

Human Resource Services FORM RESOURCES

Human Resource Services, Marshall University, 207 Old Main, One John Marshall Drive, Huntington, WV 25755.
 Phone 304.696.6455, FAX 304.696.6844, E-mail human-resources@marshall.edu, Web <http://www.marshall.edu/human-resources/>
 If assistance is needed in completing this form, please 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) requires 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.

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
	ORIGINATOR (Managers, Program Chairs, and those acting in behalf of)	ORIG	22
	DEAN/DIRECTOR	DNDIR	30
	MURC	MURC	36
	VICE PRESIDENT/PRESIDENT	VPRES	41
	HUMAN RESOURCES	HUMRES	60

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