



Approving, Returning, and Acknowledging an EAPF

1. Access EAPF Approver Summary under the **Employee** tab.
2. Select **Electronic Personnel Action Form**.
3. Then select **EAPF Approver Summary**.
4. Follow instructions below.

Select the **Current** tab to view EAPFs that require attention or approval.

Current In My Queue History

EAPF Transactions

Name	ID	Transaction	Type of Change	Submitted Date	Effective Date	Required Action	Action	Links
Lennon, John On Campus Work Study, B79999-00	20155319	1301	Student Salary	May 13, 2008	Jun 06, 2008	Approve	<input type="checkbox"/>	Comments Warnings
McCartney, Paul On Campus Work Study, B79999-00	20155318	1304	Student Salary	May 13, 2008	May 21, 2008	Approve	<input type="checkbox"/>	Comments Warnings
Mermaid, Little Student Hourly Special, B59999-00	20155263	1299	Student Assignment	May 13, 2008	Jun 06, 2008	FYI	<input type="checkbox"/>	Comments Warnings

Click on an EAPF that requires attention or approval.

Survey the individual EAPF.

If the Required Action for the EAPF is "Approve," the approver has two options:

- ✓ **Approve** *Approving an EAPF confirms the information is correct and authorized. The EAPF immediately becomes available for approval at the next level.*
- ✓ **Return For Correction** *This option returns the EAPF to the Originator. He or she may correct and resubmit the EAPF. Or it can be voided.*

If the Required Action for the EAPF is "FYI," the approver has one option:

- ✓ **Acknowledge** *This option acknowledges the information that is shared in the EAPF. When an Approver is FYIed on an EAPF, he or she cannot approve or return it for correction.*

Add Comments

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

Approve in a Group

All EAPFs 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 EAPF Originator Summary.

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

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