



EPAF Security Application

This application is for security access to HR Banner EPAF. Please complete and return this form to Human Resources. Completion of this application is required for EPAF access.

Application Date: _____

Name _____ J-Number _____

Email _____ @jsums.edu Ext. _____ Dept. _____

Part I – ORIGINATOR Access (An Originator creates the EPAF in Self Service and submits to Approver.)

Are you an ORIGINATOR? _____ Yes _____ No (If no, go to Part II)

Select the categories of employees for which you originate EPAFs:

- Student Assignments
- Staff Assignments
- Faculty Assignments

List all of the budget organization numbers for which you originate EPAFs:

(Example: 300000 department organization code)

1. _____
2. _____
3. _____
4. _____

Do you know who approves your EPAFs? _____ Yes _____ No

(Example: 300000 department organization code)

If Yes, complete the information below.

<u>Level</u>	<u>Employee Name</u>	<u>J-Number</u>
Department/Manager	_____	J _____
Dean/Chairman	_____	J _____
Vice President	_____	J _____
President/Grant Admin.	_____	J _____

Part II – APPROVER Access (An Approver, approves the EPAF, cannot change the EPAF, can return to Originator for corrections.)

Are you an APPROVER? _____ Yes _____ No

If yes, indicate the level(s) on which you approve EPAFs:

- Department (list departments) _____
 - Colleges/Divisions (list colleges/divisions) _____
- _____
- _____