

As many of you know, Debbie Mantia will be retiring June 28th. Although we are sad to see her leave, we are also excited for her as she begins this new stage in her life. We are also excited to announce that Robin Steberl will be transitioning from Payroll to join the HR team effective June 17th! Robin brings a wealth of institutional knowledge and experiences that will be an asset to HR and more specifically, the HRIS team. Robin will assigned to Debbie’s office (SM 304) and phone number (x92543).

Given Debbie’s retirement and Robin’s transition to HR we ask that you update your EPAF Default Routing Queues immediately. **Attached are detailed instructions for making these necessary updates.**

In addition to the changes described above, due to the Chart of Accounts transition, there are additional changes we want to share.

- At end of business, Friday, 6/7, your access to create new EPAFs will be temporarily inactivated. This will provide the lead-time necessary to process any pending EPAFs prior to the conversion of job records in Banner to Chart F, scheduled for the weekend of 6/15. Please note that originators will still have access to view their EPAF transactions and approvers will still be able to approve pending transactions.
- Once the EPAFs are inactivated on 6/7, if you have personnel actions that need to be processed with Chart D labor distribution and an effective date prior to 7/1, they will need to be processed with a paper PAF.
- Any actions with Chart F labor distribution with an effective date 7/1 or after, will be able to be processed on an EPAF when we reactivate the EPAFs on approximately 6/17. A notification will be sent out when the EPAFs are reactivated. Please validate EPAFS in Chart F with your division Business Officer.
- There are only 2 significant changes to the EPAF due to the Chart of Accounts transition:
 1. The entire FOAPAL string (fund, organization, account, program, activity & location) will now be required in the Labor Distribution section.
 2. The Default from Index button will no longer be available since Index will no longer be utilized.

COA	Fund	Organization	Account	Program	Activity	Location	Project	Cost	Percent	Encumbrance	Override	End Date
F	100000	208450	700100	100000	999999	999999			100.00			
Total:												100.00

Save and Add New Rows

- There will be training sessions on the new FOAPAL values 6/18-6/21 and **you must attend one of these trainings** so you have an understanding of using the new FOAPAL string. Additional resources will be available on the COA website (go.udayton.edu/coa) starting 6/24.
- As mentioned in our previous communication sent out on 3/22, all PAFs effective 6/16-6/30 with Chart D labor distribution must be approved and submitted to HR by Friday, 6/21.
- We will have a new version of the paper PAF with the FOAPAL string fields available for use on approximately 6/17 as well. A notification will be sent out when the new PAF is published on the HR

Forms page. Older versions of the PAF will not be accepted for actions effective on or after 7/1/2019.

- We are creating an EPAF Users google drive to provide updated EPAF Originator and Approver Manuals with new screen shots, cheat sheets and position numbers.
- Once the new EPAF form is available if you have questions about form functionality, please contact HR at x92541. If you have questions about the new FOAPAL string, please contact your division Business Officer or the Chart of Accounts team at coa@udayton.edu.