

ePAF Attachments

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Creating ePAF Attachments

Creating Files

Using your preferred scanner and scanning software, scan your ePAF attachments and save them as files on your computer.

Scanner settings: Scanned documents must have a quality of between 200dpi and 300dpi and a color depth/output type of Black and White. Grayscale and color documents should not be used. For help with scanner settings, refer to your scanner documentation or consult your desktop support staff or contact your IT Help desk.

To simplify the upload process, PDF and TIF (Compressed only) are the recommended formats for scanned, multi-page documents. JPG may be used for single-page documents.

Although the system will allow you to upload any file format, files uploaded in formats other than these recommended formats will store them as a Foreign File, and will cause problems with file size and compatibility issues with various approvers' viewing software.

If you want to upload files that were stored in other formats (Word, Excel, HTML, etc), we recommend converting them to PDF before uploading them.

CutePDF (<http://www.cutepdf.com/download/CuteWriter.exe>) and other software give you the ability to print any file to PDF.

Microsoft Office 2007 also has an add-in feature for saving files in PDF and other formats: <http://www.microsoft.com/downloads/details.aspx?FamilyID=f1fc413c-6d89-4f15-991b-63b07ba5f2e5&displaylang=en>

Consult your desktop support staff or IT Help Desk for assistance with these programs.

Uploading Documents

1. Using your preferred method, open the Electronic Personnel Action Form menu and create a new ePAF or open an existing ePAF from the Originator Summary or Approver Summary.



NOTE: An ePAF must be saved before documents can be attached to it.

2. In the ePAF Preview, click on Upload Documents

Electronic Personnel Action Form

Your change was saved successfully.

i Enter the information for the EPAF and either Save or Submit

Name and ID: [blurred] **Job and Suffix:** [blurred]
Transaction: [blurred] **Query Date:** [blurred]
Transaction Status: [blurred] **Last Paid Date:** [blurred]
Approval Category: [blurred]

[Upload Documents](#)

3. ApplicationXtender will open in a new window. Use the Browse button to find the file you would like to add. See Creating Files section for recommended file formats.

Import New Page

File Path* Browse...

* Required fields

Upload Cancel

4. A Choose File window will open. Select a file and click on Open. Your selected file will now appear in the File Path box.
5. Click on the Upload button. Your selected file disappears from the File Path box, and the “New” button appears in the icon tool bar with a Batch name.
DON'T click the Cancel button. If you wish to cancel, close the window. If you do click Cancel, DON'T sign on to the eRaider signon window. Close the window.




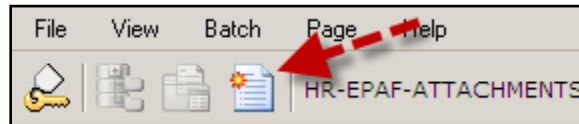
NOTE: If you want to combine multiple files from your computer into a single Xtender document (i.e., if your scanner creates a separate files for each page), repeat steps 3 through 5 for each file.

Specifying a Document Type



NOTE: Refer to the “ePAF Required Attachments and Corresponding Document Types” list to select the appropriate Document Type.

1. Once you have completed uploading your file, click on the “New” button  located on the toolbar.




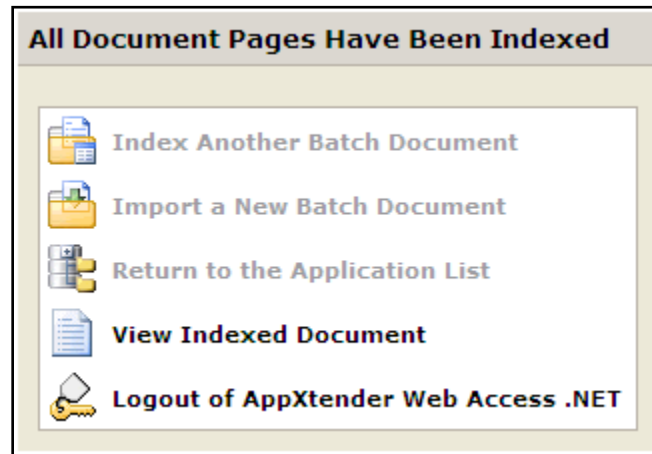
2. A new window will open with an Index panel on the left and a preview panel on the right. **If you preview multiple pages, be sure to return to Page 1 before proceeding.**
 - a. In the Index panel, select the appropriate DOCUMENT TYPE (refer to the chart at the end of this guide).
 - b. DO NOT change the EPAF TRANSACTION ID.
 - c. Leave these fields *blank*: TECH ID, FIRST NAME, and LAST NAME. The system runs a periodic process that automatically completes these fields.
 - d. Click on the “Save” button.

Index Name	Field Value
EPAF TRANSACTION ID	
ACTIVITY DATE	
DOCUMENT TYPE	
TECH ID	
FIRST NAME	
LAST NAME	

3. If your file contains more than one page, click on the “Attach All Pages” button.

Index Name	Field Value
EPAF TRANSACTION ID	
ACTIVITY DATE	
DOCUMENT TYPE	RESUME-VITA
TECH ID	
FIRST NAME	
LAST NAME	

4. After you receive confirmation that 'All Document Pages Have Been Indexed', close the ApplicationXtender window. 



5. Repeat the steps for Uploading Documents and Specifying a Document Type for each additional attachment to this ePAF as needed. After all documents have been attached, continue to process your ePAF as usual. Additional documents may be attached later by the Originator or Approver.



NOTE: You can select the same Document Type for more than one attachment. For example, if you attach a background check return notice and a drug screening return notice, the Document Type will be "Personnel Action" for both attachments.



NOTE: If you don't see the Display Documents link and you recently added a document to the ePAF, exit the ePAF and re-open it from the Originator Summary or Approver Summary in order to refresh the screen and see the Display Documents link. Refer to the Displaying Documents section for more information.

Displaying Documents

1. Using your preferred method, open the Electronic Personnel Action Form menu and open an existing ePAF from the Originator Summary or Approver Summary.
2. In the ePAF Preview, click on Display Documents.



NOTE: If you don't see the Display Documents link and you recently added a document to the ePAF, exit the ePAF and re-open it from the Originator Summary or Approver Summary in order to refresh the screen and see the Display Documents link.

EPAF Preview

You are acting as an Originator.

Name and ID: [blurred]
Transaction: [blurred]
Transaction Status: [blurred]
Approval Category: [blurred]

[Display Documents](#) [Upload Documents](#)

3. If a single document is attached to the ePAF, it will open. If multiple documents are attached to the ePAF, you will be prompted to select the document you would like to view.

WebXtender Results Page

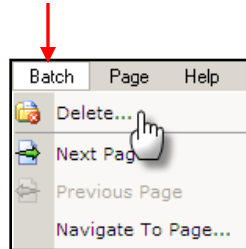
ID	TYPE	DOCUMENT	DOCUMENT	Link
932579	EPAF SUPPORT DOCS	EDUCATIONAL TRNSCRPT	46	Display Document
932579	EPAF SUPPORT DOCS	RESUME-VITA	48	Display Document
932579	EPAF SUPPORT DOCS	RESUME-VITA	50	Display Document
932579	EPAF SUPPORT DOCS	RESUME-VITA	51	Display Document

4. After viewing your document, close the document viewing window and, if you had more than one document, the WebXtender Results Page. Proceed with processing your ePAF as usual.

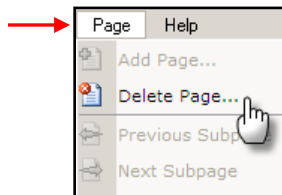
Deleting Documents or Pages

1. If the document has been **uploaded but has not yet been saved**:

- a. To remove the entire document and all of its pages go to the **Batch** menu and choose Delete.

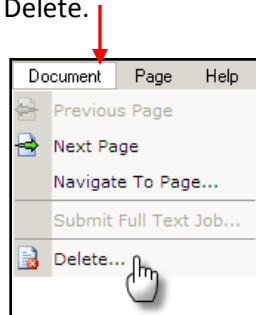


- b. To remove only the current page, go to the **Page** menu and choose Delete Page.

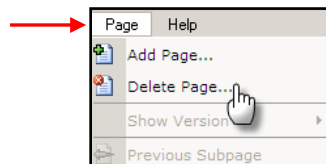


2. If the document **has already been saved**, Display the Document.

- a. To remove the entire document and all of its pages, go to the **Document** menu and choose Delete.



- b. To remove only the current page, go to the **Page** menu and choose Delete Page.



3. When the eRaider signon window appears, DO NOT SIGN ON. Simply close the window. If you sign on and get an Xtender folder list, close the window.

4. Close the WebXtender Results Page.

Frequently Asked Questions

Question: Why do I receive an error message that says “Encryption timestamp has expired”?

Answer: The link on the ePAF page only remains active for 60 minutes. To solve the problem, exit the PAF and re-open it from the Originator Summary or the Approver Summary, then try again.

Question: When I click on Upload Documents or Display Documents, I don’t see the ApplicationXtender window.

Answer: An existing window is most likely being re-used for ApplicationXtender. Check the taskbar at the bottom of your screen to look for the ApplicationXtender window.

Question: After selecting a document to display, I don’t see the document. Instead, I see a Foreign File Document window. What should I do?

Answer: In the Foreign File Document window, click the link next to Download Foreign File or Render Foreign File. While Xtender can technically work with any file format, the system was only designed to display PDF and image files (.jpg, .tif, etc.).

Question: Who can create ePAF attachments?

Answer: The ePAF Originator as well as each Approver in the routing queue (or their Proxy) can attach or delete documents to an ePAF at any time after the ePAF has been saved.

Question: If I uploaded only the first page of a multi-page document, how do I correct this?

Answer: Delete the single-page document (see “Deleting Documents or Pages”) and upload the multi-page document (see “Uploading Documents”)

Question: I get a little red X instead of the document when I Display Document. How do I correct this?

Answer: This happens when you try to upload an HTML document. Delete the document, convert (or scan) your HTML file to PDF format, and upload as a PDF document.

Question: I get a Security Information error “This page contains both secure and nonsecure items” whenever I hover over the menu bar. What should I do?

Answer: Click ‘Yes’ and proceed. There are two ways to prevent this error message:

1. Upgrade from Internet Explorer 6 to a later version of Internet Explorer.
2. In a regular Internet Explorer window, select Internet Options from the Tools menu. On the Security tab, click the Custom Level button. Scroll down to “Display mixed content” under “Miscellaneous”. The radio button next to “Prompt” is highlighted. Change this by highlighting the radio button next to “Enable”. Click OK to close each Internet Options window.

Question: Why does the WebXtender Results page keep blinking and clicking?

Answer: The page blinks and clicks each time it automatically refreshes itself. Automatic refresh allows the results list to be updated as documents are added or deleted.

ePAF Required Attachments and Corresponding Document Type

ePAF Category:	HSC	TTU/ SYS	The following attachments are required:	Select this Document Type:
New Hire Exempt, and New Hire NonExempt		✓	Employee Recruiting Checklist	MISC RECRUITING DOC
	✓	✓	Employee application (signed by employee). Required for staff employees for any job recruited through TechJOBS.	EMPLOYEE APPLICATION
		✓	Employment History Verification Form/s	MISC RECRUITING DOC
		✓	Offer Confirmation Letter	MISC RECRUITING DOC
		✓	College/University Transcript/s (if applicable)	EDUCATIONAL TRNSCRPT
		✓	Vita - Required for all faculty new hires/rehires	RESUME-VITA
		✓	Graduate Student Employee Certification - Required for monthly paid GPTI's, TA's, RA's	PERSONNEL ACTION
			Security Sensitive Positions only:	
		✓	Email/Notice confirming employee eligible for hire based on criminal history check	PERSONNEL ACTION
		✓	Email/Notice confirming employee passed drug screening (Level II Only)	PERSONNEL ACTION
Terminate Employee		✓	Employee Separation Checklist	MISC EMPLOYEE DOCS

ePAF Category:	HSC	TTU/ SYS	The following attachments are required:	Select this Document Type:
Job Change Begin Exempt, and Job Change Begin NonExempt Reason Codes: Promotion, Lateral Job Change, Temp/Student-Fac/Staff Change		✓	Employee Recruiting Checklist	MISC RECRUITING DOC
	✓	✓	Employee application (signed by employee) Required for staff employees for any job recruited through TechJOBS.	EMPLOYEE APPLICATION
		✓	Employment History Verification Form/s	MISC RECRUITING DOC
		✓	Offer Confirmation Letter	MISC RECRUITING DOC
		✓	College/University Transcript/s (if applicable)	EDUCATIONAL TRNSCRPT
		✓	Graduate Student Employee Certification - Required for monthly paid GPTI's, TA's, RA's	PERSONNEL ACTION
			Security Sensitive Positions only:	
		✓	Email/Notice confirming employee eligible for hire based on criminal history check	PERSONNEL ACTION
		✓	Email/Notice confirming employee passed drug screening (Level II Only)	PERSONNEL ACTION
Add Secondary Job Exempt, and Add Secondary Job NonExempt		✓	Graduate Student Employee Certification - Required for monthly-paid GPTI's, TA's, RA's.	PERSONNEL ACTION

ePAF Category:	HSC	TTU/ SYS	The following attachments are required:	Select this Document Type:
Transfer Gaining Exempt, and Transfer Gaining NonExempt Reason Codes: Promotion, Lateral Job Change, Temp/Student-Fac/Staff Change		✓	Employee Recruiting Checklist	MISC RECRUITING DOC
	✓	✓	Employee application (signed by employee) Required for staff employees for any job recruited through TechJOBS.	EMPLOYEE APPLICATION
		✓	Employment History Verification Form/s	MISC RECRUITING DOC
		✓	Offer Confirmation Letter	MISC RECRUITING DOC
		✓	College/University Transcript/s (if applicable)	EDUCATIONAL TRNSCRPT
		✓	Graduate Student Employee Certification - Required for monthly paid GPTI's, TA's, RA's	PERSONNEL ACTION
			Security Sensitive Positions only:	
		✓	Email/Notice confirming employee eligible for hire based on criminal history check	PERSONNEL ACTION
		✓	Email/Notice confirming employee passed drug screening (Level II Only)	PERSONNEL ACTION
Pay Change Exempt, and Pay Change NonExempt Reason Codes: Completion of Training, Educational Incentive, Equity Increase, Merit Increase, Salary Exception, Pay Plan Adjustment, Statutory Increase			NOTE: All salary increases made outside the Budget Cycle require justification & administrative approvals beyond the Department Head in accordance with Administrative Policy (TTU OP 70.14, HSC OP 70:37)	
		✓	Justification statement with approval signatures. (Attach or include in ePAF Comments and Routing)	PERSONNEL ACTION
		✓	Educational Incentive Reason Code: Attach appropriate documents as per OP 70:18.	PERSONNEL ACTION
		✓	Completion of Training Reason Code: Explanation of type of training and date completed. (Attach or include in ePAF Comments.)	PERSONNEL ACTION