

# EPAF

**PURPOSE:** EPAF's are performed to update salary distributions for future expenses

**EPAF REQUIREMENTS:** Email from PI requesting the update

1. Specify date of change
2. Where the corrected distribution should be applied
3. Percentage or dollar value to be applied
4. Banner index number or award PTA information

**PROCESS:**

1. Log into GW Info System tab found on the my GW page
2. Perform GWeb sign on
3. Select Employee Information tab and choose EPAF Main Menu tab
4. Select new EPAF tab and then New EPAF
5. Enter GWID or perform an employee search and then enter effective date of change. Click go.
6. Select the position you are trying to update. Select go.
7. Go down to where you see the distribution. Update accordingly.
8. Verify Approvers are correct. Approvers can be changed by clicking the magnifying glass. Select Save.
9. Enter comment in the comments field that outlines what is being requested. If one has an email to attach they can do so by clicking on the Attachment tab. Upload and Save.
10. Once everything is updated you can click on the Submit button.

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