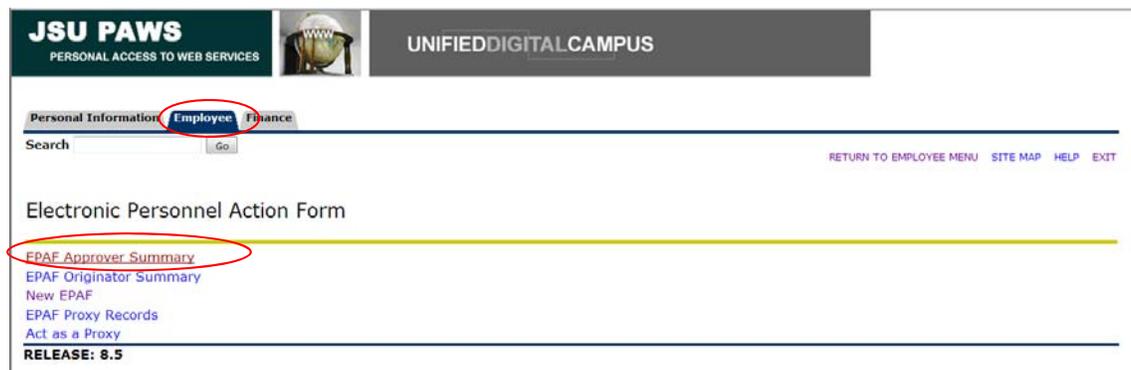


EPAF APPROVER

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.

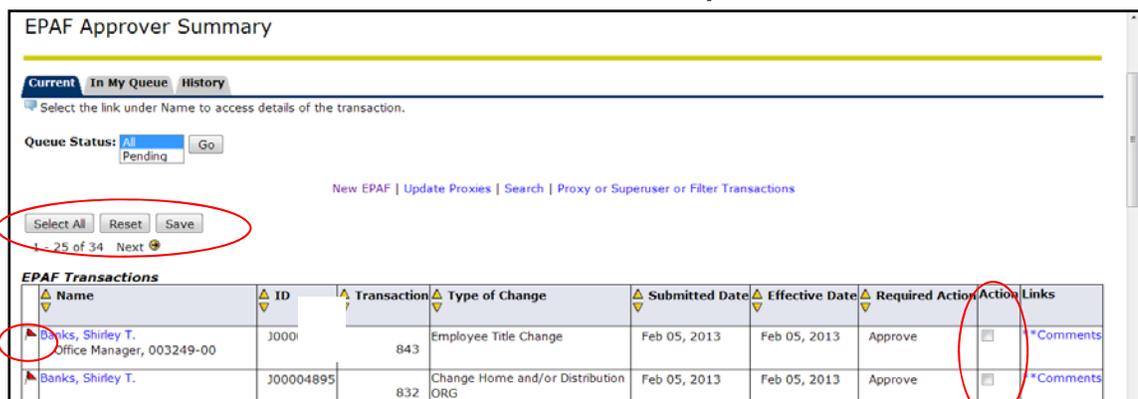
The Current Tab:

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.

EPAF Transactions									
Name	ID	Transaction	Type of Change	Submitted Date	Effective Date	Required Action	Action	Links	
Banks, Shirley T. Office Manager, 003249-00	100004	843	Employee Title Change	Feb 05, 2013	Feb 05, 2013	Approve	<input checked="" type="checkbox"/>	**Comments	
Banks, Shirley T.	100004	832	Change Home and/or Distribution ORG	Feb 05, 2013	Feb 05, 2013	Approve	<input checked="" type="checkbox"/>	**Comments	
Banks, Shirley T.	100004	821	HR Address Change	Feb 05, 2013	Feb 05, 2013	Approve	<input checked="" type="checkbox"/>	Comments	
Denne', Rodney G. Adjunct Faculty, 000505-00	100017	873	One Time Payment	Feb 05, 2013	Feb 05, 2013	Approve	<input checked="" type="checkbox"/>	Comments Warnings	
Denne', Rodney G.	100017	871	HR Address Change	Feb 05, 2013	Feb 05, 2013	Approve	<input checked="" type="checkbox"/>	Comments	
Denne', Rodney G.	100017	866	HR Address Change	Feb 05, 2013	Feb 05, 2013	Approve	<input checked="" type="checkbox"/>	Comments	
Denne', Rodney G.	100017	864	HR Address Change	Feb 05, 2013	Feb 05, 2013	Approve	<input checked="" type="checkbox"/>	Comments	
Denne', Rodney G. Adjunct Faculty, 000505-00	100017	853	One Time Payment	Feb 05, 2013	Feb 05, 2013	Approve	<input checked="" type="checkbox"/>	Comments Warnings	
Pritchard, Latoya Adjunct Faculty, 000505-00	100104	862	One Time Payment	Feb 05, 2013	Feb 05, 2013	Approve	<input checked="" type="checkbox"/>	Comments Warnings	

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.

EPAF Approver Summary

Current In My Queue History

17 transaction(s) processed successfully.

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

Queue Status: All Pending Go

New EPAF | Update Proxies | Search | Proxy or Superuser or Filter Transactions

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).

EPAF Approver Summary

Current In My Queue History

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

Queue Status: All Pending Go

New EPAF | Update Proxies | Search | Proxy or Superuser or Filter Transactions

Select All Reset Save

1 - 25 of 30 Next

EPAF Transactions									
Name	ID	Transaction	Type of Change	Submitted Date	Effective Date	Required Action	Action	Links	
Banks, Shirley T. Office Manager, 003249-00	100	843	Employee Title Change	Feb 05, 2013	Feb 05, 2013	Approve	<input type="checkbox"/>	**Comments	
Banks, Shirley T.	100	832	Change Home and/or Distribution ORG	Feb 05, 2013	Feb 05, 2013	Approve	<input type="checkbox"/>	**Comments	
Banks, Shirley T.	100	821	HR Address Change	Feb 05, 2013	Feb 05, 2013	Approve	<input type="checkbox"/>	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.

EPAF Preview

✓ You are acting as an Approver.

Name and ID: PERSON'S NAME AND ID **Job and Suffix:** 000010-00, Extra Services-FN
Transaction: 887 **Query Date:** Oct 10, 2012
Transaction Status: Pending **Last Paid Date:**
Approval Category: One Time Payment, J00002

Next 🗨

[Add Comment](#)

[Approval Types](#) | [Errors](#) | [Comments](#) | [Routing Queue](#) | [Transaction History](#)

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.

Routing Queue				
Approval Level	Name	Required Action	Queue Status	Action Date
Human Resources, 80	Pedro J Pagan Cordova, J00709667	Approve	Pending	
Superuser, 99	Linda Wilson, J000	Apply	In the Queue	

Comments
Date: Feb 05, 2013 11:38:05 AM
Made by: Deborah D Hardy, J0030
Comments: Job assignment have changed

Transaction History

Action	Date	User Name
Created:	Feb 05, 2013	Deborah D Hardy
Submitted:	Feb 05, 2013	Deborah D Hardy

[Approval Types](#) | [Comments](#) | [Routing Queue](#) | [Transaction History](#)

[Add Comment](#)

Next 🗨

[Return to Top](#)

[EPAF Approver Summary](#)

[Return to EPAF Menu](#)

When you **Return for Correction**, the transaction is removed from your current queue but you can see it in your history tab.

Current In My Queue History

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

Queue Status: All Pending Go

New EPAF | Update Proxies | Search | Proxy or Superuser or Filter Transactions

Select All Reset Save

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Name	ID	Transaction	Type of Change	Submitted Date	Effective Date	Required Action	Action	Links
Banks, Shirley T.	J00004	843	Employee Title Change	Feb 05, 2013	Feb 05, 2013	Approve	<input type="checkbox"/>	**Comments
Banks, Shirley T.	J00004	821	HR Address Change	Feb 05, 2013	Feb 05, 2013	Approve	<input type="checkbox"/>	Comments
Richard, Latoya Adjunct Faculty, 000505-00	J00104	862	One Time Payment	Feb 05, 2013	Feb 05, 2013	Approve	<input type="checkbox"/>	Comments Warnings
Small, Stephanie ASST. DIRECTOR, 003900-00	J00087	857	One Time Payment	Feb 05, 2013	Feb 05, 2013	Approve	<input type="checkbox"/>	Comments Warnings
Small, Stephanie ADMIN ASSISTANT, 003391-00	J00087	842	Employee Title Change	Feb 05, 2013	Feb 05, 2013	Approve	<input type="checkbox"/>	Comments
Russell, Felicia A. Adjunct Faculty, 000505-00	J00021	974	One Time Payment	Feb 06, 2013	Feb 06, 2013	Approve	<input type="checkbox"/>	Comments Warnings

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.

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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Name	ID	Transaction	Type of Change	Submitted Date	Effective Date	Links
Banks, Shirley T. Office Manager, 003249-00	J000	812	One Time Payment		Feb 05, 2013	Comments Errors
Carter, Cassandra L.	J000	859	HR Address Change	Feb 05, 2013	Feb 05, 2013	Comments
Carter, Cassandra L. Adjunct Faculty, 000505-00	J000	856	One Time Payment	Feb 05, 2013	Feb 05, 2013	Comments Warnings
Caston, Edna E. Retention Coordinator, 209114-00	J003	840	Employee Title Change		Feb 05, 2013	Comments Errors
Caston, Edna E.	J003	834	Change Home and/or Distribution ORG	Feb 05, 2013	Feb 05, 2013	**Comments
Caston, Edna E.	J003	822	HR Address Change	Feb 05, 2013	Feb 05, 2013	Comments

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.

EPAF Approver Summary

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	
Denne', Rodney G. Adjunct Faculty, 000505-00	J000	873	One Time Payment	Feb 05, 2013	Feb 05, 2013	Comments	
Denne', Rodney G.	J000	871	HR Address Change	Feb 05, 2013	Feb 05, 2013	Comments	
Denne', Rodney G.	J000	866	HR Address Change	Feb 05, 2013	Feb 05, 2013	Comments	
Denne', Rodney G.	J000	864	HR Address Change	Feb 05, 2013	Feb 05, 2013	Comments	
Denne', Rodney G. Adjunct Faculty, 000505-00	J000	853	One Time Payment	Feb 05, 2013	Feb 05, 2013	Comments	

Sims, Patrice M.	J000	919	Change Home and/or Distribution ORG	Feb 06, 2013	Feb 06, 2013	Comments	
Sims, Patrice M. Receptionist/Staff Assistant, 004228-00	J000	794	Job Termination	Feb 05, 2013	Feb 05, 2013	Comments	
Wilson, Linda HRIS Process Mgr/Banner Admin., 003903-00	J000	795	Job Termination	Feb 05, 2013	Feb 05, 2013	Comments	

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**Comments Exist

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

[Return to EPAF Menu](#)