

## EPAF APPROVER SUMMARY PAGE

The EPAF Approver Summary page is available to all approvers to approve the transaction awaiting their approval. This page consists of three tabs:

- ✓ **Current** – In the Current tab, you can access EPAF transactions having the following transaction statuses: *All, FYI, Pending*. The Current tab identifies transactions in which you, the Approver, must take an action on. On this page you can approve the transaction by checking off the box under the column “Action”. To select the other types of action, click on the employee’s name to preview that transaction.

EPAF Approver Summary

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**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](#)

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**EPAF Transactions**

Name	ID	Transaction Number	Type of Change	Submitted Date	Effective Date	Required Action	Action	Messages
<a href="#">Pitre, Frances M.</a> STAFF ASST, 991918-01	A00121187	18270	Salary Adjustment - Exempt	Apr 08, 2008	Jan 06, 2008	Approve	<input type="checkbox"/>	<a href="#">Comments</a>
<a href="#">Abbasi, Syed Asim H.</a> SR HR INFO SYSTEMS ANALYST	A00391435	17966	Merit Salary Increase	Sep 27, 2007	Sep 02, 2007	FYI	<input type="checkbox"/>	

- ✓ Select one of the other transactions either Disapprove, Return for correction or More Info. If you click on:
  - **Approve** – you have agreed with the transaction and it will be sent to the next person in the routing queue.
  - **Disapprove** – you have disagreed with the transaction and it will not go any further.
  - **Return for Correction** – there was an error on the transaction. Such as wrong Effective date or amount. The transaction will be sent back to the Originator to make changes. *Please ensure you add a comment so the Originator will know what needs to be changed.*
  - **More Info** – will allow you to suspend the transaction until you receive further information about the transaction. You must choose another action once you make a decision on the information provided.

EPAF Preview

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You are acting as an Approver.

**Name and ID:** Frances M Pitre, A00121187      **Job and Suffix:** 991918-01, STAFF ASST  
**Transaction:** 18270      **Query Date:** Jan 06, 2008  
**Transaction Status:** Pending      **Last Paid Date:** Jan 05, 2008  
**Approval Category:** Salary Adjustment - Exempt, SALADJ

Next

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

**Salary Adjustment - Exempt**


Enter Changes	Current Value	New Value
Jobs Effective Date:	01/07/2007	01/06/2008
Salary Rate:	96.95/2006	93.63/2008

- ✓ **In My Queue** – The In My Queue tab, you can see the transactions where you, as the Approver, have been identified in the routing queue. It is not yet pending for your action.

EPAF Approver Summary

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Current **In My Queue** History

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

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

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**EPAF Transactions**


Name	ID	Transaction Number	Type of Change	Submitted Date	Effective Date	Messages
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- ✓ **History** – In the History tab, you can access EPAF transactions having the following transaction statuses: *All, Acknowledge, Applied, Approve, Voided, Overridden, Disapproved, Return for Correction or Removed from Queue*. The History tab identifies transactions where you, the Approver, has already taken an action.

EPAF Approver Summary


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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](#)

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**EPAF Transactions**

Name	ID	Transaction Number	Type of Change	Submitted Date	Effective Date	Messages
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## COMPONENTS OF THE APPROVER SUMMARY PAGE

### *Definitions for the Approver Summary Columns*

- ✓ **Name** – provides the name and title of the employee. You can click on the name to preview the transaction.
- ✓ **ID** – The employee’s University ID.
- ✓ **Transaction Number** – the unique identifier for EPAF.
- ✓ **Type of Change** – provides the description of the category you are applying to the employee
- ✓ **Submitted Date** – the date your EPAF transaction was submitted in the routing queue.
- ✓ **Effective Date (Query Date)** – the date represents the pay cycle in which the transaction will take effective in Banner.
- ✓ **Required Action** – identifies what action is needed for the transaction. Such as: Approve or FYI.
- ✓ **Action** – Allows you to select the “Required Action” identified. If you decided not to select the current action, click on the employees name to select a different type of action.
- ✓ **Message** – Will indicate if there are any comments, warnings or errors associated with the transaction.
  - **Comments** – Select this link to either enter a comment for an EPAF or access existing comments. Existing comments are indicated by two asterisks.
  - **Warnings** – This link is displayed only if warning messages exists for an EPAF. Warning messages will not stop an EPAF from processing.
  - **Errors** – This link is displayed only if errors and/or warning messages exist for an EPAF. Some error messages may prevent an EPAF from processing.

EPAF Approver Summary

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[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](#)

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**EPAF Transactions**

Name	ID	Transaction Number	Type of Change	Submitted Date	Effective Date	Required Action	Action	Messages
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