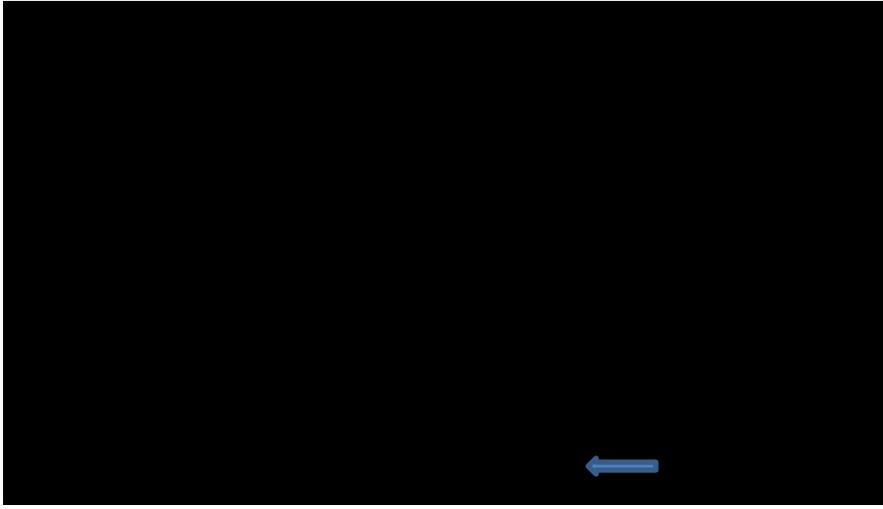


Electronic Personnel Action Forms (EPAF) Approve an EPAF

1.

The main Electric Ponnell Ation For



- List of employees with actions waiting for approval will appear.
Click on Employee's name.



- Review EPAF submitted by the Originator.
Select Approve, Disapprove, Return for Correction, or More Info.



Approve – Moves EPAF to next person in the queue

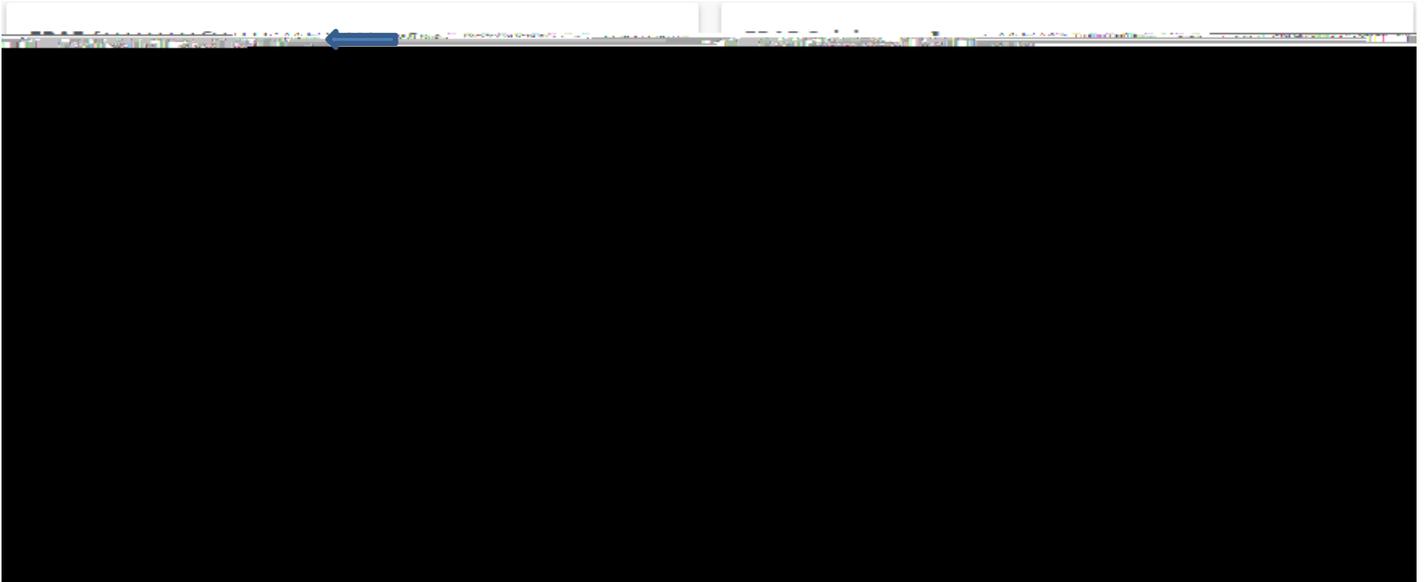
Disapprove – Stops the EPAF

Return for Correction – Type in the comments field what Originator needs to change

Request More Info – Type in the comments field the additional information needed

EPAF Approver Summary

Select EPAF Approver Summary.



The Current tab displays EPAF transactions that are current actions waiting for the approver.

The In my Queue tab displays EPAF transactions that will require action by the approver in the future.

The History tab displays EPAF transactions that you have previously taken action on as an approver within the past 24 months. No action required.