1. Sign in to SOS with network user ID and password

![SOS Login](image1)

2. Click on ‘My Employee Information’ tab

![My Information](image2)
3. Click on ‘Electronic Personnel Actions’

4. Click on ‘New EPAF’
5. Enter G#, effective date (query date)

6. Select approval category (EPAF type); click ‘Go’
7. For the next three screen shots on addresses and phone numbers, click ‘Next Approval Type’
8. Click ‘Go’

9. Enter position number (POSN) and suffix (typically 00); Title and Time Sheet Organization will populate. Click ‘Go’
10. On the Electronic Personnel Action Form (EPAF), complete necessary information, including required fields.

- See the EPAF Data Standards for information regarding address and phone number data entry.
FOAP is automatically populated based on the POSN entered.
11. Once the necessary information is entered and the routing queue is added, click ‘Save’ to save the EPAF. Once successfully saved, click ‘Submit’

12. Warnings do not prohibit an EPAF from being submitted; only errors will prevent submission until corrected.
13. Once an EPAF is submitted, it will be routed to the first approval level in the routing queue. To view the EPAF, click on ‘EPAF Originator Summary’

![EPAF Originator Summary](image)

14. The ‘Current’ tab holds any EPAFs that have been saved, but not yet submitted. The ‘History’ tab contains all EPAFs that have been submitted. To view an EPAF, click on the name (highlighted in blue).

![EPAF Originator Summary](image)

15. The EPAF is ‘read only’ and can only be updated when returned for correction. At the bottom of the EPAF, the routing queue can be viewed, which includes the queue status.

![Routing Queue](image)
16. Once an EPAF has been approved and successfully applied, the originator will receive the following email.

**Completed**

hrepaf@sjcd.edu  
**Sent:** Mon 9/16/2013 3:38 PM  
**To:** Guevara, Anna

An EPAF you submitted has been applied:

**Transaction:** 2262

**Approval Category:** Hire New Part-Time Non-Teaching Staff

**Approval Category Code:** HIRE40

**Employee Name:** Wilhour, Beth

**CID:** G00878426

**Transaction Status:** Completed

**Approval Level:** HR EPAF Apply

**Approval Level Code:** HRAPLY

Review the EPAF, login to EPAF Originator Summary via Self-Service Banner (SSB) on [http://www.sanjac.edu/soslogin](http://www.sanjac.edu/soslogin)

17. Once an EPAF has been applied, the status will be changed to ‘Completed’