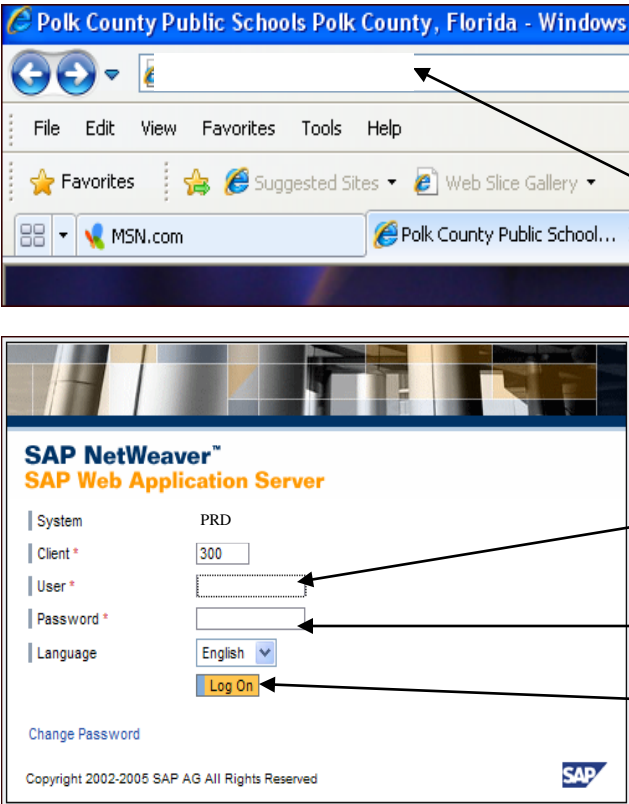
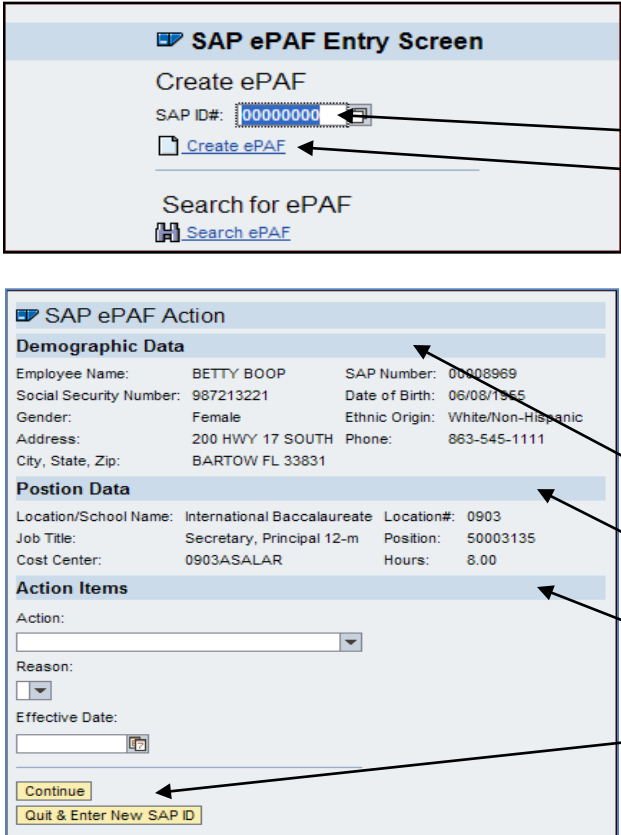
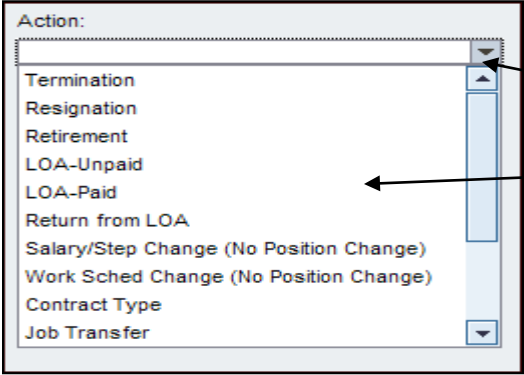
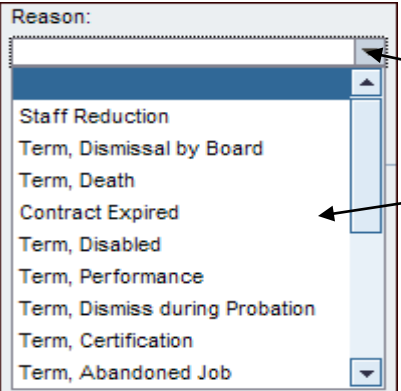
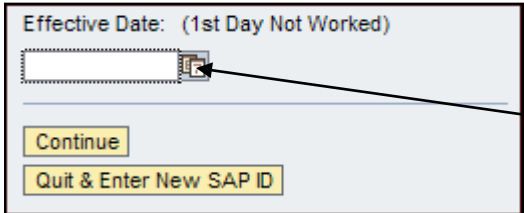
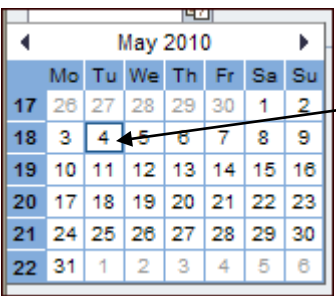
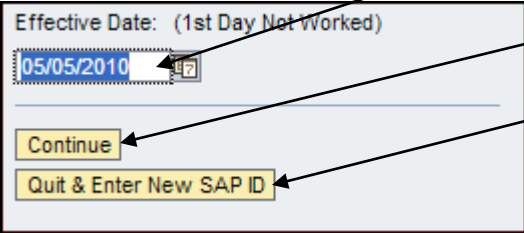


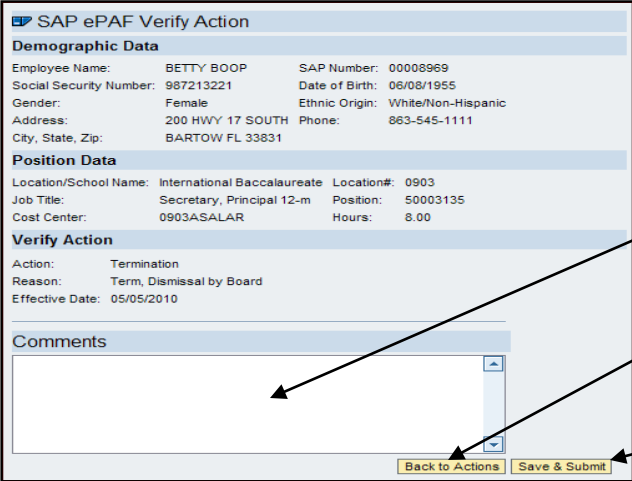
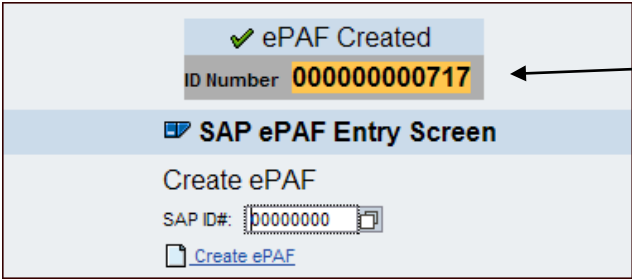
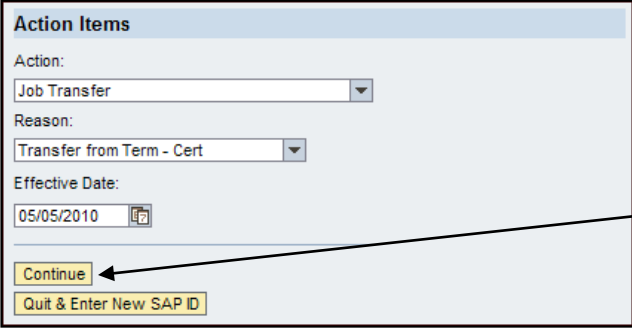
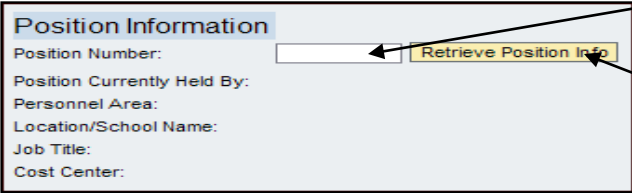
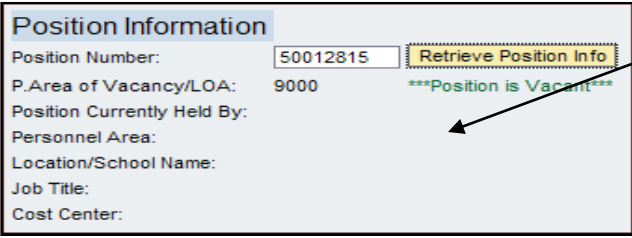
# ePAF – School Based ePaf Creation

Steps	Screen Displayed	Procedures
1		<p><b><u>HOW TO LOGIN TO THE SAP NetWeaver EPAF SYSTEM:</u></b></p> <ul style="list-style-type: none"> <li>• Open Internet Explorer</li> <li>• Type: <b>sapepaf.polk-fl.net</b></li> <li>• Press <b>Enter</b> key</li> </ul> <p><b><u>After the web page loads:</u></b></p> <ul style="list-style-type: none"> <li>• Type your <b>SAP User ID</b> (Example: ASMITH01234)</li> <li>• Type your <b>SAP Password</b></li> <li>• Press <b>Log On</b> button</li> </ul>
2		<p><b><u>CREATE AN ePAF:</u></b></p> <ul style="list-style-type: none"> <li>• Type the <b>Employee's SAP ID</b></li> <li>• Click on the <b>Create ePAF</b> link</li> </ul> <p><b><u>The SAP ePAF Action screen appears:</u></b></p> <p><b>Verify Demographic and Position Data!</b></p> <ul style="list-style-type: none"> <li>• <b>Demographic Data</b></li> <li>• <b>Position Data</b></li> <li>• <b>Action Items</b></li> <li>• <b>Option Buttons</b> <ul style="list-style-type: none"> <li>○ Continue</li> <li>○ Quit &amp; Enter New SAP ID</li> </ul> </li> </ul>

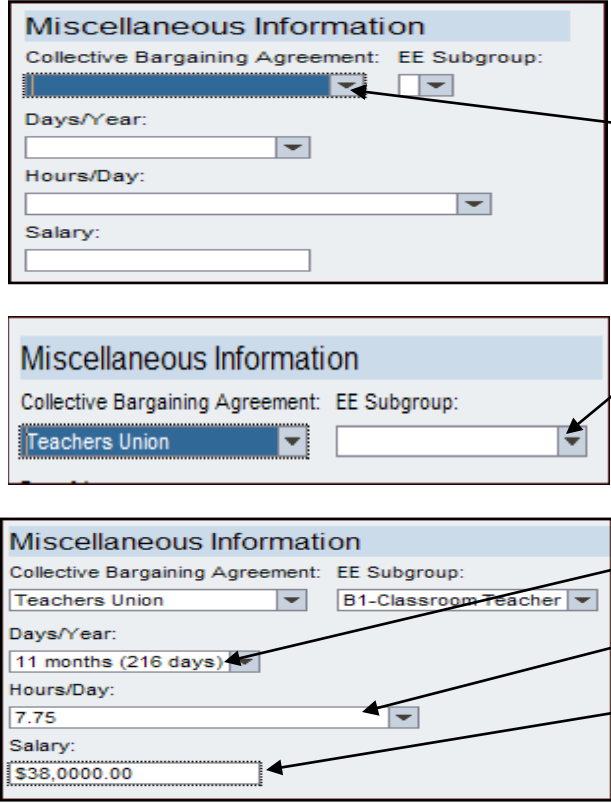
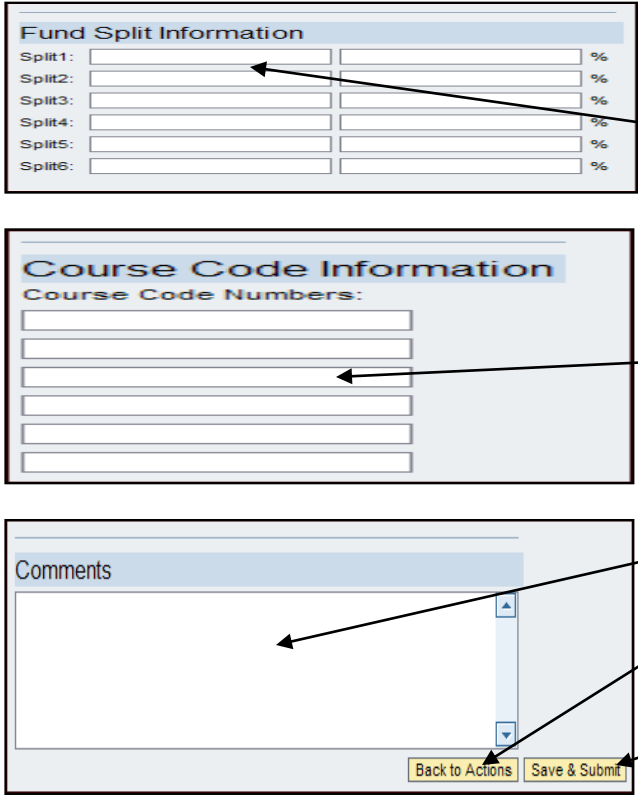
## ePAF – School Based ePaf Creation

Steps	Screen Displayed	Procedures
3	 	<p><b><u>Working with the Action Items Section:</u></b></p> <ul style="list-style-type: none"> <li>Click the <b>Drop Down Arrow</b> to display the <b>Action Choices</b></li> <li>Click a <b>Choice</b> to select</li> </ul> <p><b><u>The reason window will appear:</u></b></p> <ul style="list-style-type: none"> <li>Click the <b>Drop Down Arrow</b> to display the <b>Reason Choice</b></li> <li>Click a <b>Reason</b> to select</li> </ul>
4	  	<p><b><u>Setting the Effective Date:</u></b></p> <ul style="list-style-type: none"> <li>Click the <b>Calendar Icon</b> to display the <b>Calendar</b></li> <li>Click a <b>Day</b> to select the <b>Effective Date</b></li> <li>The <b>Effective Date</b> will be displayed in the <b>box</b></li> <li>Click <b>Continue</b> (Go to Step #5) <b>OR</b></li> <li>Click <b>Quit &amp; Enter New SAP ID</b></li> </ul> <p><b><u>NOTE: If you click QUIT, all previous entries will be lost!</u></b></p>

## ePAF – School Based ePaf Creation

Steps	Screen Displayed	Procedures
5	 	<p><b><u>Adding Comments, Saving and Submitting ePAF:</u></b></p> <ul style="list-style-type: none"> <li>• <i>Type Comments</i> in the <b>Comments Box</b> (if applicable).</li> <li>• <i>Click Back to Actions</i> if you need to make changes</li> <li>• <i>Click Save &amp; Submit</i> to finish</li> <li>• The <b>epaf Created</b> screen appears with the <b>epaf Number</b></li> </ul>
6	  	<p><b><u>Additional Options for ePAFs:</u></b></p> <p>Some <b>Actions &amp; Reasons</b> require more entries.</p> <ul style="list-style-type: none"> <li>• After you <i>Select the Action &amp; Reason &amp; Effective Date</i> <i>click the Continue</i> button</li> <li>• <i>Type the Position Number</i> in the <b>box</b></li> <li>• <i>Click the Retrieve Position Info</i> button</li> <li>• The <b>Position Information</b> box will be populated with all appropriate information</li> </ul>

## ePAF – School Based ePaf Creation

Steps	Screen Displayed	Procedures
7		<p><b><u>Completing the Miscellaneous Information section:</u></b></p> <ul style="list-style-type: none"> <li>Click the <b>Collective Bargaining Agreement</b> drop down arrow</li> <li>Select the appropriate item from the list</li> <li>The <b>EE Subgroup</b> drop down arrow window opens</li> <li>Select the appropriate item from the list</li> <li>Click <b>Days/Year</b> drop down arrow and Select appropriate item</li> <li>Click <b>Hours/Day</b> drop down arrow and Select appropriate item</li> <li>Type the <b>Salary Amount</b> in the <b>Salary Box</b></li> </ul>
8		<p><b><u>Fund Split and Course Code Information:</u></b></p> <ul style="list-style-type: none"> <li>Type <b>Fund Split</b> information if appropriate</li> <li>Type <b>Course Code</b> information if appropriate</li> <li>Type <b>Comments</b> if necessary</li> <li>Click <b>Back to Actions</b> to make changes</li> <li><b>OR</b></li> <li>Click <b>Save &amp; Submit</b> to complete ePAF</li> </ul>