

# Electronic Personnel Action Form (EPAF)

## User Guide for TES Personnel Actions

### What is an EPAF?

An EPAF is an Electronic Personnel Action Form; an online form, originated by a department to submit student and TES employment actions. This guide provides instructions on completing EPAFs for **TES personnel actions**. For guidance on completing EPAFs for student worker personnel actions please refer to the [Electronic Personnel Action Forms manual](#) provided by Payroll. All TES actions, including rate changes, are initiated via completion of a [PageUp job card](#). Prior to initiating a TES EPAF, the following items must be completed:

- [PageUp job card](#) must be completed and approved at all levels;
- *For new hires or prior employees with more than one year break in service:* All onboarding items must be completed including a satisfactory background check returned and proof of vaccination submitted.

HRIS will notify departments when all pre-employment requirements have been met and a TES EPAF can be initiated. TES EPAFS should not be initiated until the department receives this notification from HRIS.

Each TES EPAF action has approval levels, which represent electronic signatures to activate the transaction.

### What are the different EPAF User Types?

- Originators – users who begin an EPAF action.  
*Note: BUMS should NOT serve as EPAF Originators because they always serve as Approvers*
- Approvers – users who must approve an EPAF action
- Proxies – users who are designated by an Approver with specific authority to approve actions on the Approver's behalf

**\*\*\*NOTE:** *If you are an Originator and this is your very first time using the EPAF please go to page 13 to learn how to set up your Default Routing Queue before initiating any EPAF transactions.*

## How do I access the EPAF screens in Self Service Banner (SSB)?

When logged into SSB, the EPAF menu can be found on the Employee tab:

Personal Information **Employee**

Search  Go

[Time Sheet](#)

[Benefits and Deductions](#)

Update or view your retirement plans, Health insurance information, Flex spending accounts, miscellaneous deduction:

[Pay Information](#)

View your Direct Deposit breakdown; View your Earnings and Deductions History; View your Pay Stubs.

[Tax Forms](#)

Change W-4 information; View your W-2 Form or T4 Form.

[Current Jobs](#)

[Time Off Current Balances and History](#)

[Current and Past Workflows](#)

View information on past or current workflows that you have initiated or administer.

[EPAF Main Menu](#)

Electronic Personnel Action Form

[Effort Certification](#)

Allows faculty and staff to certify their own effort and administrative staff to review and certify effort for others.

[Employment and Contract Information](#)

View information on employment dates and if applicable, contract information.

[Salary Planner](#)

**RELEASE: 8.9.1**

If the EPAF menu does not display, contact [HRIS@stockton.edu](mailto:HRIS@stockton.edu).

### The EPAF main menu:

Personal Information **Employee**

Search  Go

## Electronic Personnel Action Form

[EPAF Approver Summary](#) - Approve EPAFs – p. 7 in this document

[EPAF Originator Summary](#) - Review status of current and past EPAFs – p. 9 in this document

[New EPAF](#) - Create a new EPAF – p. 3 in this document

[EPAF Proxy Records](#) - Set up Proxy settings – p. 10 of this document

[Act as a Proxy](#) - Serve as a Proxy – p. 11 of this document

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## Creating a new EPAF – task completed by Originator

*NOTE: Please wait for HRIS authorization (via email) before initiating a TES EPAF*

### New EPAF – screen one:

- Click *New EPAF* from EPAF Main Menu
- Enter employee \*Z-number, employee name will auto-populate
- Query date – this should always be the current date so that any current jobs will display
- Select Approval Category. Approval categories for TES positions:
  - TESNEW: a new employee and/or someone who has had no prior TES position
  - TESREA: reactivating a termed TES position the employee has had before
    - Note: TESREA approval category is also used for TES **rate changes**. *Rate changes must be approved by BUM in advance of submitting the EPAF.*
  - TESRET: a TES employee who held prior position number and is moving to a different position number
  - TESGRN: for grant-funded TES positions
- Click *Go*

\*If the employee is a new hire you will be notified by HRIS once the Z-number has been created

### New EPAF Person Selection

Enter an ID, select the link to search for an ID, or generate an ID. Enter the Query Date and select the Approval Category. Select Go.

\* - indicates a required field.

ID: \*    

Query Date: MM/DD/YYYY\*

Approval Category: \*  

 **There are no active jobs based on the Query Date.**

[EPAF Approver Summary](#) | [EPAF Originator Summary](#)  
[Return to EPAF Menu](#)

## New EPAF – screen two:

- Enter position number
- Suffix is always 00
- The remaining fields will auto-populate
- NOTE: if you are reactivating a termed TES (TESREA) you can click *All Jobs* and the termed positions can be viewed and selected for the reactivation
- Title and timesheet org will auto-populate. Confirm they are correct. If either are not correct contact [HRIS@stockton.edu](mailto:HRIS@stockton.edu)
- Click *Go*

### New EPAF Job Selection

Enter or search for a new position number and enter the suffix, or select the link under Title.

ID:

Query Date: Sep 03, 2020

Approval Category: New Temp Employee, TESNEW

#### New Temporary Employee, TESNEW

| Search               | Type    | Position                            | Suffix                          | Title         | Time Sheet Organization               | Start Date | End Date | Last Paid Date | Status | Select                           |
|----------------------|---------|-------------------------------------|---------------------------------|---------------|---------------------------------------|------------|----------|----------------|--------|----------------------------------|
| <input type="text"/> | New Job | <input type="text" value="200469"/> | <input type="text" value="00"/> | Seasonal Spec | 340005, Athletics and Recreation Adm. |            |          |                |        | <input checked="" type="radio"/> |

There are no active jobs based on the Query Date.

[New EPAF](#)  
[Return to EPAF Menu](#)

If any current active positions show up for an employee, contact HRIS for instructions on how to proceed

**New EPAF – screen three:**

- Only the **date(s)** and **Regular Rate** fields need to be entered. All three date fields are typically entered as the same date. It is recommended that you use the pay period beginning date.
- Time Entry Method: This will default to *Employee Time Entry via Web* and should not be changed if the employee will be using Web Time Entry (WTE). If the employee will be using time clock software to track hours worked, this would need to be changed to *Third Party with Approvals*.

**New Temporary Employee, 201087-00 Seasonal Specialist**

| Item                                | Current Value | New Value  |
|-------------------------------------|---------------|--|
| Job Begin Date: MM/DD/YYYY*         |               | <input type="text" value="01/01/2022"/>                  |
| Jobs Effective Date: MM/DD/YYYY     |               | <input type="text" value="01/01/2022"/>                  |
| Personnel Date: MM/DD/YYYY          |               | <input type="text" value="01/01/2022"/>                  |
| Regular Rate: *                     |               | <input type="text" value="18.50"/>                       |
| Contract Type: *                    |               | <input type="text" value="Primary"/>                     |
| Job Status: *(Not Enterable)        |               | <input type="text" value="A"/>                           |
| Job Change Reason: *(Not Enterable) |               | <input type="text" value="00002"/>                       |
| Salary Group: *(Not Enterable)      |               | <input type="text" value="2021"/>                        |
| Salary Grade: *(Not Enterable)      |               | <input type="text" value="04"/>                          |
| Step: *                             |               | <input type="text" value="0"/>                           |
| Factor: *(Not Enterable)            |               | <input type="text" value="26.1"/>                        |
| Pays: *(Not Enterable)              |               | <input type="text" value="26.1"/>                        |
| Annual Salary: (Not Enterable)      |               | <input type="text"/>                                     |
| Salary Encumbrance: (Not Enterable) |               | <input type="text"/>                                     |
| Time Entry Method: *                |               | <input type="text" value="Employee Time Entry via Web"/> |

**Routing Queue**

**New EPAF – screen 3 (continued):**

- Select Routing Queue for all four levels. Approval levels for all TES positions EXCEPT grant-funded positions, should be set as follows:

| Level | Approval Level                           | User Name       | Required Action |
|-------|--|-----------------|-----------------|
| 1     | 10- (DEPT) Budget Unit Mgr/Div Executive | Enter *BUM name | Approve         |
| 2     | 30 – (BUDGET) Budget Department          | GARRISOD        | Approve         |
| 3     | 50 – (HR1) Human Resources Review        | FRAZIERC        | Approve         |
| 4     | 95 – (HR2) Human Resources HRIS          | MAKARM1         | Apply           |

NOTE: Second, Third and Fourth levels should **always** be GARRISOD, FRAZIERC, and MAKARM1, respectively

\*BUMs always serve as the first Approval level therefore they should NOT serve as EPAF Originators

- Approval levels for all GRANT-FUNDED TES Positions should be set as follows:

| Level | Approval Level                           | User Name       | Required Action |
|-------|--|-----------------|-----------------|
| 1     | 10- (DEPT) Budget Unit Mgr/Div Executive | Enter *BUM name | Approve         |
| 2     | 35 – (GRANT) Grants Department           | WHITEA26        | Approve         |
| 3     | 50 – (HR1) Human Resources Review        | FRAZIERC        | Approve         |
| 4     | 95 – (HR2) Human Resources HRIS          | MAKARM1         | Apply           |

After entering approval levels:

- Click *Save* (at the bottom of the screen)
- After clicking *Save* you may see an Error or Warning
  - Warnings alert you to a possible inconsistency but will allow you to move the transaction forward
  - **Errors** alert you to an issue requiring resolution before the transaction can move forward

Routing Queue

| Approval Level                             | User Name                          | Required Action                             |
|--|------------------------------------|---|
| 10 - (DEPT) Department Budget Unit Manager | <input type="text"/>               | <input type="button" value="Approve"/>      |
| 30 - (BUDGET) Budget Department            | GARRISOD<br>Diane L Garrison       | <input type="button" value="Approve"/>      |
| 50 - (HR1) Human Resources Review          | FRAZIERC<br>Cynthia Hughes Frazier | <input type="button" value="Approve"/>      |
| 95 - (HR2) Human Resources HRIS            | MAKARM1<br>Melissa Sue Makar       | <input type="button" value="Apply"/>        |
| Not Selected                               | <input type="text"/>               | <input type="button" value="Not Selected"/> |
| Not Selected                               | <input type="text"/>               | <input type="button" value="Not Selected"/> |
| Not Selected                               | <input type="text"/>               | <input type="button" value="Not Selected"/> |
| Not Selected                               | <input type="text"/>               | <input type="button" value="Not Selected"/> |

## New EPAF – screen 4:

- Confirm information and, if correct, hit *Submit*
- After hitting *Submit*, deleting is no longer an option

## Electronic Personnel Action Form

✓ Your change was saved successfully.

Enter the information for the EPAF and either Save or Submit

**Name and ID:** [Redacted], [Redacted]  
**Transaction:** 11411 **Query Date:** Sep 15, 2020  
**Transaction Status:** Waiting  
**Approval Category:** TES returning, new position, TESRET

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\* - indicates a required field.

TES returns to new position, 200252-00 Seasonal Spec

| Item                                | Current Value | New Value   |
|-------------------------------------|---------------|---|
| Job Begin Date: MM/DD/YYYY*         |               | <input type="text" value="09/12/2020"/>                 |
| Jobs Effective Date: MM/DD/YYYY*    |               | <input type="text" value="09/12/2020"/>                 |
| Personnel Date: MM/DD/YYYY*         |               | <input type="text" value="09/12/2020"/>                 |
| Regular Rate: *                     |               | <input type="text" value="18.75"/>                      |
| Contract Type: *                    |               | <input type="text" value="Primary"/>                    |
| Job Status: *(Not Enterable)        |               | <input type="text" value="A"/>                          |
| Job Change Reason: *(Not Enterable) |               | <input type="text" value="00024"/>                      |
| Salary Group: *(Not Enterable)      |               | <input type="text" value="2021"/>                       |
| Salary Grade: *(Not Enterable)      |               | <input type="text" value="04"/>                         |
| Step: *(Not Enterable)              |               | <input type="text" value="0"/>                          |
| Factor: *(Not Enterable)            |               | <input type="text" value="26.1"/>                       |
| Annual Salary: (Not Enterable)      |               | <input type="text"/>                                    |
| Pays: *(Not Enterable)              |               | <input type="text" value="26.1"/>                       |
| Salary Encumbrance: (Not Enterable) |               | <input type="text"/>                                    |
| Time Entry Method: *                |               | <input type="text" value="Third Party with Approvals"/> |

Routing Queue

**\*\*Note about timing:** In order to meet Payroll deadlines, EPAFs need to be approved at all levels by the Friday of the first week of the pay period.

## Approving EPAFs – task completed by Approver or Proxy

- Depending on your role, click *EPAF Approver Summary* or *Act as a Proxy* (see p. 12 for full instructions on acting as a proxy) from the EPAF Main Menu
- All transactions needing approval will appear on the *\*Current tab*.
- Fields to view or take action on:
  - *Name column*: Click on employee name to view and verify **Dates** and **Regular Rate** fields
  - *Required Action column*: Indicates current step awaiting action
  - *Action column*: If a check box is present, you can click it to immediately approve the EPAF
  - *Links column*: Notes related to EPAF
    - *Comments*: click to add or view comments
    - *Warnings*: alert you to a possible inconsistency but will allow you to move the transaction forward

\* Other tabs available on EPAF Approver Summary screen:

- In My Queue: shows list of EPAFs that have been started but not yet submitted for your approval
- History: view all past EPAFs

### EPAF Approver Summary

**Current** | In My Queue | History

Select the link under Name to access details of the transaction.

Queue Status: All  Pending

[New EPAF](#) | [Update Proxies](#) | [Search](#) | [Proxy or Superuser or Filter Transactions](#)  
[Return to EPAF Menu](#)

Select All | Reset | Save

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**EPAF Transactions**

| Name                     | ID | Transaction | Type of Change              | Submitted Date | Effective Date | Required Action | Action                   | Links  |
|--------------------------|----|-------------|-----------------------------|----------------|----------------|-----------------|--------------------------|--|
| Seasonal Spec, 200542-00 | Z  | 11380       | TES returning, new position | Sep 04, 2020   | Aug 15, 2020   | Approve         | <input type="checkbox"/> | <a href="#">Comments</a><br><a href="#">Warnings</a> |
| Seasonal Spec, 900010-00 | Z  | 11235       | TES returning, new position | Jul 14, 2020   | Jul 04, 2020   | Apply           |                          | <a href="#">Comments</a>                             |
| Seasonal Spec, 200709-00 | Z  | 11239       | TES returning, new position | Jul 14, 2020   | Jul 04, 2020   | Apply           |                          | <a href="#">Comments</a>                             |

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 \*\*Comments Exist

If you click on the employee name in the EPAF Approver Summary list you will open the **EPAF Preview screen:**

- Review and confirm all information for the EPAF
- If the information is correct, click *Approve*
- If you hit *Disapprove* the action is killed completely and no further actions can be taken on the EPAF
- If any information needs to be corrected, click *Return for Correction*. This will send the EPAF back to the Originator. Before hitting *Return for Correction* you can click *Add Comment* to add notes or comments on what needs to be changed or corrected

### EPAF Preview

---

**Name and ID:** [REDACTED], [REDACTED]      **Job and Suffix:** 200542-00, Seasonal Spec  
**Transaction:** 11380      **Query Date:** Sep 04, 2020  
**Transaction Status:** Pending      **Last Paid Date:**  
**Approval Category:** TES returning, new position, TESRET  
Next 🗨

[Add Comment](#)

[Approval Types](#) | [Routing Queue](#) | [Transaction History](#)  
[EPAF Approver Summary](#)  
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\* - indicates a required field.

#### **TES returns to new position, 200542-00 Seasonal Spec**

| Enter Changes          | Current Value | New Value  |
|------------------------|---------------|------------|
| Job Begin Date: *      |               | 08/15/2020 |
| Jobs Effective Date: * |               | 08/15/2020 |
| Personnel Date: *      |               | 08/15/2020 |
| Regular Rate: *        |               | 27.50      |
| Contract Type: *       |               | Primary    |
| Job Status: *          |               | Active     |
| Job Change Reason: *   |               | 00024      |
| Salary Group: *        |               | 2021       |
| Salary Grade: *        |               | 04         |
| Step: *                |               | 0          |
| Factor: *              |               | 26.1       |
| Annual Salary:         |               |            |

## Checking status of an EPAF - task done by Originator

- Click on *EPAF Originator Summary* from the EPAF Main Menu
- Fields to view or take action on:
  - *Name column*: Click on employee name to view all EPAF information
  - *Transaction Status column*: Indicates current status of EPAF
    - *Waiting*: The transaction is in the process of being created and has not been submitted to the approval queue
    - *Pending*: Indicates the transaction requires positive action by the approver(s)
    - *Return for Correction*: Indicates an Approver has sent the EPAF back for correction
    - *Approved*: Transaction status was approved by all approvers. The transaction remains at this status until HRIS applies the transaction in Banner
    - *Complete*: The transaction becomes *Complete* after the transaction has been applied in Banner
    - *Disapproved*: The transaction has been disapproved by a person defined in the approval queue
    - *Void*: The originator or superuser has voided the transaction. It is no longer a valid transaction
    - *Superuser Update*: The superuser has initiated an update to the EPAF transaction after it was in Approved status. It must be submitted by the superuser for error checking and validation before it can be applied in Banner
  - *Links column*:
    - *Comments*: click to add or view comments
    - *Warnings*: alert you to a possible inconsistency but will allow you to move the transaction forward
    - *Errors*: alert you to an issue requiring resolution before the transaction can move forward
  - Please note: Originators and approvers will receive email notifications after each step in the EPAF process. A *completed* EPAF notification indicates both job record and timesheet record have been established.

### EPAF Originator Summary

**Current** History

Select the link under Name to access details of the transaction, or select the link under Transaction to update the transaction.

Transaction Status:

All ▲  
 Return for Correction ▼

Go

[New EPAF](#) | [Default Routing Queue](#) | [Search](#) | [Superuser or Filter Transactions](#)  
[Return to EPAF Menu](#)

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EPAF Transactions

| Name                           | ID           | Transaction | Type of Change            | Submitted Date | Effective Date | Transaction Status    | Links  |
|--------------------------------|--------------|-------------|---------------------------|----------------|----------------|-----------------------|--|
| Seasonal Specialist, 200196-00 | Z [redacted] | 11236       | New Temp Employee         | Jul 14, 2020   | Jul 04, 2020   | Return for Correction | <a href="#">Comments</a>                           |
| Seasonal Spec, 200246-00       | Z [redacted] | 11289       | Reactivate prior TES posn | Aug 11, 2020   | Aug 01, 2020   | Return for Correction | <a href="#">Comments</a>                           |
| Seasonal Spec, 200469-00       | Z [redacted] | 11375       | New Temp Employee         |                | Sep 03, 2020   | Waiting               | <a href="#">Comments</a><br><a href="#">Errors</a> |

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 \*\*\*Comments Exist

[New EPAF](#) | [Default Routing Queue](#) | [Search](#) | [Superuser or Filter Transactions](#)  
[Return to EPAF Menu](#)

## Setting up EPAF Proxy Records - task done by BUM/Approver

- Click on *EPAF Proxy Records* from the EPAF Main Menu
- Select *Budget Unit Mgr/Div Executive, Dept* as Approval Level
- Find name of person you would like to be your Proxy
- Click the check box to next to their name
- Click *Save*
- NOTE: before or after selecting someone as your proxy please email [HRIS@stockton.edu](mailto:HRIS@stockton.edu) with the name of your proxy/ies to ensure that person/s has correct EPAF access and permissions

Personal Information **Employee**

Search

### EPAF Proxy Records

Approval Level:

| Name  | Remove                   | Add                                 |
|---|--------------------------|-------------------------------------|
| <input type="text" value="Abdrabouh, Walead (ABDRABOW)"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> |

[EPAF Approver Summary](#)

[Return to EPAF Menu](#)

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## Acting as a Proxy - task done by Proxy

- Click on *Act as Proxy* from the EPAF Main Menu
- Select the name of the person you would like to act as a proxy for
- You can leave the other fields blank. You would only want to enter exact date ranges if you needed to limit the number of EPAF transactions you wanted to view
- Click *Go*
- This will take you to the EPAF Approver Summary list. See p. 8 for directions on approving transactions

Personal Information **Employee**

Search

### Proxy or Superuser or Filter Transactions

Act as a proxy or a superuser and enter the following criteria to filter transactions.

Proxy For:    
Act as a Superuser:   
Submitted From Date: MM/DD/YYYY   
Submitted To Date: MM/DD/YYYY   
Transactions Per Page:

[EPAF Approver Summary](#)  
[Return to EPAF Menu](#)

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## Setting up or changing the Default Routing Queue - task done by Originator

- Click on *Originator Summary* from the EPAF Main Menu
- Click Default Routing Queue

### EPAF Originator Summary

**Current** | History

Select the link under Name to access details of the transaction, or select the link under Transaction to update the transaction.

Transaction Status:

[New\\_EPAF](#) | [Default Routing Queue](#) | [Search](#) | [Superuser or Filter Transactions](#)  
[Return to EPAF Menu](#)

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**EPAF Transactions**

| Name   | ID        | Transaction | Type of Change            | Submitted Date | Effective Date | Transaction Status    | Links  |
|--|-----------|-------------|---------------------------|----------------|----------------|-----------------------|--|
| <a href="#">Canfield, Roxanne M.</a><br>Seasonal Specialist, 200196-00 | Z00298443 | 11236       | New Temp Employee         | Jul 14, 2020   | Jul 04, 2020   | Return for Correction | <a href="#">Comments</a>                           |
| <a href="#">Franzese, Kathleen M.</a><br>Seasonal Spec, 200246-00      | Z00014191 | 11289       | Reactivate prior TES posn | Aug 11, 2020   | Aug 01, 2020   | Return for Correction | <a href="#">Comments</a>                           |
| <a href="#">Quinones, Jocelyn A.</a><br>Seasonal Spec, 200469-00       | Z00242336 | 11375       | New Temp Employee         |                | Sep 03, 2020   | Waiting               | <a href="#">Comments</a><br><a href="#">Errors</a> |

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 \*\*\*Comments Exist

[New\\_EPAF](#) | [Default Routing Queue](#) | [Search](#) | [Superuser or Filter Transactions](#)  
[Return to EPAF Menu](#)

- A routing queue needs to be set up for every TES approval category (TESNEW, TESREA, TESRET, and TESGRN)
- Approval levels for all TES positions EXCEPT grant-funded positions, should be set as follows:

| Level | Approval Level                           | User Name       | Required Action |
|-------|--|-----------------|-----------------|
| 1     | 10- (DEPT) Budget Unit Mgr/Div Executive | Enter *BUM name | Approve         |
| 2     | 30 – (BUDGET) Budget Department          | GARRISOD        | Approve         |
| 3     | 50 – (HR1) Human Resources Review        | FRAZIERC        | Approve         |
| 4     | 95 – (HR2) Human Resources HRIS          | MAKARM1         | Apply           |

NOTE: Second, Third and Fourth levels should **always** be GARRISOD, FRAZIERC, and MAKARM1, respectively

### EPAF Default Routing Queue

Select an Approval Category and Go. Once the page refreshes, select the Approval Level, User ID and action.

Approval Category:

**Approval Queue**

| Approval Level                             | User Name                          | Required Action |
|--|------------------------------------|-----------------|
| 10 - (DEPT) Department Budget Unit Manager |                                    | Approve         |
| 30 - (BUDGET) Budget Department            | GARRISOD<br>Diane L Garrison       | Approve         |
| 54 - (HRPR) Human Resources Preview        | FRAZIERC<br>Cynthia Hughes Frazier | Approve         |
| 95 - (HR2) Human Resources HRIS            | MAKARM1<br>Melissa Sue Makar       | Apply           |

- Approval levels for all GRANT-FUNDED TES Positions should be set as follows:

| Level | Approval Level                           | User Name       | Required Action |
|-------|--|-----------------|-----------------|
| 1     | 10- (DEPT) Budget Unit Mgr/Div Executive | Enter *BUM name | Approve         |
| 2     | 35 – (GRANT) Grants Department           | WHITEA26        | Approve         |
| 3     | 50 – (HR1) Human Resources Review        | FRAZIERC        | Approve         |
| 4     | 95 – (HR2) Human Resources HRIS          | MAKARM1         | Apply           |

- Repeat steps to set up Default Routing Queue for remaining TES approval categories

#### EPAF Default Routing Queue

Select an Approval Category and Go. Once the page refreshes, select the Approval Level, User ID and action.

Approval Category:

#### Approval Queue

| Approval Level                             | User Name                          | Required Action | Remove                   |
|--|------------------------------------|-----------------|--------------------------|
| 10 - (DEPT) Department Budget Unit Manager | <input type="text"/>               | Approve         | <input type="checkbox"/> |
| 35 - (GRANT) Grant Accounting Manager      | WHITEA26<br>Ann Marie White        | Approve         | <input type="checkbox"/> |
| 50 - (HR1) Human Resources Review          | FRAZIERC<br>Cynthia Hughes Frazier | Approve         | <input type="checkbox"/> |
| 95 - (HR2) Human Resources HRIS            | MAKARM1<br>Melissa Sue Makar       | Apply           | <input type="checkbox"/> |
| Not Selected                               | <input type="text"/>               | Not Selected    | <input type="checkbox"/> |
| Not Selected                               | <input type="text"/>               | Not Selected    | <input type="checkbox"/> |
| Not Selected                               | <input type="text"/>               | Not Selected    | <input type="checkbox"/> |
| Not Selected                               | <input type="text"/>               | Not Selected    | <input type="checkbox"/> |

## Resources for Help

For questions and assistance with TES personnel actions please contact HRIS in the Office of Human Resources:

[HRIS@stockton.edu](mailto:HRIS@stockton.edu)

Jo-Anna Inferrera

Manager for Human Resources Information Systems

[JoAnna.Inferrera@stockton.edu](mailto:JoAnna.Inferrera@stockton.edu)

609-652-4385

Budget questions can be directed to [Budget@stockton.edu](mailto:Budget@stockton.edu)