

EPAF (Electronic Personnel Action Form) Approval Workflow

Grants = 4W Indices

F&As = 436/7/8 Indices

GRANTS • If the new proposed labor distribution does not touch an F&A index, must use **Labor distribution change** - All except IDC/F&A, BZLDCH

Reviewed/applied
by Payroll Team

F&As • If the new proposed labor distribution touches an F&A index, must use **Labor distribution change** - IDC and F&A funded jobs, BZOSPF

Approved by VPRED FM
Currently Tawnya
Morgan

Applied by OSP
Accounting Staff
Currently Jyllian King

NOTE: To impact a particular pay period, the EPAF needs to be submitted by the payday of the previous pay period.