

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.

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

Queue Status: All FYI

Select All Reset Save

1 - 7 of 7

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"/>	

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**

EPAF Preview

You are acting as an Approver.

Name and ID:	Melinda Caitlin Knotts, R00237486	Job and Suffix:	P99488-01, Student Employee - Pooled
Transaction:	32	Query Date:	Jul 13, 2010
Transaction Status:	Pending	Last Paid Date:	
Approval Category:	Rehire Student Employee, RHSTD		

Next

Approve Disapprove Return for Correction More Info **Add Comment**

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.

EPAF Preview

You are acting as an Approver.

Name and ID:	Melinda Caitlin Knotts, R00237486	Job and Suffix:	P99488-01, Student Employee - Pooled
Transaction:	32	Query Date:	Jul 13, 2010
Transaction Status:	Pending	Last Paid Date:	
Approval Category:	Rehire Student Employee, RHSTD		

Next

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.

EPAF Approver Summary

Current | In My Queue | History

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

Queue Status: All | FYI | Go

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

1 - 7 of 7

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

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

EPAF Approver Summary

Current | In My Queue | History

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

Queue Status: All | FYI | Go

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

1 - 7 of 7

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

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