ACCESS REQUEST - EPAFs

Instructions: Complete Section 1 and either Section 2 or Section 3. <u>Submit the form via DocuSign</u>. AskHR@wm.edu should receive a copy at the end after all approvals are obtained.

EPAFs are accessed through Banner Self-Service. General information about <u>EPAFs can be found on our website</u>.

Section 1: Employee to Receive Access or Be Removed from Access

Name (Last, First) _____

Banner ID (93#) _____

Email Address (@wm.edu) _____

Department (Org Number/Name) _____

Job Title _____

Supervisor Name _____

Section 2: Request/Update EPAF Originator Access

Add or remove access for the employee to create these EPAFs.

W&M Faculty/Staff - funding changes only (GENADM)

VIMS Faculty/Staff - funding changes only (VIMS)

Faculty Summer Research Salary (FACADM)

Faculty Stipends (DEAN)

Student - hourly student actions; other actions processed by Student Employment (STUDENT)

Student - graduate assistant actions (GAW)

Student - resident assistant actions (RA)

Student - graduate assistant overload teaching; conversation with UHR required first (GAT)

Enter the department (org number/name) employee will process actions for. The department org (also known as timesheet org) may be different than the funding org.

Section 3: Request/Update EPAF Approver/FYI Access

Add or remove access for the employee to approve EPAFs.

Department Admin (FYI only; behaves as carbon-copying an email and their approval on the EPAF is not required)

Supervisor/PI (principal investigator)

Department Level - Graduate Director

Department Level - Associate Chair/Associate Department Head

Department Level - Chair/Department Head

Unit Level - Finance & Administration

Enter the department (org number/name) employee will approve actions for. The department org (also known as timesheet org) may be different than the funding org.

Section 4: Additional Information

Enter any additional information that may be helpful in processing your request.

Form Completed by: _____

Approvals (in DocuSign, AskHR@wm.edu should receive a copy after all approvers have signed)

Supervisor: _____