Log in to your MYSTETSON



STEP 2

Search for "Employee Dashboard"



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Click on Employee Dashboard



STEP 4

Click on Electronic Personnel Action Forms (EPAF) - This is found on the lower right side of the page. You may need to scroll down.

	Full Leave Balance Information
	 My Activities
Y	Enter Leave Report
	^
	Approve Time
	Approve Leave Report
	Approve Leave Request
	Electronic Personnel Action Forms (EPAF)
	Made with Tan



STEP 5

If you get an error here and do not see the option of "New EPAF" after selecting the above link, e-mail support@stetson.edu requesting access to EPAF.

STEP 6

If you see a page *similar* to the page below, Select New EPAF. If New EPAF is not available, e-mail support@stetson.edu explaining you need access to EPAF hiring.

Electronic Personnel Action For	rm
EPAF Approver Summary	
EPAE Originator Summary	
EPAE Proxy Records	
Act as a Proxy	
RELEASE: 8.18 (DLCH01:B8-ORDS-SSB-P	ROD-7BDBBDCDC-FFPT5)

STEP 7

You should be able to see all three Category options, STUD01, STUD02, and STUD03. If you do not see these options, e-mail crmclallen@stetson.edu for EPAF Category access.

ed	
: MM/DD/YYYY	05/06/2022
ategory: 📄 Required	Rehire a Student Employee into Previously-held Position, STUD03
here are no active jobs l	Not Selected Hire Student who has never worked on campus as employee, STUD01 Hire existing Student Employee into a new Position, STUD02 Rehire a Student Employee into Previously-held Position, ST Made with Tango.us

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