



Electronic Personnel Action Forms



Housestaff Separation Process

USER GUIDE

Human Resources

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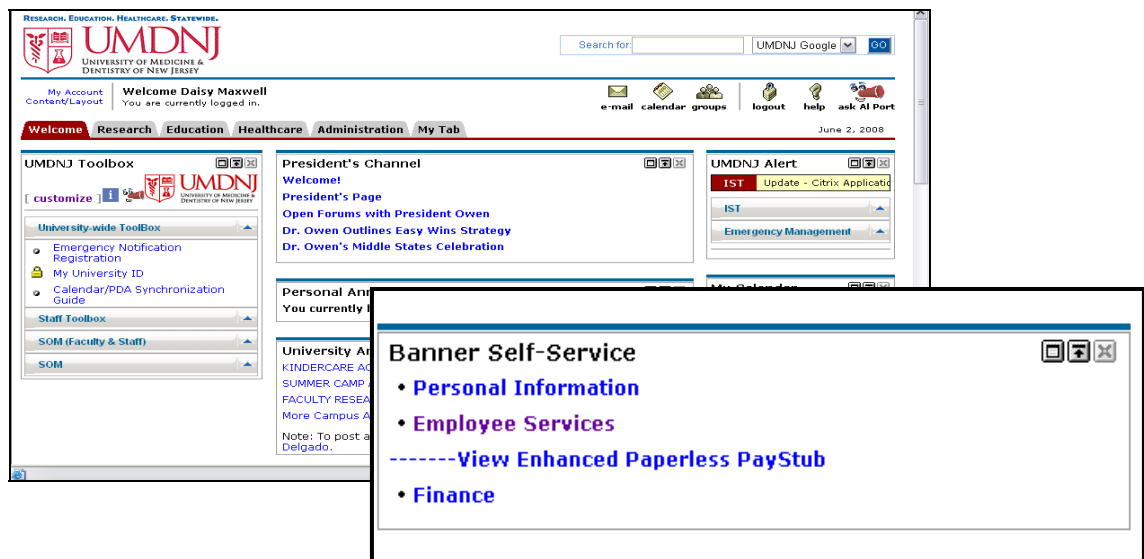
How to Access Self Service EPAF

The Self Service EPAF is located in the University portal. The link is available on the UMDNJ main website. The link is called my.umdj.edu. The Banner Self Service channel is located at the bottom of the Welcome tab in the portal.

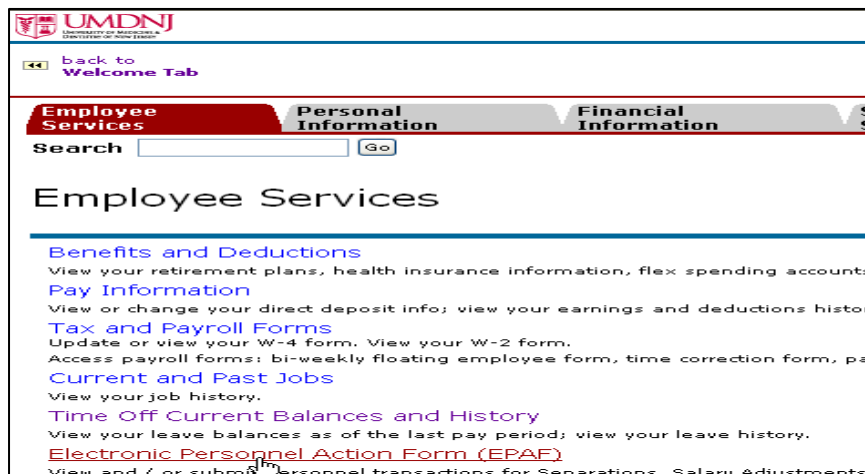
Step 1: Access Internet Explorer or Netscape and enter on the address line: **my.umdj.edu**.

Step 2: In the **Secure Access Login** box, enter your User Name and the 6-digit alphanumeric Password, click on “Login”. (If you do not have access to the portal, please call IST at 3-3200.)

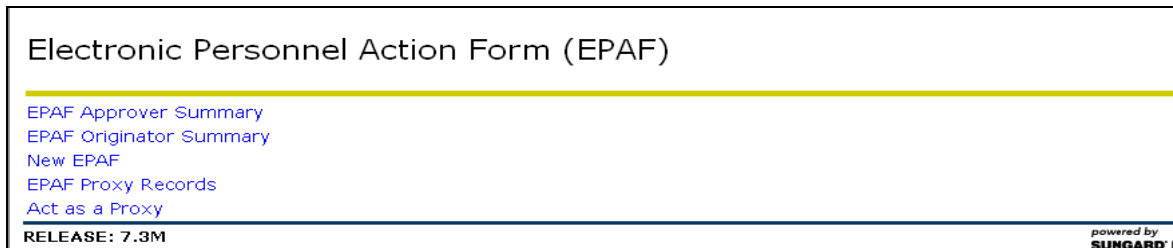
Step 3: You are now in the UMDNJ portal. Click on the ‘**Employee Services**’ link located in the Banner Self-Service channel at the bottom of the web page.



Step 4: You should see a link for “**Electronic Personnel Action Form (EPAF)**” located at the bottom of the list.



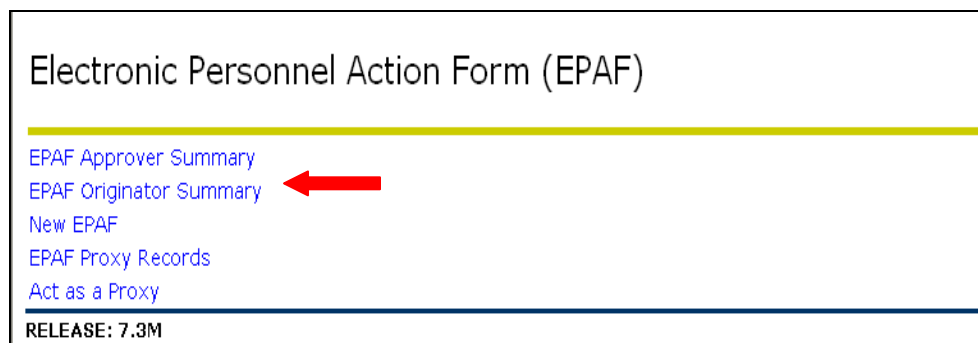
Step 5: You are at the Electronic Personnel Action Form (EPAF) page. The menu options that you receive are based on your specific role within the EPAF system. Below is an example of a user that is set up as both an Originator and an Approver within the system. **Most users will see either Originator or Approver; not both.**



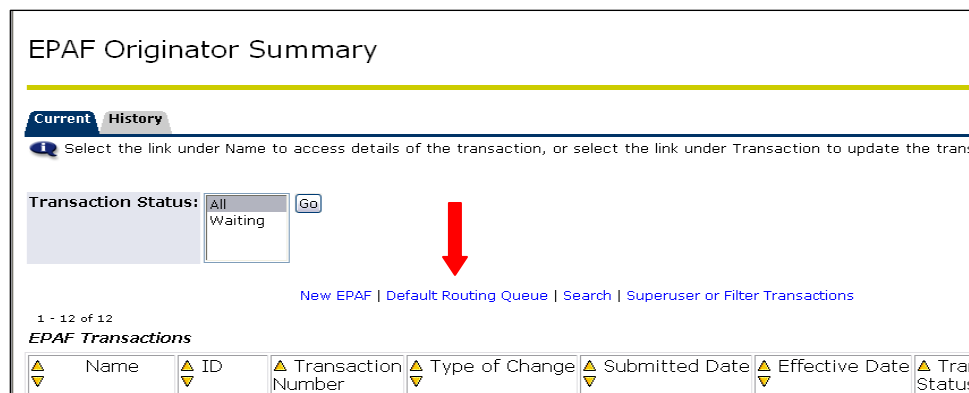
Setting-Up – EPAF Default Routing Queue

To define a default routing queue for an approval category:

Step 1: Go to the EPAF menu and select the EPAF Originator Summary menu option.



Step 2: Select the [Default Routing Queue](#) link located at the bottom of the page.



Step 3: Choose an approval category from the pull-down list and Click on “Go”.

EPAF Default Routing Queue

Select an Approval Category and Go. Once the page refreshes, select the Approval Level, User ID and action.

Approval Category: Employee Separation, SEPAR

Approval Queue	Approval Level	Required Action
Not Selected	Not Selected	Not Selected
Change of Source of Funds, COSF	Not Selected	Not Selected
Labor Distribution, LDIS	Not Selected	Not Selected
Merit Salary and Lump Sum, MERSLS	Not Selected	Not Selected
Merit Salary Increase, MERSBI	Not Selected	Not Selected
Organizational Code Change, ORGCOD	Not Selected	Not Selected
Employee Separation, SEPAR	Not Selected	Not Selected
Sign On Bonus, SGNBNS	Not Selected	Not Selected
Salary Adjustment - Exempt, SALADJ	Not Selected	Not Selected
Merit Hourly Increase, MERHBI	Not Selected	Not Selected
Lump Sum Payment, LMPSUM	Not Selected	Not Selected
Salary Adjustment - Hourly, SALADH	Not Selected	Not Selected
House Staff Separation, HSTERM	Not Selected	Not Selected

[EPAF Originator Summary](#)
[Return to EPAF Menu](#)

Step 4: The mandatory levels and Required Action will appear for that Approval Category. (The mandatory levels are different for each Approval Category.)

EPAF Default Routing Queue

Select an Approval Category and Go. Once the page refreshes, select the Approval Level, User ID and action.

Approval Category: House Staff Separation, HSTERM

Approval Queue

Approval Level	User Name	Required Action
20 - (DEPTAP) Department Approvers	<input type="text"/>	Approve
25 - (HRADM1) HR Data Administration	<input type="text"/>	Approve
70 - (PAYROL) Payroll	<input type="text"/>	Approve
99 - (APPLY) Appliers	<input type="text"/>	Apply
Not Selected	<input type="text"/>	Not Selected

Step 5: Type in the Banner UserIDs in the User Name columns for each level. These are the people who eligible to approve transactions for the Category identified.

EPAF Default Routing Queue

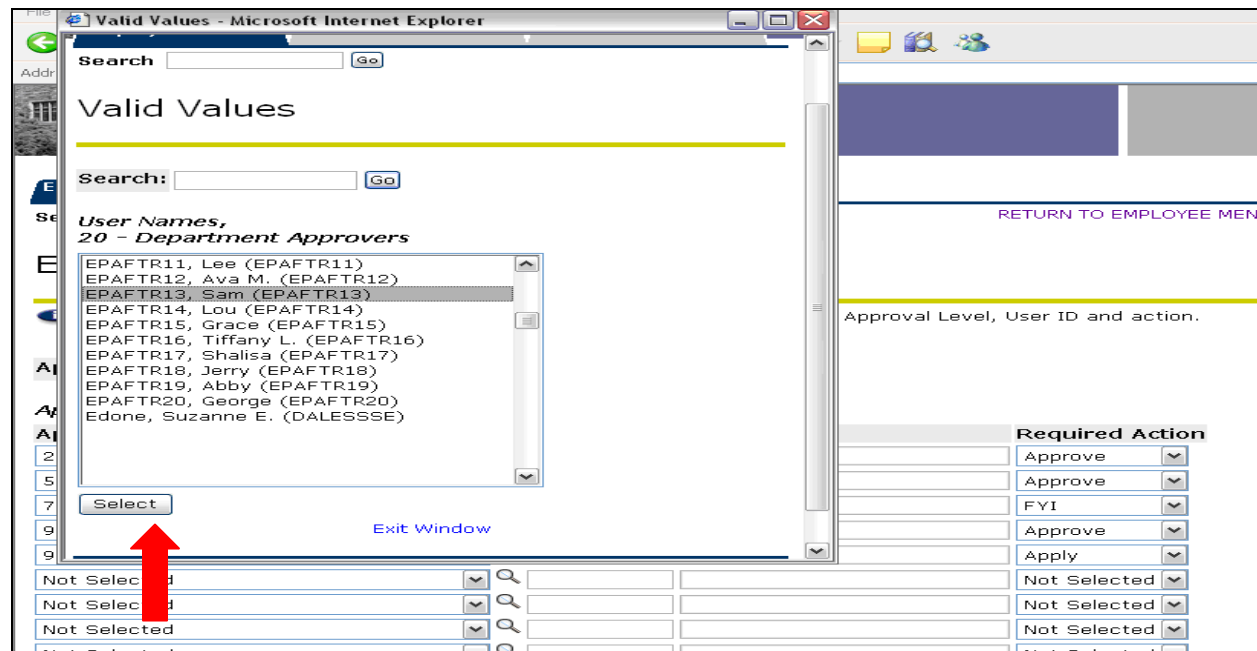
Select an Approval Category and Go. Once the page refreshes, select the Approval Level, User ID and action.

Approval Category:

Approval Queue

Approval Level	User Name	Required Action
20 - (DEPTAP) Department Approvers	LANGEVB Bruce J. Langevin	Approve
25 - (HRADM1) HR Data Administration	COPELAD Dorothy V Copeland	Approve
70 - (PAYROL) Payroll	LANES Sharie A Lane	Approve
99 - (APPLY) Appliers	MAXWELD Daisy Maxwell	Apply
Not Selected		Not Selected
Not Selected		Not Selected
Not Selected		Not Selected

Step 6: If you do not know your Approver’s Banner UserID, click on the Search button next to the User Name field. A pop-up box will appear showing you a list of eligible approvers. Select your Approver for that level and click on “Select”. (The list is sorted by last name.)



Valid Values

Search:

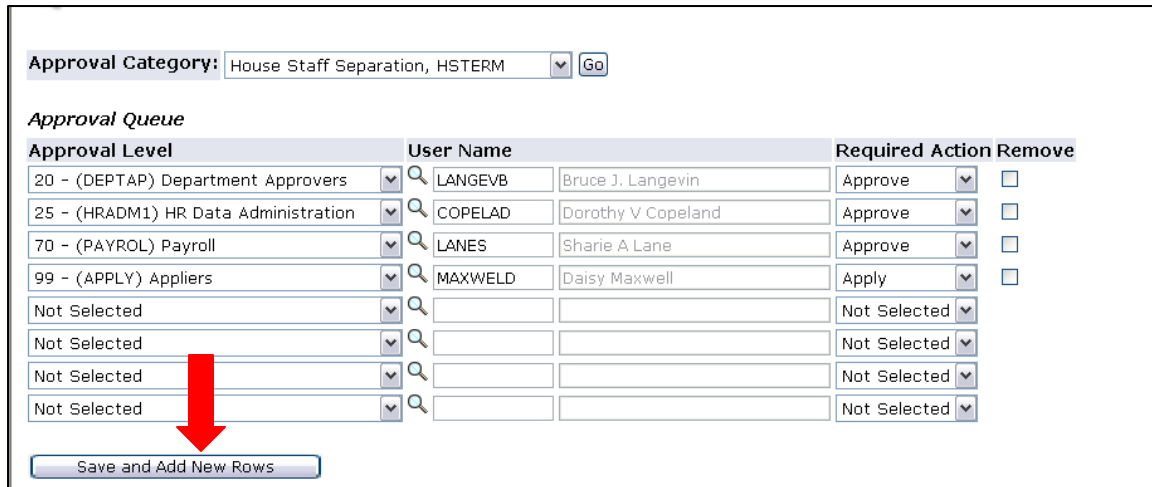
Search:

**User Names,
20 - Department Approvers**

- EPAFTR11, Lee (EPAFTR11)
- EPAFTR12, Ava M. (EPAFTR12)
- EPAFTR13, Sam (EPAFTR13)
- EPAFTR14, Lou (EPAFTR14)
- EPAFTR15, Grace (EPAFTR15)
- EPAFTR16, Tiffany L. (EPAFTR16)
- EPAFTR17, Shalisa (EPAFTR17)
- EPAFTR18, Jerry (EPAFTR18)
- EPAFTR19, Abby (EPAFTR19)
- EPAFTR20, George (EPAFTR20)
- Edone, Suzanne E. (DALESSE)

Step 7: Once you click on “Select”, the person’s UserID and name will populate the User Name field.

Step 8: Complete inputting the rest of the User Names for each level. After entering all the names, click on “**Save and Add New Rows**” to save your selection.



Approval Category: House Staff Separation, HSTERM

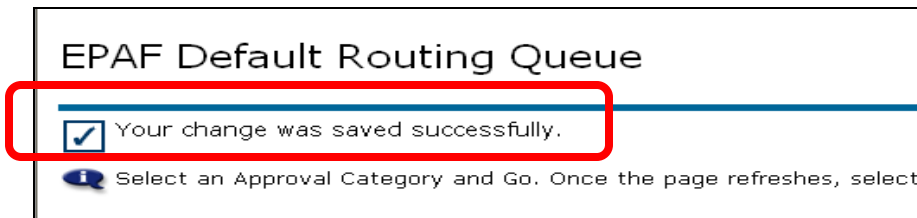
Approval Queue

Approval Level	User Name	Required Action	Remove
20 - (DEPTAP) Department Approvers	LANGEVB Bruce J. Langevin	Approve	<input type="checkbox"/>
25 - (HRADM1) HR Data Administration	COPELAD Dorothy V Copeland	Approve	<input type="checkbox"/>
70 - (PAYROL) Payroll	LANES Sharie A Lane	Approve	<input type="checkbox"/>
99 - (APPLY) Appliers	MAXWELD Daisy Maxwell	Apply	<input type="checkbox"/>
Not Selected		Not Selected	
Not Selected		Not Selected	
Not Selected		Not Selected	
Not Selected		Not Selected	

Step 9: Once you save your routing queue, you will receive a message that your changes was saved successfully.

The mandatory approval levels are pre-defined by Human Resources and will automatically default into this page. Select the user ID to be associated with each approval level defined in the queue.

Step 10: To exit out of the EPAF Default Routing Queue, click on Return to EPAF Menu at the bottom on the page.



EPAF Default Routing Queue

Your change was saved successfully.

Select an Approval Category and Go. Once the page refreshes, select

The HSTERM default routing is as follows (Your routing should match the chart below):


Level 20 – Department Approver	Mary Lynn Stricker	STRICKM	Approver
Level 21 – Department Approver (optional)	OPTIONAL		
Level 25 – HR Data Administration	Dorothy Copeland	COPELAD	Approver
Level 50 – Budget (optional)	OPTIONAL		
Level 70 – Payroll	Sharie Lane	LANES	Approver
Level 99 - Applier	Daisy Maxwell	MAXWELD	Applier

How to Process a Housestaff Separation EPAF


When processing a Separation EPAF please ensure you use HSTERM category. Separation EPAF should only be used when the employee is **leaving the University entirely**.

Steps	Instructions	Comments
1	Go to the EPAF Menu and select “New EPAF” link > Complete the “New EPAF Person Selection” page then > Complete the “New EPAF Job Selection” page.	
2	Type in the A# and select the Approval Category “House Staff Separation, HSTERM”. Click “GO”.	
3	To select the current job record, go to the Select column and click on the radio button, Click “GO”	

New EPAF Person Selection


 Enter an ID, select the link to search for an ID. Enter the Query Date and select the Approval Category. Select Go.

✓ - indicates a required field.

ID: ✓ 

[Click here for EPAF Payroll Calendar](#)

Query Date: MM/DD/YYYY ✓

Approval Category: ✓ 

New EPAF Job Selection


Select existing job.

ID:

Query Date:


Approval Category:

Timesheet Code, TSCODE

Search	Type	Position	Suffix	Title	Time Sheet Organization	Start Date	End Date	Last Paid Date	Status	Select
	New Job	<input type="text"/>	<input type="text"/>							<input type="radio"/>
	Primary	918	00	PROG DEV SPEC I	ZM07 , RWJ-MED-GASTROENTEROLOGY	Oct 12, 2009		Dec 12, 2009	Active	<input type="radio"/>

Steps	Instructions	Comments
4	You will now be on the “Electronic Personnel Action Form” – Review the top section to ensure you have identified the person you want to process, the correct Approval Category. Note: If any of the information is not correct you must exit the page and start over again.	
5	The Jobs Effective Date, Personnel Date, Job Status, Job Change Reason code, Termination Date and Term Reason code will already be defaulted.	If the House staff is moving to the VA Hospital, please ensure you change the Term Reason code to 71.

Electronic Personnel Action Form

 Enter the information for the EPAF and Click Save; then click Submit to **Commit** the transaction.

User does not have access to view current values.

Name and ID: Paul B Maloof, A00119325	Job and Suffix: 996636-01, HOUSESTAFF PGY II
Transaction:	Query Date: Apr 08, 2009
Transaction Status:	Last Paid Date: Jan 03, 2009
Approval Category: House Staff Separation, HSTERM	

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

End House Staff Job

[Click here for EPAF Payroll Calendar](#)

Item	Current Value	New Value
Jobs Effective Date: MM/DD/YYYY		<input type="text" value="06/21/2009"/>
Personnel Date: MM/DD/YYYY		<input type="text" value="06/30/2009"/>
Job Status: (Not Overrideable)		<input type="text" value="T"/>
Job Change Reason: (Not Overrideable)		<input type="text" value="SP"/>

End House Staff Employee Rec

[Click here for EPAF Payroll Calendar](#)

Item	Current Value	New Value
Termination Date: MM/DD/YYYY		<input type="text" value="06/30/2009"/>
Term Reason Code:		<input type="text" value="17, END OF TRAINING PROGRAM"/>
Employee Status: (Not Overrideable)		<input type="text" value="T"/>

Steps	Instructions	Comments
8	In the Routing Queue Section, the mandatory Approval Levels appears in this section. Type in the appropriate Banner IDs for each level in the User Name column.	If the Originator completed the Default Routing Queue page then the user names will also appear in this section.

Routing Queue

Approval Level	User Name	Required Action
20 - (DEPTAP) Department Approvers	<input type="text" value="LANGEVB"/> Bruce J. Langevin	<input type="button" value="Approve"/>
25 - (HRADM1) HR Data Administration	<input type="text" value="COPELAD"/> Dorothy V Copeland	<input type="button" value="Approve"/>
70 - (PAYROL) Payroll	<input type="text" value="LANES"/> Sharie A Lane	<input type="button" value="Approve"/>
99 - (APPLY) Appliers	<input type="text" value="MAXWELD"/> Daisy Maxwell	<input type="button" value="Apply"/>
Not Selected	<input type="text"/> <input type="text"/>	Not Selected
Not Selected	<input type="text"/> <input type="text"/>	Not Selected
Not Selected	<input type="text"/> <input type="text"/>	Not Selected
Not Selected	<input type="text"/> <input type="text"/>	Not Selected

Steps	Instructions	Comments
10	Add a statement or a note in the Comments section to communicate information concerning the employee to all Approvers in the queue.	Comments, example: Moving to the VA Hospital.
11	After you have entered your comments, click on the SAVE button to save all your entries.	


Comment

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

Steps	Instructions	Comments
12	Once you click SAVE , you will receive a message indicating your changes have been save successfully.	
13	Then click on the SUBMIT button to send to transaction on to be approved by the Users in the routing queue. You will receive a message indicating you have submitted the transaction successfully.	

Electronic Personnel Action Form

Your change was saved successfully.

 Enter the information for the EPAF and Click Save; then click Submit to **Commit** the transaction.

User does not have access to view current values.

Name and ID:	Paul B Maloof, A00119325	Job and Suffix:	996636-01, HOUSESTAFF PGY II
Transaction:	34823	Query Date:	Apr 08, 2009
Transaction Status:	Waiting	Last Paid Date:	Jan 03, 2009
Approval Category:	House Staff Separation, HSTERM		



Electronic Personnel Action Form

The transaction has been successfully submitted.

 Enter the information for the EPAF and Click Save; then click Submit to **Commit** the transaction.

How to Delete an EPAF transaction

If you have not submitted a transaction, you can delete any EPAF. The Transaction status should show “Waiting”. **(Reminder: Only the Originator can delete an EPAF).**

Employee Services Personal Information
RETURN TO EM

Search

Electronic Personnel Action Form

Your change was saved successfully.

Enter the information for the EPAF and Click Save; then click Submit to **Commit** the transaction.

User does not have access to view current values.

Name and ID:	Jennifer , A001 0	Job and Suffix:	9998 , ACTING PROGRAM
Transaction:	27340	Query Date:	Nov 20, 2008
Transaction Status:	Waiting	Last Paid Date:	Jul 19, 2008
Approval Category:	Merit Hourly Increase, MERHBI		

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

Merit Hourly Job


Steps	Instructions	Comments
1	Once you have clicked on Save to save your values, the system will generate a transaction number and status the transaction as “Waiting”.	
2	At this point, you will have three options. (Save, Submit, or Delete)	
3	If at this point, a decisions was made to not continue with the transaction or if you are using the incorrect Approval Category then the transaction should be deleted. Click on the “Delete” button.	

Employee Services **Personal Information**

Search [RETURN TO EMPLOYEE](#)


EPAF Originator Summary

Current History

 Select the link under Name to access details of the transaction, or select the link under Transaction to update the transaction.

Transaction Status:

No transactions found in your queue.



[New EPAF](#) | [Default Routing Queue](#) | [Search](#) | [Superuser or Filter Transactions](#)
[Return to EPAF Menu](#)

Steps	Instructions	Comments
4	Once you click on “Delete”, the system will take you to the Originator Summary page.	
5	To create a new EPAF, click on the “New EPAF” link to start over again.	

How to Void an EPAF transaction


Originators can void their own transactions if they no longer want that transaction to be processed. You can only void a transaction **AFTER** it has been submitted. (**Reminder: Only the Originator can void an EPAF**).

Employee Services | **Personal Information**


Search [RETURN TO EMPLOYEE MENU](#) | [SITE MAP](#) | [HELP](#)

EPAF Originator Summary

Current | **History**

 Select the link under Name to access details of the transaction, or select the link under Transaction to update the transaction.

Transaction Status:



[New EPAF](#) | [Default Routing Queue](#) | [Search](#) | [Superuser](#) or [Filter Transactions](#)

1 - 3 of 3

EPAF Transactions

Name	ID	Transaction Number	Type of Change	Submitted Date	Effective Date	Transaction Status	Messages
Sylvia PROJ MGR, 97 00	A00113	27339	Merit Salary and Lump Sum	Nov 13, 2008	Oct 26, 2008	Pending	**Comments
Phyllis A. LPN, 99 -00	A0011	27338	Merit Lump Sum		Oct 26, 2008	Voided	**Comments
Gerald W. MGR GRANTS & CONTRACTS, 99 -00	A0012	27337	Merit Salary and Lump Sum	Oct 23, 2008	Oct 26, 2008	Pending	**Comments

Steps	Instructions	Comments
1	Once you are in the EPAF Menu, click on the “EPAF Originator Summary” link. It will take you to the Originator Summary page.	
2	Click on the History Tab for a list of transactions.	
3	To find a transaction or to look for a specific transaction you can sort the columns or use the Search feature. (see picture above)	
4	Once you have found the transaction, click on the “Name”. It will bring you to an EPAF Preview Page. (see picture below)	


Employee Services **Personal Information**

Search [RETURN TO EMP](#)

EPAF Preview

You are acting as an Originator.
User does not have access to view current values.

Name and ID: Sylvia , A0011 **Job and Suffix:** 97 -00, 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 

[Add Comment](#)

[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	
Appliers, 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](#)

[Add Comment](#)

Next 


Steps	Instructions	Comments
5	Once you are on the EPAF Preview page, you can Void the transaction if a decision was made to stop transaction.	
6	You can also Return the transaction back to yourself as the Originator to make corrections to the values.	
7	To exit out of the Preview page, scroll down to the bottom of the page and select Originator Summary or EPAF Menu to start over again.	

Tracking an EPAF Transaction

After you originate and submit an EPAF transaction, you can track that transaction through the Originator Summary page. The easiest way to track your transaction is to use the transaction number you have recorded when you created the transaction or you can use the employee's University ID (A-number) and conducting a Search.

EPAF Originator Summary

Current **History**

 Select the link under Name to access details of the transaction, or select the link under Transaction to update the transaction.

Transaction Status:

-
-


[New EPAF](#) | [Default Routing Queue](#) | [Search](#) | [Superuser or Filter Transactions](#)

1 - 3 of 3

EPAF Transactions

Name	ID	Transaction Number	Type of Change	Submitted Date	Effective Date	Transaction Status	Messages
Sylvia PROJ MGR, 97 00	A00113	27339	Merit Salary and Lump Sum	Nov 13, 2008	Oct 26, 2008	Pending	**Comments
Phyllis A. LPN, 99 -00	A0011	27338	Merit Lump Sum		Oct 26, 2008	Voided	**Comments
Gerald W. MGR GRANTS & CONTRACTS, 99 -00	A0012	27337	Merit Salary and Lump Sum	Oct 23, 2008	Oct 26, 2008	Pending	**Comments

Transaction Search

 Enter the Last Name and or First Name of the person or an ID. Or, enter a Transaction number. Select Go. A percent sign may be used as the wildcard.

Search Criteria

Last Name:

First Name:

Or

University ID:

Or

Transaction Number:

Transactions per Page:

[New EPAF](#) | [EPAF Originator Summary](#)
[Return to EPAF Menu](#)

Steps	Instructions	Comments
1	In the EPAF Menu, click on the Originator Summary link.	
2	Click on the History Tab.	

3	Once you are in the History Tab, click on the “Search” link.	
4	In the “Transaction Search” page, you search by Last Name, First Name, University ID or Transaction Number.	
5	Once you determine what type of search you will do, then you will click on GO.	
6	The transaction will come up. Click on the employee’s name to go to the “EPAF Preview” page and scroll down to the Routing queue.	
7	The routing queue will show you were the transaction is in the process.	

Transaction Search

Enter the Last Name and or First Name of the person or an ID. Or, enter a Transaction number. Select Go. A percent sign

Search Criteria

Last Name:

First Name:

Or

University ID:

Or

Transaction Number:

Transactions per Page:

Transaction Search Results

Choose a transaction by selecting a link under Name.

Name	University ID	Transaction	Approval Category	Status	Created Date	Submission Date
Gerald W.	A0012	27337	Merit Salary and Lump Sum, MERCLS	Pending	Oct 23, 2008	Oct 23, 2008

Routing Queue

Approval Level	Name	Required Action	Queue Status	Action Date
Department Approvers, 20	Kishor K. Train, TRAIN11	Approve	Approved	Oct 23, 2008 04:02:23 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	
Appliers, 99	Daisy Maxwell, MAXWELD	Apply	In the Queue	

Assistance with EPAF

If you need assistance, please contact:

- Gerda Polycarpe 5-9414 or polycage@umdnj.edu
- Dorothy Copeland 5-9418 or copeladv@umdnj.edu

If you need technical assistance, please contact Catrina Fowler at 5-3525 or email isttrain@umdnj.edu.

If you need Banner security information, please go to the IS&T website below.
http://umdnjwebprod.umdnj.edu/ca/ist/core_services/ban_sec1.shtml

Sample Originator Email

>>>>Workflow@UMDNJ.EDU>>>>>

Dear Colleague:

You have submitted an EPAF transaction for Lunna TRAIN. Please review the information submitted below for accuracy. If you notice an error, please contact the department administrator and have them return the EPAF for correction.

Additional Transaction Information:

Employee ID - A00111111
Transaction Number - 9405
Employee Name – Lunna TRAIN
Campus - Newark
Position Number - 923993
Suffix - 00
Position Title - MEDICAL ASST
Org Code – ZV1111
Org Description - SOM-Family Practice
Separation Date – 09-SEP-2007
Payroll ID - B2
Jobs Effective Date – 30-SEP-2007
Personnel Date – 09-SEP-2007
Separation Code - 58
Reason for Separation - RESIGNATION

Sample

Comments:

Date	User	Comment
@com_d1	@com_u1	@com1
@com_d2	@com_u2	@com2

Sample APPROVER Email

>>>Workflow@UMDNJ.EDU<<<

Subject: Employee Separation – Johnathan Morris Transaction Number - 10522

Dear Colleague:

An Electronic Personnel Action Form (EPAF) has been initiated by Martha White for Johnathan TRAIN who is separating from the University. This email is being sent to you to alert you to log on to Banner at <https://baninb.umdj.edu/> to approve this transaction. Once you have logged on, please access the NOAEPAF form.

This transaction will not be completed without your timely approval. This could cause an overpayment, non payment, etc. You will also receive an email once the separation EPAF has been applied in the Banner system.

Additional Transaction Information:

Employee ID - A00111111
Transaction Number - 10522
Employee Name – Jonathan TRAIN
Campus - Stratford
Position Number - 922222
Suffix - 00
Position Title – COORIDNATOR CONTINUING EDUC
Org Code - ZV0111
Org Description – Continuing Education
Separation Date – 09-SEP-2007
Payroll ID - B1
Jobs Effective Date – 30-SEP-2007
Personnel Date – 09-SEP-2007
Separation Code - 58
Reason for Separation - RESIGNATION
Originator – Martha White

sample

Comments:

Date User Comment

> 04-SEP-2007 WHITEM A hard copy of letter of termination will be forwarded by interoffice mail on even date herewith.

> 05-SEP-2007 LEES Please change separation date. Term date & personnel date should match.

> 05-SEP-2007 WHITEM Correction termination date inserted and EPAF resubmitted for approvals,

> @com_d4 @com_u4 @com4

> @com_d5 @com_u5 @com5

Sample COMPLETION Email

>>> <WORKFLOW@umdnj.edu> 10/14/08 12:15 PM >>>

Dear Colleague:

This is to acknowledge that the Electronic Personnel Action Form (EPAF) separating Vanessa TRAIN from the University has been completed.

Additional Transaction Information:

Employee ID - A0055555
Transaction Number - 31128
Employee Name - Vanessa TRAIN
Campus - Newark
Position Number - 977980
Suffix - 00
Position Title - ASST MGR
Org Code - Zv3103
Org Description - UH-Admitting
Separation Date - 24-SEP-2007
Payroll ID - B1
Jobs Effective Date - 12-OCT-2007
Separation Code - 58
Reason for Separation - RESIGNATION

sample

Transaction Audit Trail

Level	Action	Date & Time	User
Originator	Submitted	08-OCT-2007 12:00	Originator Stephens
20 DEPTAP	Approved	08-OCT-2007 02:57	Cheryl APPROVER
25 HRADM1	Approved	14-OCT-2007 11:24	Jessie Ramos
50 BUDGET	FYI Sent	14-OCT-2007 11:24	Alvin FYI
70 PAYROL	Approved	14-OCT-2007 11:41	Oletha APPROVER
99 APPLY	Applied	14-OCT-2007 12:06	Jessie Ramos

Comments:

Date	User	Comment
@com_d1	@com_u1	@com1
@com_d2	@com_u2	@com2
@com_d3	@com_u3	@com3
@com_d4	@com_u4	@com4
@com_d5	@com_u5	@com5