

How to Approve or Acknowledge an EPAF

1. Log into Banner Self Service and click on the Employee Tab or the Employee Link

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[Student Services & Financial Aid](#) **Employee** [Personal Information](#) [Finance](#)

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Main Menu

[Student & Financial Aid](#)
Register, View your academic records and Financial Aid

[Employee](#)
Time sheets, time off, benefits, leave or job data, paystubs, W2 and W4 data.

[Personal Information](#)
View or update addresses, contact information or marital status; review name or social security number change information; Change your PIN.

[Finance Menu](#)

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2. Click on the EPAF Main Menu

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Employee

[Time Sheet for Nonexempt and Student Employees](#)
Enter Hours Worked

[Leave Report for Exempt Employees](#)
Enter Lost Time

[Benefits and Deductions](#)
Health, life, or voluntary insurance information; Optional deductions.

[Pay Information](#)
Direct deposit allocation, earnings and deductions history, or pay stubs.

[Tax Forms](#)
W4 information, or W2 Form.

[Jobs Summary](#)

[Leave Balances](#)

[ACU Police](#)
Order parking permit, view citations, appeal citations

[Request Time Off](#)

[EPAF Main Menu](#)

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3. Click on EPAF Approver Summary

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Electronic Personnel Action Form

[EPAF Approver Summary](#)

[EPAF Originator Summary](#)

[New EPAF](#)

[EPAF Proxy Records](#)

[Act as a Proxy](#)

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4. A list of transactions appear that are pending your approval (Indicated by the word “Approve” in the Required Action Box) or acknowledgement (Indicated by the word “FYI” in the Required Action Box). To review the transaction, click on the employee’s name.

EPAF Approver Summary

[Current](#) [In My Queue](#) [History](#)

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

Queue Status:

All FYI

Go

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Select All

Reset

Save

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EPAF Transactions

Name	ID	Transaction	Type of Change	Submitted Date	Effective Date	Required Action	Action Links
Fellhauer, Tabetha D. Payroll Test Position, 000007-0	000421680	12588	Hire a Nonexempt (Hourly) Employee	Feb 21, 2013	Feb 21, 2013	FYI	**Comments
Fellhauer, Tabetha D. Payroll Test Position, 000007-0	000421680	12588	Hire a Nonexempt (Hourly) Employee	Feb 21, 2013	Feb 21, 2013	Approve	Comments

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**Comments Exist

Select All

Reset

Save

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

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5. The EPAF will appear on your screen. If you are an acknowledger, you can review the EPAF, however if you believe any action should be taken other than approval, you will need to contact Human Resources. The following should be reviewed before approval of the EPAF:
- Employee Class Code:** Should this employee be hired as a full time, half time, or part time employee?
 - Regular Rate:** Is the regular rate reasonable?
 - Comments:** If any comments exist, you might want to review those.

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EPAF Preview

✓ You are acting as an Approver.

Name and ID: Tabetha D'Ann Fellhauer, 000421680

Transaction: 12588

Transaction Status: Pending

Approval Category: Hire a Nonexempt (Hourly) Employee, NEWNE

Job and Suffix: 000007-0, Payroll Test Position

Query Date: Feb 21, 2013

Last Paid Date:

Approve

Disapprove

Return for Correction

More Info

Add Comment

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

* - indicates a required field.

New Employee

Enter Changes	Current Value	New Value
Employee Status: *	Active	Active
Employee Class Code: *	TH, Nonexempt Temporary Staff	NF, Nonexempt Fulltime
Current Hire Date:	08/26/2008	02/20/2013
Home COAS: *	1	1
Home Organization: *	41030, Payroll	41030, Payroll

selects the “More Information” button, the approver may go back into the EPAF and then approve, disapprove, or return the EPAF for correction.

The EPAF looks the same as above for an Acknowledger, except the only action they may take is to select the “Acknowledge” button as seen below. Please note, if the EPAF is not acknowledged, it will still progress through the routing queue to completion.

Comments

Date: Feb 21, 2013 09:32:37 AM
Made by: Katie Coleman Longley, KCL99A
Comments: Beth will be our new payroll processor.

Transaction History

Action	Date	User Name
Created:	Feb 21, 2013	Katie Coleman Longley
Submitted:	Feb 21, 2013	Katie Coleman Longley

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Queue Statuses:

In the Queue: This transaction is pending action by someone before you can take action on it, however the EPAF will soon reach you for action.

Pending: The EPAF is currently waiting on you to take action before anything else can be done with it.

Approved: The EPAF has been approved by the approver.

FYI: The transaction is available for you to view and acknowledge, although if you do not acknowledge an EPAF, it can still be processed.

Acknowledge: The EPAF has been acknowledged

Apply: The EPAF has been processed by payroll, the EPAF is complete.

Return for Correction: The EPAF has been returned for correction

Removed from the Queue: The EPAF has been removed from your queue either because it has been disapproved by a previous approver, or because it has been returned for correction by an approver.

More Information: The EPAF is being held up while the approver obtains more information