1. Go to Sharklink: https://sharklink.nova.edu/
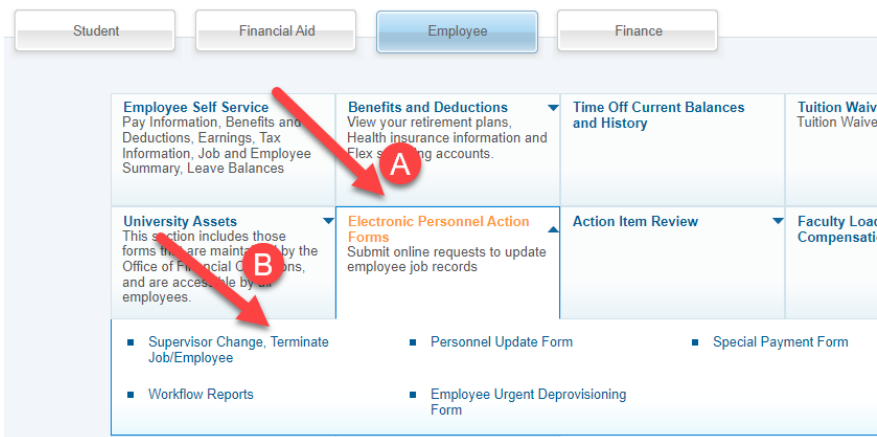2. On the dashboard click on Self Service Banner
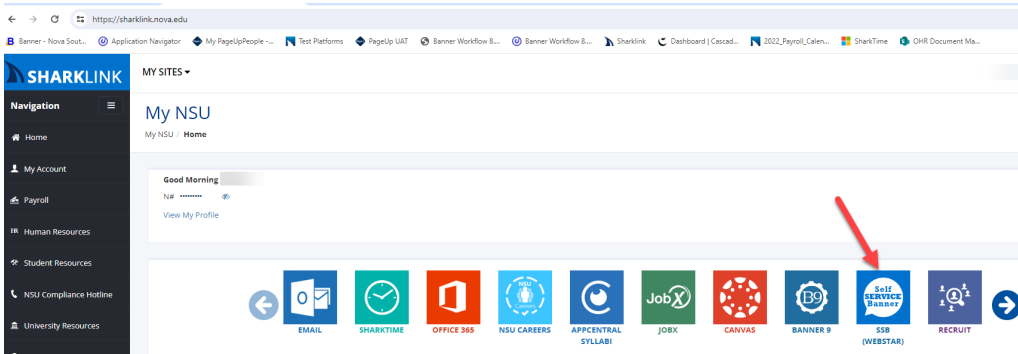
3. Enter your AD credentials.
4. Click on the "Employee" selection.
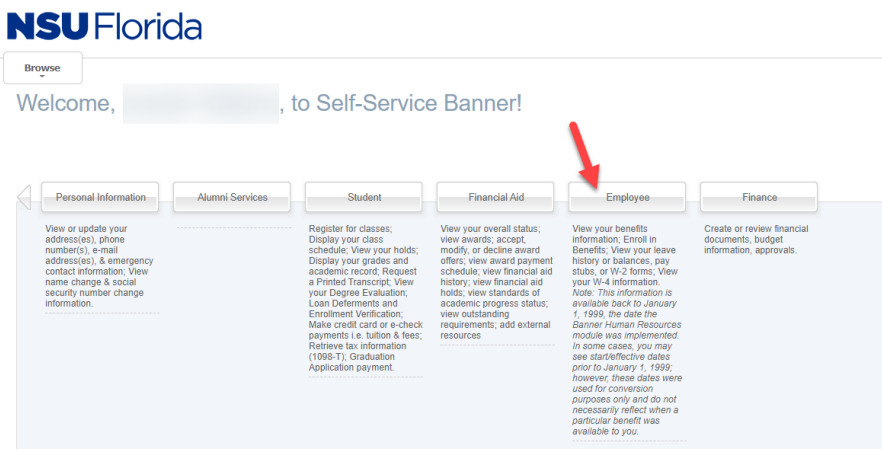
5. Click on "Electronic Personnel Action Forms"> selections will appear> click on "Supervisor Change, Terminate Job/Employee"

6. Enter employee information and select Approval Category, "Update Employee Job Location, JBLNUP"> click **GO**

NSU Florida

Browse

◁▷ | Personal Information | Alumni Services | Student | Financial Aid | Employee |

New EPAF Person Selection

← | Home > Supervisor Change, Terminate Job/Employee

* - indicates a required field.

ID: ***** | N_____ | _____ | 👤 🔍

Query Date: MM/DD/YYYY***** | 02/12/2024

Approval Category: ***** | Update Employee Job Location, JBLNUP ⌄

Go

7. Enter the New Value from the drop down and enter User Name for the Approval Level, BANUC4 (if not entered already)
8. Scroll up and click **SAVE**

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Browse

💬 Enter the information for the EPAF and either Save or Submit.

Name and ID:	_____		
Transaction:	_____	Query Date:	02/12/2024
Transaction Status:		Last Paid Date:	02/02/2024
Approval Category:	Update Employee Job Location, JBLNUP		

Save

Approval Types ■ Routing Queue ■ Comments ■ Transaction History

New EPAF ■ EPAF Originator Summary

Return to EPAF Menu

Jump to Bottom
* - indicates a required field.
Update Employee Job Location

Item	Current Value	New Value
Location Code: *****	02TOWE, Tower Bldg	99NOC, Remote / Virtual Office ⌄

Routing Queue

Approval Level		User Name	
99 - (HR) Human Resources	🔍	BANUC4	BANUC4 BANUC4
Not Selected	🔍		

9. You will see a message "Your change was saved successfully", then click **Submit**

NSU Florida

Browse

Personal Information | Alumni Services | Student | Financial Aid | Employee | F

Electronic Personnel Action Form

Home > Electronic Personnel Action Form

✔ Your change was saved successfully.

💬 Enter the information for the EPAF and either Save or Submit.

Name and ID:	Eileen Rodriguez, N01380313		
Transaction:	452399	Query Date:	02/12/2024
Transaction Status:	Waiting	Last Paid Date:	02/02/2024
Approval Category:	Update Employee Job Location, JBLNUP		

Save Submit Delete

10. You will see a message "The transaction has been successfully submitted."

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Browse

Personal Information | Alumni Services | Student | Financial Aid | Employee | Finance

Electronic Personnel Action Form

Home > Electronic Personnel Action Form

✔ The transaction has been successfully submitted.

💬 Enter the information for the EPAF and either Save or Submit.

Name and ID:	Eileen Rodriguez, N01380313		
Transaction:	452399	Query Date:	02/12/2024
Transaction Status:	Approved	Last Paid Date:	02/02/2024
Approval Category:	Update Employee Job Location, JBLNUP		

11. Banner PEAEMPL is updated automatically. There are no notifications sent with this EPAF.