

Routing Instructions for EAF/PAFs

Note: You must complete all grey shaded areas on any EAF form or your submission will be returned for completion rather than be processed.

Departmental Liaisons (Persons Responsible for Completing EAF/PAF)

1. Once you have selected the proper form from the EAF/PAF Forms Menu click on the form.
2. Fill in all areas shaded in gray. You do not have access to other parts of the form that are to be completed by other departments, such as Accounting Services, Human Resources, etc.
3. Once all shaded areas have been filled in, print out a copy of the form and forward it through your department head to the appropriate dean or vice chancellor for sign off.
4. Save a copy of the form on disk or hard drive OR print out an additional copy to file.

Dean/Vice Chancellor (Persons With Final Sign-Off Authority)

1. Once you have signed off and dated the EAF/PAF form, forward it to Human Resource Services to the attention of your department's HRS Program Manager.

Human Resources

1. Once HRS receives the completely filled out, signed, and dated EAF/PAF form, HRS will complete the portion appropriate to its function and key that information into Banner. The EAF form will then be forwarded to Contracts and Grants, if applicable.