## How to Approve or Acknowledge an EPAF

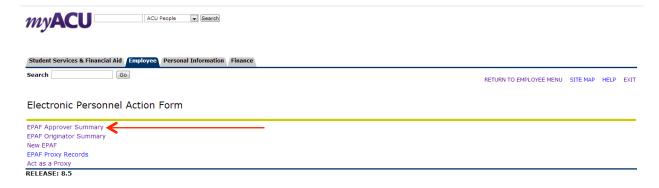
1. Log into Banner Self Service and click on the Employee Tab or the Employee Link



Click on the EPAF Main Menu



3. Click on EPAF Approver Summary



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 A Go New EPAF | Update Proxies | Search | Proxy or Superuser or Filter Transactions Select All Reset Save 1 - 2 of 2 EPAF Transactions △ Name Transaction Type of Change 00042168 Feb 21 2013 Payroll Test Position, 000007-0 12588 ∆ Name ⊽ <u></u> ID Transaction Type of Change △ Submitted Date △ Effective Date △ Required Action Action ellhauer, Tabetha D. Payroll Test Position, 000007-0 00042168 lire a Nonexempt (Hourly) Employee Feb 21, 2013 Feb 21, 2013 Approve 1 - 1 of 1 Return to Top \*\*Comments Exist Select All Reset Save New EPAF | Update Proxies | Search | Proxy or Superuser or Filter Transactions

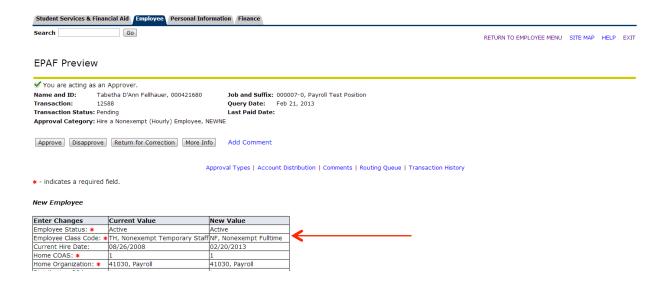
5. The EPAF will appear on your screen. If you are an acknowledger, you can review the EPAF, however if you believe any action should be taken other than approval, you will need to contact Human Resources. The following should be reviewed before approval of the EPAF:

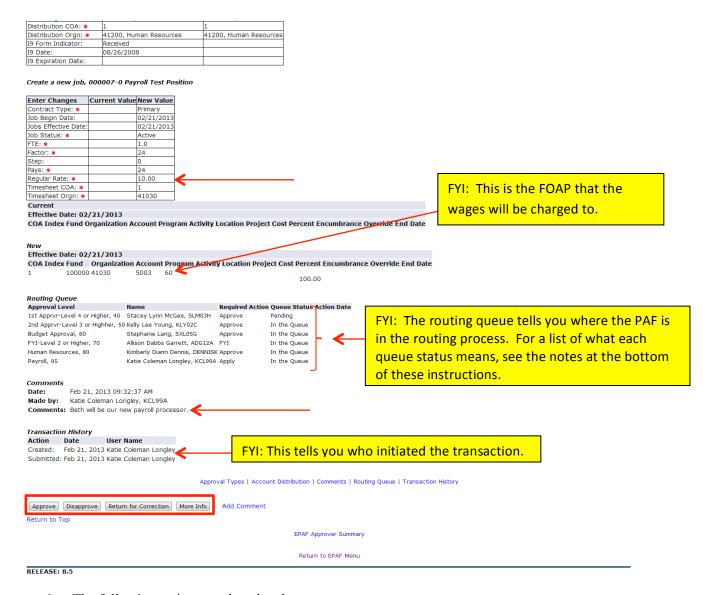
Return to EPAF Menu

- a. **Employee Class Code:** Should this employee be hired as a full time, half time, or part time employee?
- b. **Regular Rate:** Is the regular rate reasonable?

RELEASE: 8.5

c. Comments: If any comments exist, you might want to review those.





- 6. The following actions can be taken by an approver:
  - a. **Approve**: If the EPAF appears reasonable, hit the "Approve" Button that can be found at the top or the bottom of the EPAF.
  - b. **Disapprove**: If the transaction should not be processed at all, you may disapprove by hitting the "Disapprove" button, which completely cancels the EPAF.
  - c. Return for Correction: If something appears to be incorrect, the "Return for Correction" button should be selected. This will send the PAF back to the originator for correction. Please communicate with the originator why the EPAF was returned so that they are aware it was returned and may make the corrections as soon as possible. Please note that if a first approver has approved the transaction, and a second approver returns the transaction for correction, the first approver will have to re-approve the transaction.
  - d. **More Information:** This action suspends the ePAF and gives others information about why it hasn't been approved. Once information has been obtained by an approver who

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.



## **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