date.

Job Status *

T



Old Value:

Job Change Reason *

END



Old Value:

Routing Queue

Establish the approval routing queue. See below.

Approval Level	User Name	Required Action
90 - (HUMRES) Human Resources	Not Selected	Apply

+ Add Row

Click on Save

Save

Approval Routing Queues

The approval routing queue for each contract may vary based on the initiating department structure, the *Approval Category* selected in Step 7, the funding for the contract (grant-funded, state-funded, etc.), the contractual position classification, and other factors. Contact your division leadership or budget officer for guidance on establishing the appropriate routing queue for EPAF contract approvals.

Questions?

Contact the Human Resources Information Systems (HRIS) Team!

Email: hris@morgan.edu

Phone: 443-885-3195

Contractual hiring resources can be found [here](#).