Approving, Returning, Acknowledging an EPAF

1. Access EPAF Approver Summary under the Employee tab.

2. Select Electronic Personnel Action Form.

3. Then select EPAF Approver Summary.

4. Follow instructions below.

Select the Current Tab to view EPAFS that require attention or approval.
Click on an EPAF that requires attention or approval.

Review the individual EPAF.

If the Required Action for the EPAF is “Approve”, the approver has four options:

1. **Approve** - Approving the EPAF confirms the information is correct and authorized. The EPAF immediately becomes available for approval at the next level.
2. **Disapprove** - This option returns the EPAF to the Originator where the Originator may void it and remove it from the originator’s summary.
3. **Return for Correction** - This option returns the EPAF to the Originator. He or she may correct and resubmit the EPAF. Or it can be voided.
4. **More Info**

If the Required Action for the EPAF is “FYI”, the approver has one option:

**Acknowledge** - This option acknowledges the information that is shared in the EPAF. When an approver is FYIed on an EPAF, he or she cannot approve or return it for corrections.

**Add Comments**

An Approver can Add Comments to the EPAF regardless of the required action or transaction.
Approve in a Group

All EPAFs with a Required Action can be processed as a group by clicking on the box under Action or pressing Select All in the Current tab if the EPAF Originator Summary.

<table>
<thead>
<tr>
<th>EPAF Preview</th>
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</thead>
<tbody>
<tr>
<td>You are acting as an Approver.</td>
</tr>
<tr>
<td>Name and ID: Malinda C. Inotts, R00037466</td>
</tr>
<tr>
<td>Transaction: 32</td>
</tr>
<tr>
<td>Transaction Status: Pending</td>
</tr>
<tr>
<td>Approval Category: Phase Student Employee, PA200</td>
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</tbody>
</table>

After Selecting the EPAF to receive the required action, click Save.

Reminder: It is the approval’s responsibility at each level to carefully review each EPAF he/she is to approve.