

E-PAF/ATH

Frequently Asked Questions:

What is an E-PAF/ATH?

The E-PAF/ATH is an electronic process for entering authorizations to hire and has significant benefits for you, the new employee, and the University as a whole. This process has been designed to provide you with embedded look up tables, automatic error review, and entry fields tailored to the specific needs of the submitters and approvers. This design not only saves you time, but provides an electronic routing/approval process that can be tracked and should significantly reduce processing time. The reductions in paper handled, time delays avoided, and ease of entry promise real savings.

What happens when I save the link under favorites and I get a switchboard error when I try to log into the system?

This means that you didn't save the link in the right order. Make sure that wait until you get to the actual E-PAF/ATH page and then click on the internet explorer icon next to address; then drag the icon to your desk top for future use.

My E-PAF/ATH was completed but now I need to change some information on it. What do I do?

Once an E-PAF is completed, it can't be changed. (HINT: Selecting the Cancel button does not do anything.) You must complete the following steps to have information changed from the E-PAF:

1. Contact the next approval in the sequence.
2. E-mail them your changes to that they can cut and paste your request into the comments section.
3. Ask the next approver to select the print button and e-mail you a copy with the appropriate changes.

How do I find a position number for the fund/orgn/account I want to pay the employee from?

1. Org. numbers can be obtained by contacting your H.R. Representative and we can send you a list.
2. If a position number does not exist for that specific fund/orgn/account, please note new position in this section. If your position is a straight replacement you can find your position control number on your budget worksheets.

What do I do if I receive an error or warning?

If there is a blank required field you will receive an error when submitting your E-PAF/ATH. The error message will tell you what field was omitted so that you can go back and submit successfully.

Will I have a record of my E-PAF/ATH submission?

Yes, you will receive an e-mail confirmation with a copy of the PAF.

How will I know if the next approver has approved my E-PAF/ATH?

As your E-PAF/ATH goes through the routing process; you will get an e-mail confirmation for each approval level.

How many approval levels are there?

If the position is grant funded the position will require approval from grants, budget, and human resources.

If the position is any other funding source the position will require approval from budget, executive administration, PJC and human resources.

What is the hold button for and will I be notified if my position is on hold?

The hold button is used when the approver requires additional information from the submitter. The approver will place the position on hold and the submitter will receive an e-mail that the position is on hold with the reason. Once the approver has the information required to approve; they will release the hold and the submitter will get an e-mail stating the E-PAF/ATH is on its way to the next approval level.

What is a PJC approver?

PJC is the position justification/review committee. This committee includes the V.P. of Finance, V.P. of Human Resources, and V.P. of Hospital Administration. This committee meets once each week on Tuesday morning to review all open positions that require posting and/or an offer to be placed.

What if the approver doesn't approve my E-PAF/ATH right away?

If the approver requires additional information in order to approve your E-PAF/ATH; the approver will use the hold button and you will be notified immediately of the additional information required in processing or the reason for the delay.

If the approver does not put the E-PAF/ATH on hold; the approver, submitter and all prior approvers will get a notice stating that the E-PAF/ATH is on hold in that approvers que.

Can I do FTE increases/decreases, home/org. changes, title changes, source of funds/distribution changes on the E-PAF/ATH?

This is an interim system designed to expedite your authorizations to hire. In approximately 3 months H.R. will be introducing you to the final production of the E-PAF/ATH. The final production will include multiple enhancements including those mentioned above.