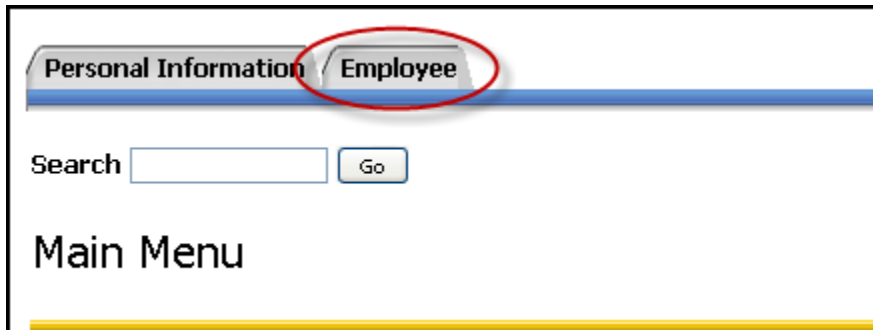
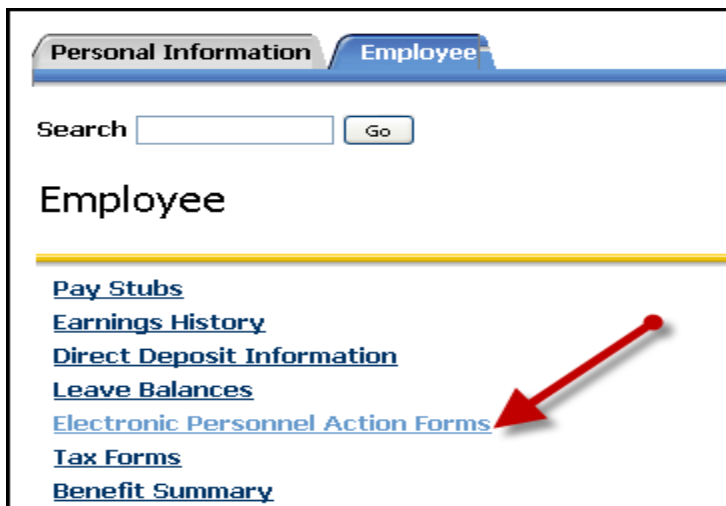


EPAF Approver Summary

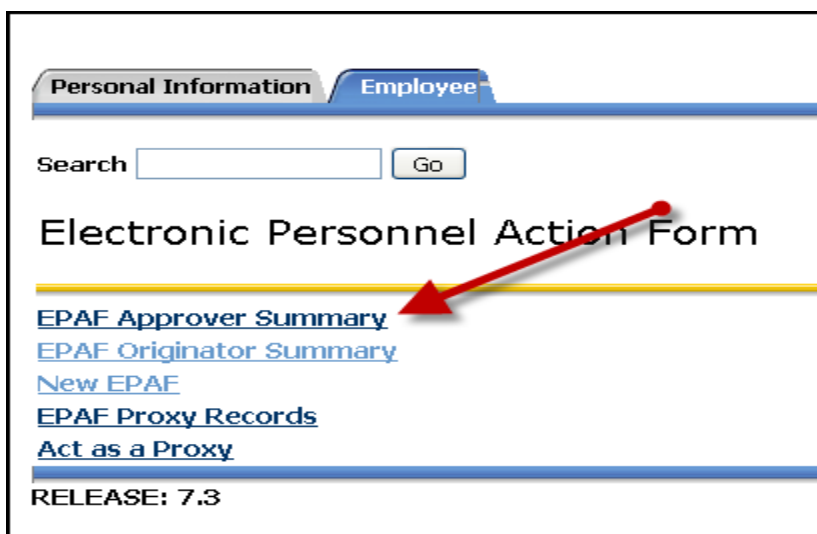
1. Access EPAF Approver Summary under the Employee tab.



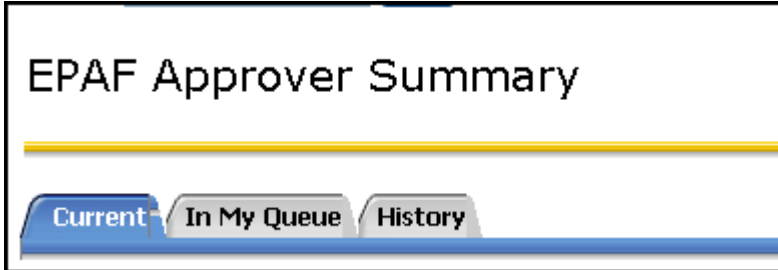
2. Select Electronic Personnel Action Form



3. Then select EPAF Approver Summary



4. Locate EPAFs under one of the three tabs:
 - a. Current
 - b. In My Queue
 - c. History



Current: Select the Current tab view EPAFs that require attention or approval.

Select the link under Name to access details of the transaction.

Queue Status: All FYI

[New EPAF](#) | [Update Proxies](#) | [Search](#) | [Proxy or Superuser](#) or [Filter Transactions](#)

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EPAF Transactions

| Name | ID | Transaction | Type of Change | Submitted Date | Effective Date | Required Action | Action | Links |
|---|-----------|-------------|---------------------------|----------------|----------------|-----------------|--------------------------|----------------------------|
| Knotts, Melinda C. Student Employee - Pooled, P99488-01 | R00237486 | 32 | Rehire Student Employee | Jul 13, 2010 | Jul 13, 2010 | Approve | <input type="checkbox"/> | **Comments |
| Owens, Stephanie D. Student Employee - Pooled, P97531-01 | R00007140 | 39 | New Hire Student Employee | Jul 13, 2010 | Jul 13, 2010 | Approve | <input type="checkbox"/> | Comments |
| Hansen, Molly S. Student Employee - Pooled, P97543-02 | R00669039 | 13 | Rehire Student Employee | Jul 09, 2010 | Jun 01, 2005 | FYI | <input type="checkbox"/> | |

Select the link under Name to access details of the transaction.

From this view, click on an EPAF to view, approve, return, or add comments. Or, check “Action” and click “Save” to perform required action directly from this screen.

***For information on how to approve EPAFs, see “Approving, Returning, and Acknowledging an EPAF.”

In My Queue- Select the In My Queue tab to view EPAFs that are in your queue for approval; however, they require approval at another level prior to your approval.

EPAF Approver Summary

Current **In My Queue** History

Select the link under Name to access details of the transaction.

[New EPAF](#) | [Update Proxies](#) | [Search](#) | [Proxy or Superuser or Filter Transactions](#)

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EPAF Transactions

| Name | ID | Transaction | Type of Change | Submitted Date | Effective Date | Links |
|--|-----------|-------------|-------------------------|----------------|----------------|--------------------------|
| Alyousef, Taha H. Exempt Student (Non FWS), P64101-00 | R00293318 | 40 | Rehire Student Employee | | Jul 08, 2010 | Comments |
| Tipton, Chakeira A. Seasonal Employee - Pooled, P92944-01 | R00183886 | 31 | Ending Student Jobs | | Jun 12, 2010 | Comments |

From this view, click on an EPAF to view or add comments.

History- Select the history tab to view EPAFs that you have approved, acknowledged, or returned for correction.

Current In My Queue **History**

Select the link under Name to access details of the transaction.

Queue Status:

[New EPAF](#) | [Update Proxies](#) | [Search](#) | [Proxy or Superuser or Filter Transactions](#)

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EPAF Transactions

| Name | ID | Transaction | Type of Change | Submitted Date | Effective Date | Links |
|---|-----------|-------------|---------------------------|----------------|----------------|--|
| Nazar, Nishad Student Employee - Pooled, P99437-02 | R00838472 | 4 | Rehire Student Employee | Jul 09, 2010 | Jun 01, 2005 | |
| Nazar, Nishad Student Employee - Pooled, P90989-00 | R00838472 | 2 | Rehire Student Employee | Jul 09, 2010 | Jun 01, 2005 | Comments Errors |
| Niedermeier, Heather N. Student Employee - Pooled, P99303-00 | R00009480 | 37 | New Hire Student Employee | Jul 13, 2010 | Jul 13, 2010 | Comments |
| Novotny, Joanna M. MC Undergrad WS, P43391-01 | R00294011 | 33 | Additional Student Job | Jul 13, 2010 | Jul 13, 2010 | **Comments |

From this view, click on an EPAF to view or add comments.