# EPAF Approver's Guide:

- Log into Banner Self-Service
- Click on "Electronic Personnel Action Forms (EPAF)"
- Click on "EPAF Approver Summary."
- Under the "Current" tab, all EPAFs currently awaiting your approval will be listed.
- Click on the employee's name to open the EPAF
- **Review all information** (Employee's name, title, dates of employment, salary information, budget codes, etc…)
- If you see anything that's incorrect, add a comment to indicate the correction that's needed, click "SAVE" to save your comment, and then click "Return for Correction."
- If all information is correct on the EPAF, simply click "Approve."

There are <u>3 Tabs</u> in the Approver Summary:
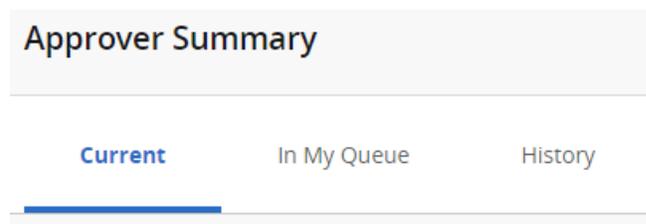
CURRENT = this is the list of all EPAFs that are currently awaiting your approval.

IN MY QUEUE = this is the list of all EPAFs that are currently in route to you, but there are still people ahead of you in the routing queue who need to take action and approve it before it comes to you to approve.

HISTORY = this is where you can find a list of all the EPAFs you have approved in the past.

A NOTE ABOUT EPAF DEADLINES:
See the most up-to-date payroll calendar posted on the Payroll website for EPAF DEADLINES. The EPAF must be approved by all approvers in the routing queue and be _Pending "HR APPLY"_ by the EPAF Deadline to be applied to that payroll.