Approving, Returning, and 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.

<table>
<thead>
<tr>
<th>Name</th>
<th>ID</th>
<th>Transaction</th>
<th>Type of Change</th>
<th>Submitted Date</th>
<th>Effective Date</th>
<th>Required Action</th>
<th>Action Links</th>
</tr>
</thead>
<tbody>
<tr>
<td>Lennon, John</td>
<td>20155319</td>
<td>1301</td>
<td>Student Salary</td>
<td>May 13, 2008</td>
<td>Jun 06, 2008</td>
<td>Approve</td>
<td>Comments Warnings</td>
</tr>
<tr>
<td>McCartney, Paul</td>
<td>20155318</td>
<td>1304</td>
<td>Student Salary</td>
<td>May 13, 2008</td>
<td>May 21, 2008</td>
<td>Approve</td>
<td>Comments Warnings</td>
</tr>
<tr>
<td>Merced, Little</td>
<td>20155263</td>
<td>1299</td>
<td>Student Assignment</td>
<td>May 13, 2008</td>
<td>Jun 06, 2008</td>
<td>FYI</td>
<td>Comments Warnings</td>
</tr>
</tbody>
</table>

Click on an EPAF that requires attention or approval.

Survey the individual EPAF.

If the Required Action for the EPAF is “Approve,” the approver has two options:
- **Approve** Approving an EPAF confirms the information is correct and authorized. The EPAF immediately becomes available for approval at the next level.
- **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.

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 correction.

Add Comments

An Approver can **Add Comments** to the EPAF regardless of the required action or transaction status.

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 of the EPAF Originator Summary.

After selecting the EPAFs to receive the Required Action, click **Save**.