



RUTGERS UNIVERSITY RBHS & CENTRAL ADMINISTRATION EMPLOYEE CHANGE ACTION INPUT FORM (Paper EPAF)

Instructions: Please complete the form below, print, obtain the required signatures, attach the form and all supporting documentation to an email, and send to the email address specified in the Fillable Paper EPAF Directions.

Enter the following in the subject line of each email: PAPER EPAF: [ENTER Name of Action (choose 1 of 3)] [ENTER Name of Employee].
Email Subject Line Example: PAPER EPAF Separation Ned Stark
There are only three actions for the subject line: ORG CHANGE, SEPARATION, or SALARY ADJUSTMENT.

STEP 1: Employee/Person Selection

Name: _____ PeopleSoft ID Number: _____ PeopleSoft Record #: _____
Job Code: _____ Title: _____
Dept ID/zOrg #: _____ Dept Name: _____

STEP 2: Action Requested and Effective Date – Choose 1

Salary Adjustment: _____ Reason: _____ Eff Date: _____
Separation: _____ Reason: _____ Eff Date: _____
Other: _____ Eff Date: _____

STEP 3: Comments (Enter Details of Request)

STEP 4: Internal Approval Routing

Approval Type	Name	Phone	Signature	Date
Originator */**	_____	_____	_____	_____
Department */**	_____	_____	_____	_____
Budget*	_____	_____	_____	_____
Other (Optional)	_____	_____	_____	_____

* Required for Non-Merit Lump Sum payments, Salary Adjustments – Salaried, and Salary Adjustments – Hourly

** Required for Separations