

REQUIREMENTS for Electronic Personnel Action Form (EPAF) Access to Function Properly

Electronic Personnel Action Form (EPAF) Access	Employee Class Security Student	Employee Class Security Staff	Employee Class Security Faculty	Org Security	Salary Range Security	AESS Security Agreement Requirement https://oit.rice.edu/administrative-systems/administrative-forms	Additional Request to payroll@rice.edu
Originator Student Hiring Forms	✓			✓		Complete one of the security agreements. Web Time Entry (WTE) & Online Labor Redistribution (OLR) Only - check WTE access type Security Agreement – complete the Human Resources & Payroll Data Access, Option C section <u>if requested access is not limited to WTE and/or EPAF originator access</u>)	Request EPAF originator access and provide name and ID of new EPAF originator. *request needs approved by individual with appropriate signature authority.
Originator Student Hiring Forms and Labor Changes (for students, faculty, and/or staff)	✓	✓ (If Labor EPAF access is needed)	✓ (If Labor EPAF access is needed)	✓		Complete one of the security agreements. Web Time Entry (WTE) & Online Labor Redistribution (OLR) Only - check WTE access type Security Agreement – complete the Human Resources & Payroll Data Access, Option C section <u>if requested access is not limited to WTE and/or EPAF originator access</u>)	Request EPAF originator access and provide name and ID of new EPAF originator. *request needs approved by individual with appropriate signature authority.
Originator Labor Changes (for students, faculty, and/or staff)	✓ (If Labor EPAF access is needed)	✓ (If Labor EPAF access is needed)	✓ (If Labor EPAF access is needed)	✓		Complete one of the security agreements. Web Time Entry (WTE) & Online Labor Redistribution (OLR) Only - check WTE access type Security Agreement – complete the Human Resources & Payroll Data Access, Option C section <u>if requested access is not limited to WTE and/or EPAF originator access</u>)	Request EPAF originator access and provide name and ID of new EPAF originator. *request needs approved by individual with appropriate signature authority.
Approver Student Hiring Forms	✓			✓ Job Labor Org(s)	✓	Complete the Security Agreement and select Human Resources & Payroll Data Access, Option B.	Request EPAF approver access and provide name and ID of new EPAF approver. *request needs approved by individual with appropriate signature authority.
Approver Student Hiring Forms and Labor Changes (for students, faculty, and/or staff)	✓	✓ (If Labor EPAF access is needed)	✓ (If Labor EPAF access is needed)	✓ Job Labor Org(s)	✓	Complete the Security Agreement and select Human Resources & Payroll Data Access, Option B.	Request EPAF approver access and provide name and ID of new EPAF approver. *request needs approved by individual with appropriate signature authority.
Approver Labor Changes (for students, faculty, and/or staff)	✓ (If Labor EPAF access is needed)	✓ (If Labor EPAF access is needed)	✓ (If Labor EPAF access is needed)	✓ Job Labor Org(s)	✓	Complete the Security Agreement and select Human Resources & Payroll Data Access, Option B.	Request EPAF approver access and provide name and ID of new EPAF approver. *request needs approved by individual with appropriate signature authority.