ePAF – preliminary info

UMSL - College of Education
Objectives

- Discuss implementation and training dates
- Discuss COE approval levels
- Discuss preliminary process overview
- Identify business process decisions and tools needed
Implementation & Training

- Implementation: Preliminary dates are either April 1, 2013 or May 1, 2013
  - Finalization expected by end of February

- Training will be done by UMSL HR (Talia Gholson & Errol Benson)

- Preliminary training dates were set as last two weeks of March 2013.
  - COE response was to push this forward to mid April 2013 as very few PAFs are done with April 1 effective dates.
    - No feedback yet
ePAF On-line Approvals

1. Initiator: Submit completed ePAF
2. Approval Level 1 (Pott)
3. Approval Level 3 (Node “chairs”)
4. Approval Level 4 (Hyken/Basile)
5. Other UMSL (ISSS/Graduate School)
6. Approval Level HR
7. ePAF released to HR data base
All Security is based on NODE

College of Education “Nodes” as of 2-1-2013

College of Education
SEDCUC

OASIS

SEDACADV  SCLINEXP

Academic Units

SEDPSYCH  SEDCOUNS  SEDECET  SEDLRPO  SSED&K12

SDEANEDU  SEDR&EXF

Centers

SUCDCTR  STECHCTR  SCHARCTZ  SIMSELT

UMSL College of Education February 2013
NO Security is based on funding
Notification to Approver

- Approver gets an automated email when ePAF is submitted
  - Body of email is still unknown

- Preliminary

- **From:** Gholson, Talia Jill  
  **Sent:** Thursday, February 07, 2013 11:28 AM  
  **To:** Hyken, Tina A.  
  **Subject:** [eForms] Worklist Item: Evaluate request to CHANGE JOB Dolores L Burns.

- **Subject:** [eForms] Worklist Item: Evaluate request to CHANGE JOB Dolores L Burns.
- You have a pending worklist item to evaluate the following request. You may follow the link below to work this item. Form ID: 5466 Status: PENDING Request: CHANGE JOB Dolores L Burns, EmplID 01003217 Requested by ESCOTTS on Wed, Jan 9 13, 01:30:44 PM Last Action: This form was SUBMITTED by Escott,Stephanie L. Last Comment: Previous Comments: Link To Evaluate Job Change [Click Here](#)
Questions??