

How to Approve an EPAF transaction

If you have been set up as an EPAF approver, and someone within your organization has created a document that includes you in the routing queue for that document, or if you are acting as a proxy for another user, you will receive an email notification alerting you to the fact that you have a document to approve. The email will contain information about the transaction, including the **Transaction Number**.

Steps	Instructions	Comments
1	Once you have logged into the my.umdj. Click on the 'Employee Services' link located in the Banner Self-Service channel at the bottom of the web page.	
2	Click on the "Electronic Personnel Action Form Menu" link located at the bottom of the list. This will bring you to the EPAF Menu.	
3	Click on the "EPAF Approver Summary" link. It will take you to the Approver Summary page. (see picture below)	
4	After reviewing the workflow email, you can click a check mark in the box under the column "Action" to Approve the transaction.	
5	If you would like to review the transaction and/or select another type of action, click on the person's name in the column called "Name".	

EPAF Approver Summary

Current | In My Queue | History

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

Queue Status:

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

1 - 12 of 12

Name	ID	Transaction Number	Type of Change	Submitted Date	Effective Date	Required Action	Action	Messages
Francis M. STAFF ASST, 991 -01	A0012	18270	Salary Adjustment - Exempt	Apr 08, 2008	Jan 06, 2008	Approve	<input type="checkbox"/>	Comments

Steps	Instructions	Comments
7	You will also have additional actions to choose from. Approve, Disapprove, Return for Correction or More Information. Also, to “Add Comments” if necessary.	Please see page ___ for the definitions for each action.
8	Once you select your action, you will receive a message that the “Transaction Successfully Completed”.	
9	To get back to the summary page, scroll down to the bottom of the page and click on “Approver Summary Page” link.	


Employee Services **Personal Information**

Search RETURN TO EMPLOYEE MENU SITE MAP

EPAF Preview

You are acting as an Approver.

Name and ID: Sylvia A001 **Job and Suffix:** 971 , PROJ MGR
Transaction: 27339 **Query Date:** Oct 26, 2008
Transaction Status: Pending **Last Paid Date:** Jul 19, 2008
Approval Category: Merit Salary and Lump Sum, MERSLS

Next 

Approval Types | Default Earnings | Comments | Routing Queue | Transaction History

Merit Salary and Lump Sum

Enter Changes	Current Value	New Value
Jobs Effective Date:		10/26/2008
Personnel Date:		07/01/2008
Step:		
Annual Salary:		75000
Job Change Reason:		ME&LS

Current

Effective Date	Earnings	Hours or Units	Per Pay Deemed	Hours	Special Rate	Shift	End Date
26-OCT-2008	172, Merit Lump Sum Payment		1.00		5000.00	1	

Routing Queue

Approval Level	Name	Required Action	Queue Status	Action Date
Department Approvers, 20	Kishor K. Train, TRAIN11	Approve	Approved	Nov 13, 2008 01:26:04 PM
Budget, 50	Wilmer Train, TRAIN22	Approve	Pending	
Payroll, 70	Christine Santangelo, SANTANC FYI		In the Queue	
HR Data Administration, 90	Daisy Maxwell, MAXWELD	Approve	In the Queue	
Applics, 99	Daisy Maxwell, MAXWELD	Apply	In the Queue	


Comments

Date: Oct 24, 2008 12:12:19 PM
Made by: Ta-Shaan L Train, TRAIN01
Comments: TESTING TESTING. PLEASE DO NOT PROCESS. TESING THE EPAF.

Transaction History

Action	Date	User Name
Created:	Oct 24, 2008	Ta-Shaan L Train
Submitted:	Nov 13, 2008	Ta-Shaan L Train

Approval Types | Default Earnings | Comments | Routing Queue | Transaction History

Next 

[Return to Top](#)