



EPAF Approver Summary

1. Access EPAF Approver Summary under the **Employee** tab.
2. Select **Electronic Personnel Action Form**.
3. Then select **EPAF Approver Summary**.
4. Locate EPAFs under one of the three tabs described below.

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

Current In My Queue History

EPAF 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

From this view, click on an EPAF to view, approve, return, or add comments. Or, check "Action" and click "Save" to perform required action directly from this screen. (see arrow)

For information on how to approve EPAFs, see Appendix document titled "Approving, Returning, and Acknowledging an EPAF."

In My Queue Select the In My Queue tab to view EPAFs that are in your queue for approval; however, they require approval at another level prior to yours.

Current In My Queue History

EPAF Transactions

Name	ID	Transaction	Type of Change	Submitted Date	Effective Date	Links
McDuck, Scrooge Library Assistant IV, D99790-00	20155260	1306	SH Staff Salary	May 13, 2008	Jun 01, 2008	**Comments
Richards, Keith On Campus Work Study, B79999-00	20155317	1308	SH Staff Salary	May 13, 2008	Jun 01, 2008	Comments Warnings

From this view, click on an EPAF to view or add comments.

History Select the History tab to view EPAFs that you have approved, acknowledged, or returned for correction.

Current In My Queue History

EPAF Transactions

Name	ID	Transaction	Type of Change	Submitted Date	Effective Date	Links
Fiasco, Lupe Student Hourly Special, B59999-00	20155328	1315	Student Salary	May 13, 2008	May 21, 2008	**Comments
Possible, Kim Administrative Assistant, H99983-00	20155262	1288	SH Staff Assignments	May 13, 2008	May 21, 2008	Comments

From this view, click on an EPAF to view or add comments.