PURPOSE: This guide describes the process for creating an electronic personnel action form in Banner.

1. Go to your RamPort login or type [http://ramport.angelo.edu/cp/home/login](http://ramport.angelo.edu/cp/home/login) in your web browser, or click on the link.

2. In the User Login page, enter your user name and password and click on the Login button.

3. Once you are logged in, click on the Work Life tab.
4. Under the Finance and Administrative Services heading, click on Personnel Action Form (ePAF).

5. Click on the New EPAF link.

6. Enter a Campus ID (CID) or click on the hourglass icon to search for someone you wish to create an EPAF for. Next, enter the effective date of the transaction.
Choose an appropriate approval category of the action you wish to take. (Ex. On Call Pay, Title Change, Change Rate of Pay, Change FTE and Salary, Terminate an Employee, Change Funding Source)

Please see other Fast Track Procedure Guides for creating the different types of EPAFs.