



# EPAF Security Application

This application is for security access to HR Banner EPAF. Please complete and return it to Human Resources by fax to (415) 422-3620. Or scan and e-mail [EPAF@usfca.edu](mailto:EPAF@usfca.edu). Completion of this application is required for HR Banner EPAF access.

Application Date: \_\_\_\_\_

Name \_\_\_\_\_ CWID # \_\_\_\_\_

E-mail \_\_\_\_\_@usfca.edu Ext. \_\_\_\_\_ Dept. \_\_\_\_\_

## Part I – Originator Access

Are you an ORIGINATOR? (circle) Yes No (if no, go to Part II)

List all E-Classes for which you originate EPAFs: (example: DD, XX, BC)  
(see reverse for list and definitions of E-Classes)

- 1) \_\_\_\_\_ 5) \_\_\_\_\_
- 2) \_\_\_\_\_ 6) \_\_\_\_\_
- 3) \_\_\_\_\_ 7) \_\_\_\_\_
- 4) \_\_\_\_\_ 8) \_\_\_\_\_

Select the categories of employees for which you originate EPAFs:

- Student Assignments
- Staff Assignments
- Faculty Assignments

List all of the budget organization numbers for which you originate EPAFs:  
(example: 714001)

- 1) \_\_\_\_\_
- 2) \_\_\_\_\_
- 3) \_\_\_\_\_
- 4) \_\_\_\_\_

If you originate EPAFs for an entire department or division, indicate it here. Or, list additional budget organizations if necessary.

Please indicate the name(s) of the individuals that will approve your EPAFs here:

Department Level \_\_\_\_\_

Division Level \_\_\_\_\_

## Part II – Approver Access

Are you an APPROVER? (circle) Yes No

If yes, indicate the level(s) on which you approve EPAFs:

- Department (list departments) \_\_\_\_\_
- Division (list divisions) \_\_\_\_\_

## Supervisor Authorization

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## Banner Employee Classes (E-Class)

Payroll Cycle	E-Class	Description	Former HR/Plus Job Code
MO	<b>AA</b>	USFFA Full Time Faculty	A
SH	<b>BB</b>	Student Hourly	B
SH	<b>BC</b>	Student Work Study (on campus)	B
SH	<b>BN</b>	Student Work Study (off campus)	B
SH	<b>CC</b>	Student Stipend	C
SH	<b>DD</b>	OPE Full Time	D
SH	<b>EE</b>	OPE Part Time	E
SH	<b>FF</b>	Non Union Non Exempt Hourly	I, 3
SM	<b>GG</b>	Semi Monthly Administrators	G
SM	<b>GT</b>	Staff Who Teach	S
SH	<b>HH</b>	Non Union Non Exempt Salary	H
SH	<b>II</b>	Non Union Hourly (Regional Campus)	5
SH	<b>JJ</b>	Public Safety Officer Salary	J
SH	<b>KK</b>	Public Safety Officer Hourly	K
MO	<b>LL</b>	Executive Administrators	L
MO	<b>LF</b>	Monthly Administrators	F
SH	<b>MM</b>	Gardeners and Laborers Salary Local 1877	M
SH	<b>NN</b>	Gardeners and Laborers Hourly	N
SH	<b>PP</b>	Engineers Hourly Local 39	P
MO	<b>QQ</b>	Monthly Stipend	Q, 4
MO	<b>QQ</b>	Part Time Non-Teaching	4, X, S
SM	<b>RR</b>	Semi Monthly Stipend	R
MO	<b>SS</b>	USFFA Part Time Faculty	S
MO	<b>TT</b>	ALP Full Time Faculty	T
MO	<b>UU</b>	Law Librarians	U
MO	<b>VV</b>	USFFA Librarians	B
MO	<b>WF</b>	Faculty Off Cycle	W
MO	<b>XX</b>	Part Time Faculty Non-Union	X
MO	<b>ZZ</b>	CPS Full Time Faculty	Z

**\* Payroll Cycle Definitions:**

**SH** Semi-Monthly Hybrid (includes non-exempt, hourly, students, OPE, etc.)

**SM** Semi-Monthly Exempt Staff

**MO** Monthly Administrators, Faculty, and Librarians