

Human Resource Services FORMS

207 Old Main, One John Marshall Drive, Huntington, WV 25755, Phone 304.696.6455, FAX 304.696.6844
 Statewide Toll-Free 1-866-447-5315, E-mail human-resources@marshall.edu, Web <http://www.marshall.edu/human-resources/>
 For any questions about or assistance with this form, contact Human Resource Services at the above address.

**REQUEST FOR APPROVER ROLE
 BANNER HR® ELECTRONIC PERSONNEL ACTION FORM (EPAF)**

The Banner HR® Electronic Personnel Action Form (EPAF) typically requires several levels of origination, review and/or approval. Persons in the colleges and departments who are responsible for the origination, review and/or approval of personnel actions from their units must be appropriately enrolled in the Banner HR® system in order for their names to be assigned for these purposes. Applicants should (1) complete the form; (2) obtain the signature of the supervisor responsible for the applicant (for approvers below the level of vice president/president); (3) retain a copy of the completed form; and (4) send the completed original form to Human Resource Services at the above address.

Persons who enroll as approvers for the EPAF must be enrolled for the Banner HR® View Process and/or the Banner HR® EPAF Process for the budgetary organizations for which they are responsible. If the person applying is not already enrolled for the View Process and/or the EPAF Process, he/she should first complete the Banner HR® Privileges Request Form (which should be submitted to Computing Services, 4th Floor, Drinko Library). The Privileges Request Form is available on the web at:

<http://www.marshall.edu/banner/hris/formstop.asp>

After the individual is enrolled for the View Process and the EPAF Process, he/she should then complete this application for an EPAF role if they will have one of the responsibilities outlined below with regard to the EPAF. Enrolled individuals may designate one or more proxies to act in their behalf as directed or when the approver is unavailable to review EPAFs. Please contact Human Resource Services as needed for information or assistance with designating proxies.

Name (Print)	
Job Title	
Department/Program	
College/Major Unit	
E-mail Address	
Work Phone Number	

I request to be enrolled as an approver of Banner HR® Electronic Personnel Action Forms (EPAFs) at the level checked below.

CHECK	Description	Banner HR® Code	Approval Level
<input type="checkbox"/>	ORIGINATOR (Managers, Program Chairs, and those acting in behalf of)	ORIG	22
<input type="checkbox"/>	DEAN/DIRECTOR	DNDIR	30
<input type="checkbox"/>	VICE PRESIDENT/PRESIDENT	VPRES	41

Applicant Signature		Date	
Supervisor Signature		Date	
Supervisor Printed Name			

NOTE: Applicants at the vice president/president level do not require a supervisor signature.

NEXT BLOCK FOR HUMAN RESOURCE SERVICES USE ONLY. ENROLLED IN BANNER HR® SYSTEM FOR:

Description	Banner HR® Code	Approval Level