

**Human Resource Services FORMS**

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 Statewide Toll-Free 1-866-447-5315, E-mail [human-resources@marshall.edu](mailto: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) 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, 4<sup>th</sup> 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
<input type="checkbox"/>	<b>ORIGINATOR</b> (Managers, Program Chairs, and those acting in behalf of)	<b>ORIG</b>	<b>22</b>
<input type="checkbox"/>	<b>DEAN/DIRECTOR</b>	<b>DNDIR</b>	<b>30</b>
<input type="checkbox"/>	<b>MURC</b>	<b>MURC</b>	<b>36</b>
<input type="checkbox"/>	<b>VICE PRESIDENT/PRESIDENT</b>	<b>VPRES</b>	<b>41</b>
<input type="checkbox"/>	<b>HUMAN RESOURCES</b>	<b>HUMRES</b>	<b>60</b>

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