

Sam Houston State University
A Member of The Texas State University System

Finance & Operations Policy FO-PAY-01
Personnel Action Forms

1. Purpose

The Payroll Office makes every effort to pay university employees in a timely and accurate manner. A necessary element for employee payment is the electronic Personnel Action Form (ePAF).

2. Procedure

Sam Houston State University utilizes an online electronic Personnel Action Form (ePAF) process to create, submit and request approval for employees to be placed into the appropriate employment position. Access to the ePAF system is gained by completion of a [security access form](#) which may be completed by the employee online. The form electronically routes to the employee's supervisor for approval and then to the Payroll Office for processing.

ePAFs authorize payroll transactions and no payroll payments will not be generated without a properly completed ePAF, despite preparation of time sheets. An ePAF must be processed and approved by those in the routing queue by 5:00 pm on the ePAF deadline for the pay period. ePAFs received after this deadline will be processed the next available payroll period. A list of payroll deadlines can be found online at www.shsu.edu/dept/payroll/epaf.html.

3. Payroll ePAF Requirements

The Payroll Office is the point of data application for ePAFs. Accordingly, only complete ePAFs (i.e., forms that have all required approvals, correct employee information, departmental costing information, etc.) are processed. Incomplete or incorrect ePAFs are returned to the originating department for correction.

Departments that have non-budgeted positions should prepare ePAFs at the beginning of each fiscal year to establish payroll records for employees in each of the non-budgeted positions. Budgeted positions are renewed annually through the university Salary Planner/Budget Development process.

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