Workflow and EPAF Training – Questions and Answers
November 1, 2014

1. Where can you go to see an EPAF? To create an EPAF, you must go through training with HRS. Once you have been through training, you will be granted access to create EPAF’s. The “EPAF Originator Summary” tab shown below will list all EPAF’s created.

2. Where can we see workflow instructions? To use workflow to run a hiring verification, you must go through training with HRS. Once you have been through training, you will be granted access to workflow. Workflow is access through the MTSU Banner log in page at https://www.mtsu.edu/inb/bannerprod.html.

3. How do we communicate to departments not to let employees work without HR okay? No employee should begin work at MTSU without the hiring paperwork being completed. Department heads should clearly communicate that no individual should begin work without HRS approval. Once, the Workflow Hiring Verification process becomes mandatory, HRS will be contacting department heads, deans and VP’s for areas of concern regarding this compliance.

4. After the paperwork has been submitted by the employee, how long will it take for HRS to enter the paperwork? The hiring verification process through workflow is instant regarding the communication back to the department and individual to be hired. There is an e-mail generated by workflow which tells the individual what paperwork is needed in order for them to begin work at MTSU. The department also receives an e-mail with this information. If no information is needed from the individual, the department will receive...
an e-mail indicating that they can proceed with the hire. Once the EPAF has been submitted and approved, a process is run daily by HRS to load pending EPAF’s. The entire process can be completed and the individual will have a time-sheet the next day.

5. If a secretary submits a hiring verification and is absent, how can others in the department know? In Microsoft Outlook e-mail, under “Rules” you can set up to have e-mails forwarded to other individuals based on the sending, subject etc. Instructions on how to set this up are located in the EPAF Instruction Guide located on the HRS Training web page.

6. Does the e-mail from the workflow hiring verification specify what documents are needed? Yes, the e-mail will indicate what documents are needed before the employee can begin to work. If nothing is needed, only the hiring verification originator will get an e-mail. This e-mail will indicate that the hiring originator can proceed with the hire.

7. How do I get my workflow log-in credentials? Individuals must go through training for Workflow and EPAF’s before access will be granted. Once training is complete, the HRS office will notify the individual of their access credentials.

8. Are EPAF’s set up for extra comp? No, at this time, the only EPAF’s set up are for student events and temporary hourly terminations.

9. If I want to submit an EPAF (say for a termination), does it matter if the initial document to hire that individual was submitted through EPAF or not? No, a terminating EPAF can be submitted on any student or temporary hourly employee regardless of the hiring paperwork.

10. Should the hire date on adjuncts be the first day of classes or the same as the job begin date (pay dates)? The hire date on adjuncts is the 1st day of classes, which is listed on the contract section of the Personnel Appointment Form (PAF). Pay days for adjuncts are also indicated on the contract portion of the PAF. The pay dates are listed in the NBAJOBS section of the PAF. For fall adjuncts, the NBAJOBS begin and end dates are 10/1 through 12/31 and for spring adjuncts the job dates are 2/1 through 4/30.

11. If you enter an end date on the initial PAF to hire someone, do we need to submit a terminating PEF later? No, HRS enters begin and end dates that are listed on the paperwork. There are instances, when the begin date is adjusted by HRS (if the payroll has already processed).

12. For unemployment purposes, do you give the correct dates of work (for example: adjuncts) or do you use pay dates? HRS uses actual work dates to verify unemployment.
13. Can a person adjunct at 2 different TBR institutions? Yes, each institution will determine limits and whether or not they allow individuals to work at multiple institutions. MTSU does not monitor adjuncts for outside employment. HRS does require that any employee disclose if they are employed in a regular position as a State of Tennessee or TBR employee.

14. What happens if a temporary hourly part-time employee works more hours than scheduled? Temporary hourly employees report hours worked through web time entry. Employees are paid for the number of hours they work. It is up to the department to approve hours worked. If an individual exceeds those hours, it’s up to the department to discuss and/or reprimand. Some employees (like State of Tennessee retirees) are limited to the number of hours they can work for a State of Tennessee agency. The individual is responsible for remaining below that specified number of hours.