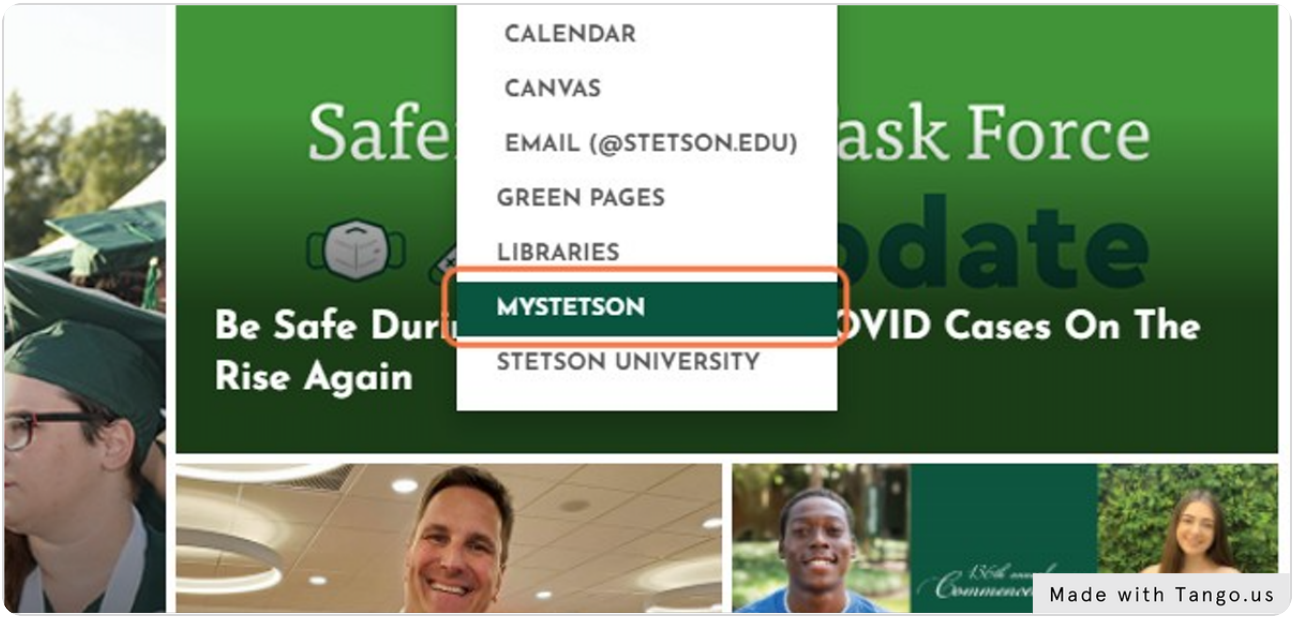
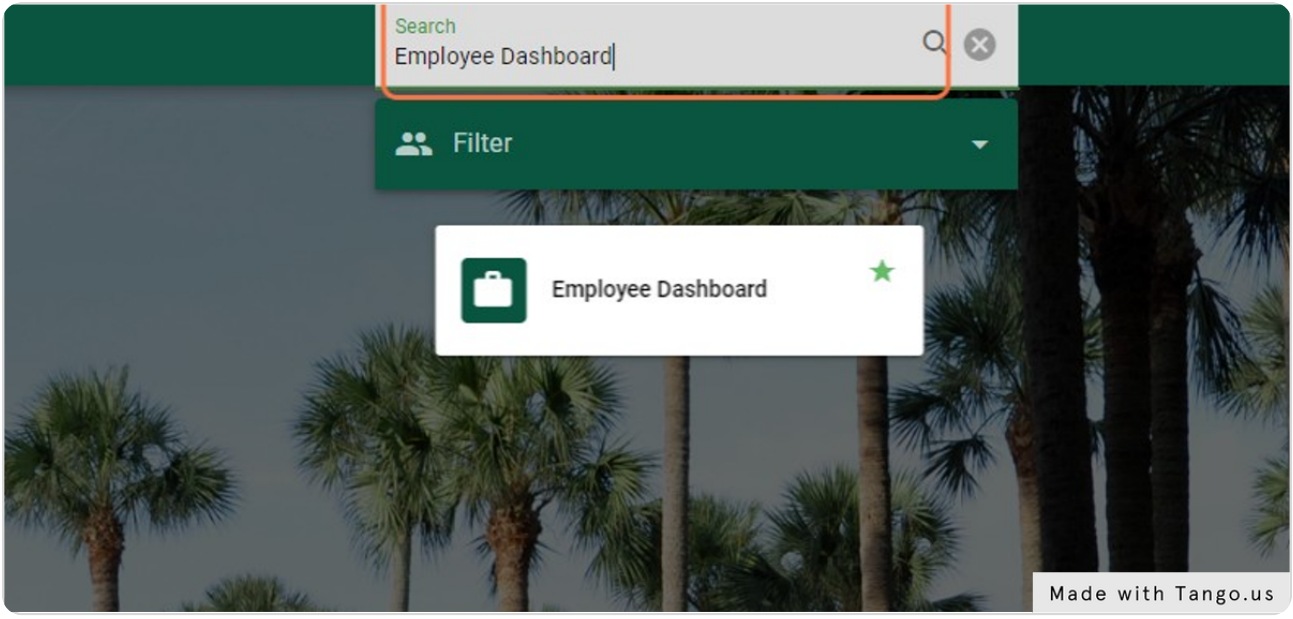
STEP 1

Log in to your MYSTETSON



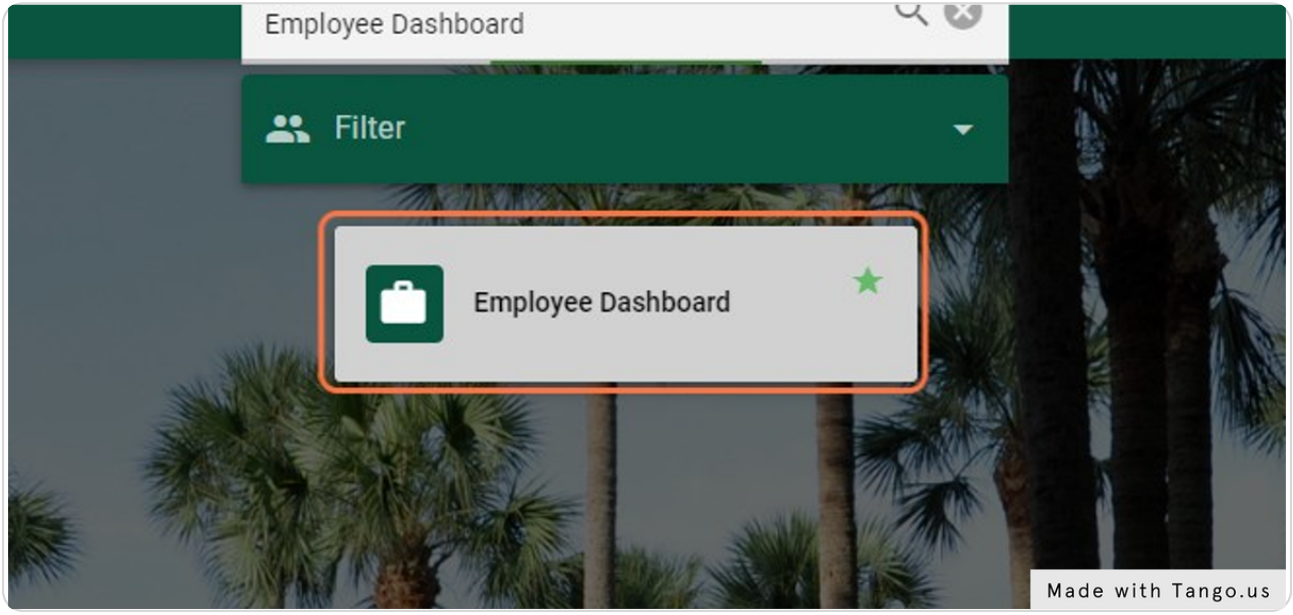
STEP 2

Search for "Employee Dashboard"



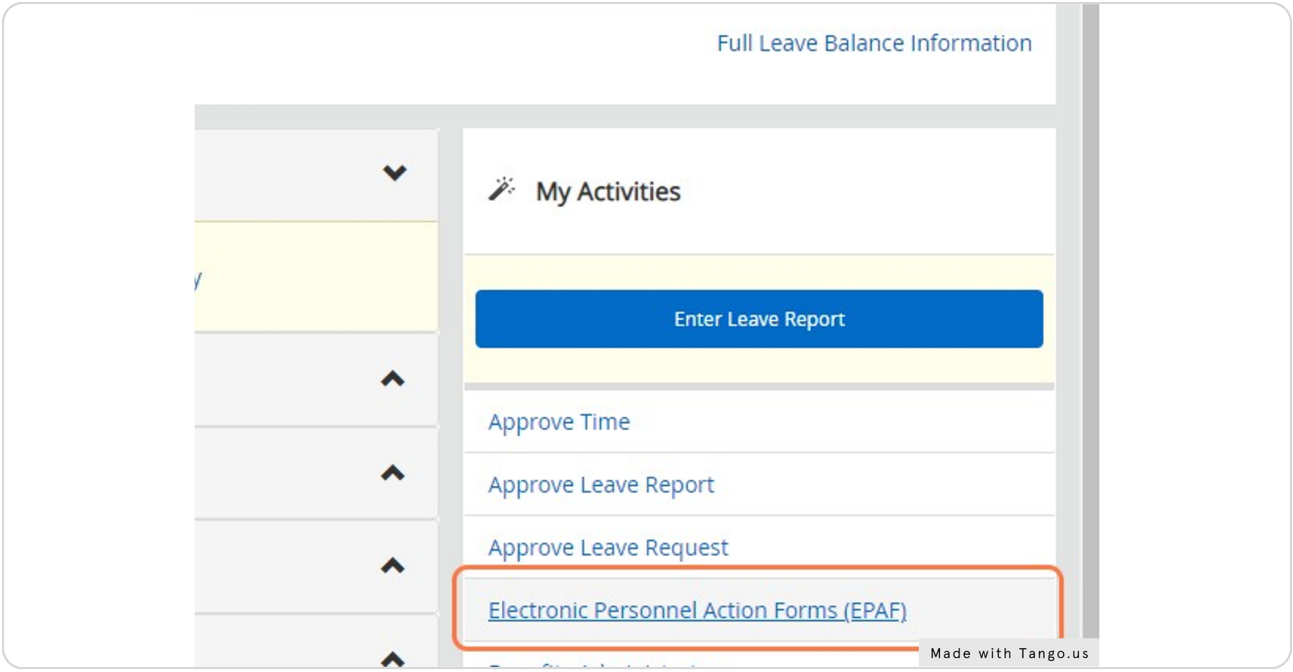
STEP 3

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.

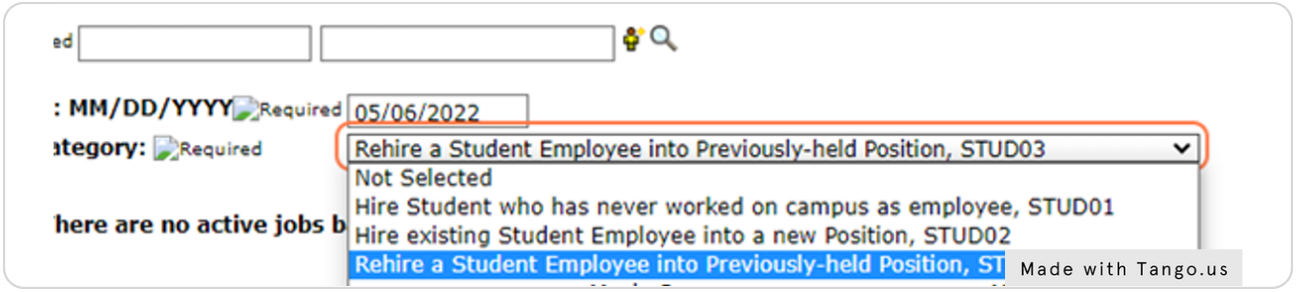


STEP 5

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.

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.