

## Electronic Personnel Action Forms (EPAF) Routing Cycle of a Student EPAF

The flow chart below displays the process of how a Student EPAF transaction is originated, approved, applied, and ultimately creates an UltraTime distribution line. Human Resources will attempt to approve and apply student EPAF transactions on a daily basis, usually at least once in the morning and once at the end of the day. However, this level of service may not be feasible during heavy payroll processing times as payroll always takes a priority. Therefore, it is recommended that student EPAF transactions be originated at least two business days before the student actually begins work to ensure adequate time for approval.

