

EPAF (Electronic Personnel Action Forms)

EPAF stands for Electronic Personnel Action Form. A-State is currently using EPAFs to process continuation of employment for existing employees in the following types of positions:

Part-Time Non Students
Part-Time Students
Work Study Students
Adjunct Faculty
Graduate Assistants
Faculty Overloads

For help with EPAFs, view the guides linked below or contact:

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- [EPAF Guides](#)

EPAF Guides

How do I submit an EPAF?

View the guides below for step-by-step instructions on how to initiate an EPAF for different continuation situations:

[Part-Time Students, Part-Time NonStudents, Work Study Students](#)

[Adjunct Faculty](#)

[Graduate Assistants](#)

[Faculty Overload, Summer Appointment, or 12 Month Staff Continuation](#)

Which EPAF category should I use?

For more information on how to select the appropriate EPAF Category, please use the supplemental "[EPAF Category Selection Tool](#)". This will also provide a glossary for common words and phrases that are important to understand during the EPAF process, as well as information about selecting appropriate Approvers for the routing queue of each EPAF.

We also have a [Helpful Tips](#) document to help with EPAF submission.

To avoid having your EPAF returned for correction, please review the training guides above as you submit your EPAFs, and review the [Common EPAF Errors](#) document to make note of mistakes to avoid.

View [Payroll Deadlines](#) and [Pay Period Details](#) charts for accurate job effective dates.

Which position number should I use?

Click the links below to see the lists of position numbers each department should use to process EPAFs:

[Position Numbers for Part-Time Students](#)

[Position Numbers for Part-Time Non Students](#)

How do I approve an EPAF?

View the [Approver Guide](#) for step-by-step instructions on how to approve an EPAF.

More questions about EPAFs?

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