

GT ePAF™ FEATURE LIST

ePAF™ is a set of electronic forms applications built with GT eForms that automate personnel action business processes: new hires and rehires, promotions, data changes, rate increases, transfers, retirements, leave of absence requests and terminations. ePAF™ is delivered as a developed template based on our solutions for previous clients, and customized for unique business needs.

Here are some of the documented benefits of ePAF™:

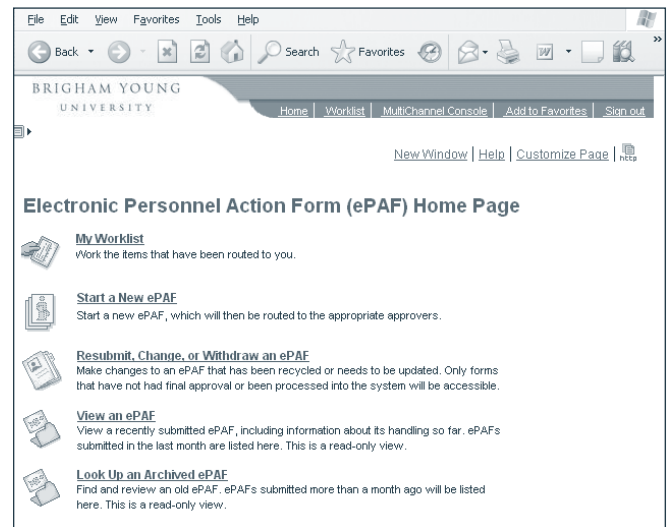
- During the busy fall student hiring season, Brigham Young University (which hires about 7,500 students in two weeks) saw their average processing time reduced from four days to one, and a reduction of four full-time temporary staff members needed to administer the hiring process. By using paperless ePAF™ forms, they were able go from seven massive filing cabinets to one.
- ePAF™ facilitates the advantages of a centralized process (process control, uniformity, and simplicity) with the advantages of a decentralized process (fast processing, no dual entry).

Clients Receive:

- CD media containing ePAF™ project files, Data Mover scripts and Data Mover import files
- ePAF™ Installation Guide
- ePAF™ Functional Implementation Guide

User Features

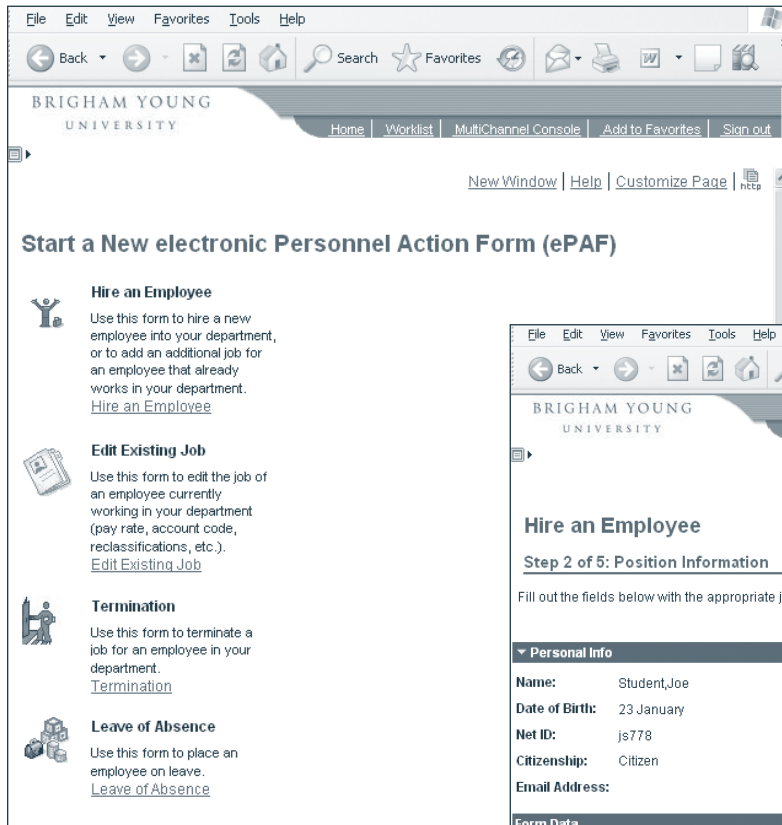
- Online, casual user interface with electronic signatures
- Step-based navigation unfolds naturally to collect only and all pertinent data
- Job data edits performed at form entry
- Access to ePAF™ restricted by PeopleSoft Department Security
- Role-based, Department Security-based participation in worklists and notifications
- ePAF™ Participant Override gives flexibility to who receives worklists and notifications
- Email notifications and worklist items sent to next approver automatically
- Emails contain direct links to perform tasks and/or view data
- FYI emails to submitter indicate approval progress
- Instant access to form status, history and pending approvals
- Side-by-side comparison of old and new data when approving job changes
- Central office users can use ePAF™ pages, too, and avoid Job Data
- Upon save, control returns to the user while the system processes in the background
- Minimal training necessary - don't have to train everyone to use Job Data



Department users start from the ePAF home page

ePAF™ Includes:

- ePAF™ Home Page and Intro Pages
- Hire, Job Change, Termination and Leave of Absence eForm Type definitions
- Setup data for these eForm Types: conditions, tasks, task steps, messages and actions
- User interface records, views and prompt tables
- Workflow definitions for these eForm Types: workflow activities, worklists, email templates, approval rule sets, roles, role queries, SQL definitions
- Integration definitions for these eForm Types: application messages, message channel, subscription PeopleCode, component interfaces, CI access classes



Choosing a Personnel Action

Personal Info	
Name:	Student,Joe
Date of Birth:	23 January
Net ID:	js778
Citizenship:	Citizen
Email Address:	
EmplID:	865237902
Rcd#:	0

Form Data	
'Effective Date:	<input type="text"/>
'Empl Class:	<input type="text"/>
Job Code:	<input type="text"/>
'Chartblock:	<input type="text"/>

Sample ePAF form page