



EPAF ACCESS REQUEST FORM



Note: This form is not an EPAF.

Completing and submitting this form will give you access to create EPAFs.

- New Access
 Additional Access
 Remove Existing Access

Name _____ Home Orgn _____
 ID _____ Department Name _____
 User Name _____ Office Phone _____

Terminology

Originator: Individual creating the Electronic Personnel Action Form (EPAF)

Approver: Individual responsible for approving the EPAF — a department head, budget administrator, or PI. An approver can also create EPAFs.

Type of Access

- Student EPAF Access
 Adjunct EPAF Access
 Student and Adjunct EPAF Access

User Level

- Originator
 Approver - Department Head/Dean
 Approver - College Budget Administrator
 Approver - Principle Investigator (PI)

Organization Number Access

Orgn	Orgn	Orgn	Orgn	Orgn	Orgn	Orgn	Orgn	Orgn	Orgn

After completed, please fax to HRIS: 215.895.1751

Once HRIS has received this form, it will be forwarded to the Systems Administrator to obtain access.

****If replacing an existing originator and/or approver who no longer require the department EPAF access, please indicate the individual's name and User ID in order to discontinue their access.**

Frequently Asked Questions

Q. How long does it take for me to obtain access after providing the above information?

A. Please give at least one week for activation. It may take longer if you have never had access to Banner and/or

Q. How do I know when I have access?

A. HRIS will email the instructions on how to activate the Native Banner EPAF account and also provide the

Authorization

	Print Name	Signature	Date
Dean/Director			