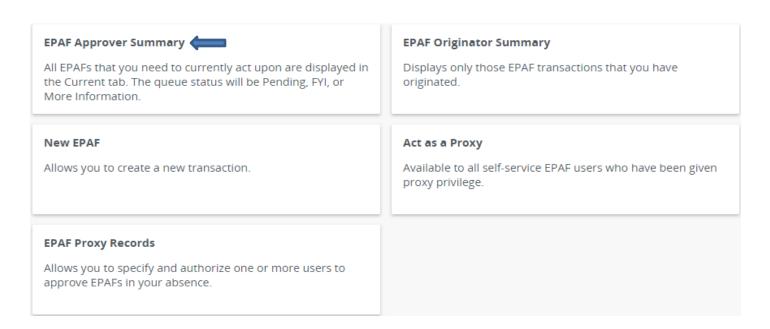
Electronic Personnel Action Forms (EPAF) Approve an EPAF

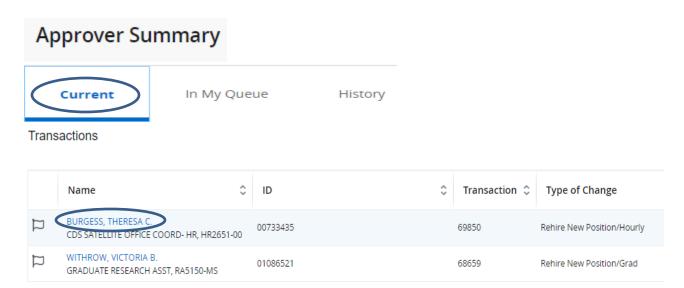
Select Electronic Personnel Action Forms (EPAF) under My Activities.
 If you do not see the EPAF link and completed the electronic approval access form, please contact Human Resources.



2. The main Electronic Personnel Action Form (EPAF) menu appears. Select **EPAF Approver Summary.**



3. List of employees with actions waiting for approval will appear. Click on **Employee's name**.



Review EPAF submitted by the Originator.
 Select Approve, Disapprove, Return for Correction, or More Info.



Approve - Moves EPAF to next person in the queue

Disapprove – Stops the EPAF

Return for Correction – Type in the comments field what Originator needs to change **Request More Info** – Type in the comments field the additional information needed

EPAF Approver Summary

Select **EPAF Approver Summary**.

EPAF Originator Summary EPAF Approver Summary All EPAFs that you need to currently act upon are displayed in Displays only those EPAF transactions that you have the Current tab. The queue status will be Pending, FYI, or originated. More Information. New EPAF Act as a Proxy Available to all self-service EPAF users who have been given Allows you to create a new transaction. proxy privilege. **EPAF Proxy Records** Allows you to specify and authorize one or more users to approve EPAFs in your absence. **Approver Summary**

The **Current** tab displays EPAF transactions that are current actions waiting for the approver. The In my Queue tab displays EPAF transactions that will require action by the approver in the future.

History

The **History tab** displays EPAF transactions that you have previously taken action on as an approver within the past 24 months. No action required.

Current

In My Queue