## Approver Summary - Approve an ePAF

1. Select Electronic Personnel Action Form under the Employee Tab in Aggie Access Online.

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Employee Services		
Time Sheet for B-weekly employees to record their hours.		
Leave Report		
Electronic Personnel Action Forms Benefits and Deductions		
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\*You must have submitted an ePAF Security Access Form to HR to have access to this link

2. Select *Electronic Personnel Action Form* Approver Summary.

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Act as a Proxy		
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- 3. A list of employees with actions waiting for approval will appear.
- 4. Click on the blue highlighted Employee's name to Preview the ePAF.

EPAF Approver Summary										
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Pride, Apple Part-Time Instructor, WA3800-00	950387064	12904	Funding Change	Apr 03,2019	Apr 03,2019	Approve	0	Comments	5 5	
Pride, Apple Part-Time Instructor, WA3800-00	950387064	12903	Funding Change	Apr 03,2019	Apr 03,2019	Approve		Comments		
Student, Aggie T. Student Employee - Other, U36500-00	950387070	12902	Student - Re Hire[State]	Apr 03,2019	Apr 03,2019	Approve		Comments Warnings	4	
1 - 3 of 3 Return to Top ""Comments Exist										
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5. Review the ePAF submitted by the Originator.

EPAF Provlew Name and LD: Agge Three Student, 55035707 Job and Suffix: US500-00, Student Employee - Other Transactions, 13902 Query Date: Apro10,2019 Transactions, 13902 Law Pad Date: Approval Category: Bludent - Re Hire[State], STUDIE
Approve   Disapprove   Return for Connection   More Sole)   Add Commert
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Errors and Warning Messages Type Message Type Description Washing "Washing" Total FTE for this position is greater than budgeted FTE. bio Information Vankhilds "Washing" Encumbrance has been set to 0, because method is value Input. • Indicates a required find. Employee Information
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Job Information, U36500-00 Student Employee - Other           Enter Changes         Current Value/New Value           000 Statos: •         Active           000 Statos: •         Active           000 Statos: •         Ide0022019

Select Approve, Disapprove, Return for Correction, or More Info.

"Approve" - Moves an ePAF to the next person "in the queue"

"Disapprove" – Stops the ePAF and gets returned to the originator

"Return for Correction" - Type in the comments section to inform the Originator on what needs to be corrected

"More Info" - Type in the comments section the additional information needed for approval

EPAF Approver Summary										
Current In My Queue (History										
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In the Current tab, ePAF transactions that are awaiting an action from the approver are displayed.

In the In My Queue tab, ePAF transactions that will require action by the approver at a later time.

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Current In Hy Queen History								
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1 - 2 of 2 Jump to Bottom								
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In the **History** tab, ePAF transactions that you have previously taken action on as an approver. No action required.

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Pride, Apple Part-Time Instructor, WA3800-00	950387064	12900	Funding Change	Apr 02.2019	Apr 02,2019	Comments		
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