

## Electronic Personnel Action Forms (EPAF) Routing Cycle of a Student EPAF (College Work Aid and Graduate Assistants)

The flow chart below displays the process of how a Student EPAF transaction is originated, approved, applied, and will ultimately create setup WebTime Entry for hourly students to input time. Human Resources will approve and apply student EPAF transactions on a daily basis, typically once in the morning and once at the end of the day. However, this level of service may not be feasible during heavy payroll processing times as payroll always takes a priority. Therefore, it is recommended that student EPAF transactions be originated at least two business days before the student actually begins work to ensure adequate time for approval.

