Add/Change Job Supervisors – SUPVR EPAF
NBAJOBS

Description: Add or Change Job Supervisor

1. AU Access

2. Employee Tab -> Self Service

3. Employee Tab -> Electronic Personnel Action Forms

4. New EPAF

5. Enter the Banner ID number
   - Query Date – Will Default to Today’s Date
   - **TIP Use the beginning of pay period**
   - Approval Category – Add/Chg Job Supervisor

6. Go
1. Enter the Effective Date (Beginning of Pay Period, if possible!)

2. Enter the Supervisor’s Banner ID Number

Submit and please check for errors!