



Stephen F. Austin State University EPAF Change Request Form - Summer

This form is submitted by departments notifying Human Resources of a change in an existing faculty summer assignment. Human Resources will then originate an Electronic Personnel Action Form (EPAF) and submit on their behalf. This is a temporary form to be used while departments and Human Resources acclimate to the new Banner system.

Note: Changes to funding can be completed by the department via the 'Change – Funding Source (CHNG50)' EPAF. Requests for an additional assignment that does not currently exist can be submitted via the EPAF Origination Request form.

Once this form is completed, please email the request to Human Resources at jnderrick@sfasu.edu.

SECTION I – Employee Information

Employee Name:

CID Number:

Requesting Department:

Org #:

SECTION II – Change Details

Select and complete all that apply to this change request.

CHANGE TO ASSIGNMENT

FTE:

Amount: \$

Timesheet Org:

TERMINATE ASSIGNMENT

Has the employee performed any work in this assignment?

Yes

No

If yes, provide the last day the employee worked in the job:

Please provide a brief explanation for the change:

SECTION IV – To Be Completed by Human Resources

Posn: _____ Suffix: _____ Title: _____

EPAF Approval Category: _____ EPAF Transaction #: _____

EPAF originated and submitted by: _____ Date: _____

Request Submitted by: _____ Date Received: _____

Additional Comments/Notes: _____

