EPAF APPROVER
Accessing the EPAF Menu & Approver Summary

To Approve an EPAF you first go and review the EPAF Approval Summary link. Click the Employee Tab once you are logged into PAWS. At the Employee Tab, click the Electronic Personnel Action Forms link to access the EPAF menu. Once at the EPAF menu click on the EPAF Approver Summary link.

The EPAF Approver Summary page has three sections: Current, In My Queue, and History Tabs. The Current Tab contains EPAFs that either needs to be approved or acknowledged by the Approver. The “In My Queue” Tab contains EPAFs that will be routed to the Approver in the future. The History Tab contains EPAFs that an Approver has previously processed.

The Current Tab:
Displays transactions that with the following statuses:

- Pending – Transaction is pending approval.
- FYI – Transaction is pending acknowledgement.
- More Information – Transaction is pending approval but an approver is requesting additional information before they approve it.

To enter the EPAF for any transaction, click on the person’s name.

On the “Current Tab” of the EPAF Approver Summary, notice the action column. It has an enterable box that when checked makes that record selected for approving. Also notice the left most column, it has a red flag indicating that action is required or pending. In order to approve the EPAF simply click on the save button. To select all of the transaction press the select all button.
The screenshot below illustrates having selected all of the transaction for approval.

Once you save the EPAF you should receive a message indicating that the amount of transactions that were approved. Please make sure that it states that they are processed successfully.

Reviewing Your Work before Approving:

For the purpose of reviewing the detail associated with any of the EPAF, you may click on the name of the individual. The blue color indicates that it is a link into the detail. Notice that is the same as the Comments. Please don’t forget to review them especially if there are two asterisks before the word comment (**Comments).
Once you click on the name link you will see the following:

The **Approver has the capability** of doing the following for EPAFs that are **pending** approval:

- Approve – To approve a transaction.
- Disapprove – To disapprove a transaction.
- Return For Correction – To return a transaction to the Originator to make changes. Any transaction that has been returned should have a comment that indicates why it was returned.
- More Info – To request additional information from the Originator without returning the transaction for correction. If an approver requires more information about a transaction, they should enter a comment that indicates what additional information is needed.
- Add Comment – To add a comment to the transaction.

Transactions with comments will display as **Comments** in the Links section on the EPAF Approver Summary Page.

Here you can see the routing information used to route this EPAF and what action is still pending to be completed. You can see the comments entered by the originator and who the originator is.
When you **Return for Correction**, the transaction is removed from your current queue but you can see it in your history tab.

### In My Queue Tab

Displays transactions that with the following statuses:

- **In the Queue** – Transaction is in the queue of the approver but has not reached the approver’s approval level yet.

To enter the EPAF to review the information for any transaction, click on the person’s name.

Notice that after you approve them the action column does not appear anymore. **Note:** **Comments** means comment exists so you can review the information.
History Tab

Here you can see all of the transactions that were processed. The History Tab displays transactions with the following statuses:

- **Approved** - Transaction that has been approved by the approver.
- **Acknowledged Overridden** - Transaction that has been approved by a SuperUser.
- **Applied** - Transaction that has been applied to Banner.
- **Disapproved** - Transaction that has been disapproved by an approver in the approval queue.
- **Returned for Correction** - Transaction that has been returned for the correction to the Originator.
- **Void** - Transaction that has been voided.
- **Removed from Queue** - Transaction that has been removed from the queue of the approver.

To enter the EPAF to review the information for any transaction, click on the person’s name.