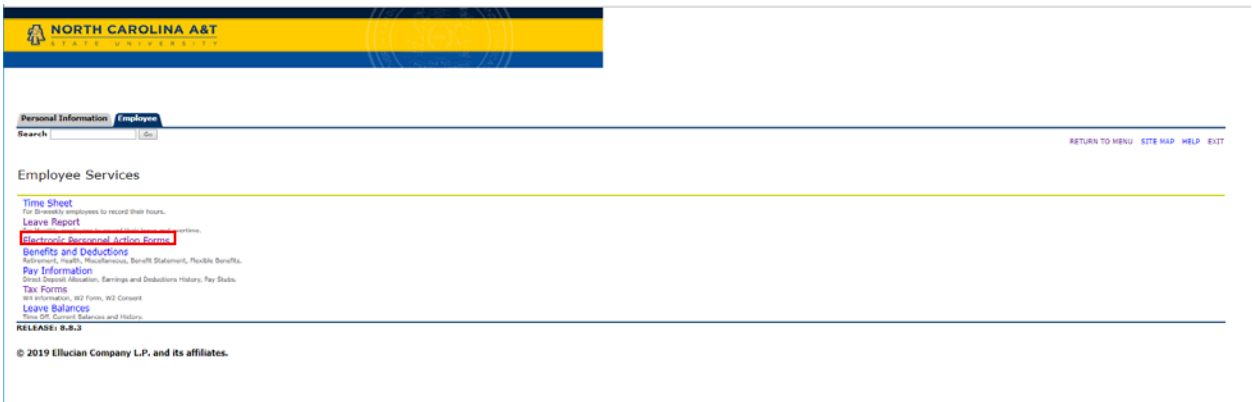
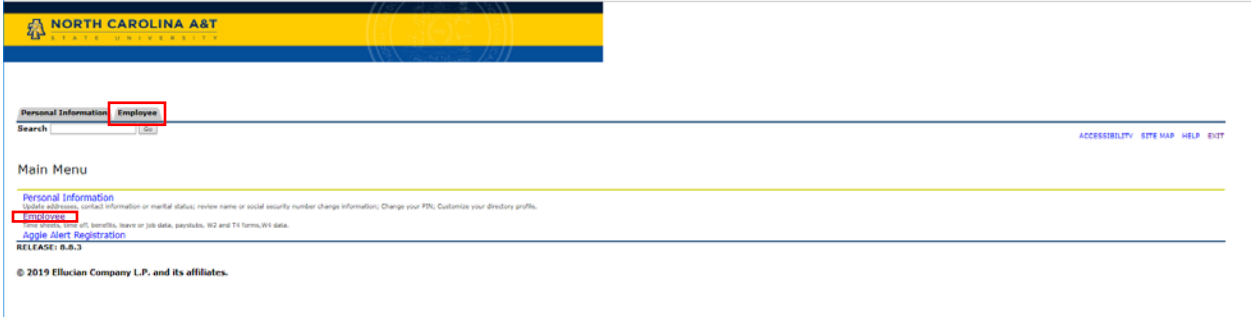


Approver Summary - Approve an ePAF

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



*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*.



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

Current | [In My Queue](#) | [History](#)

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

Queue Status:

[New ePAF](#) | [Update Process](#) | [Search](#) | [Proxy or Supervisor or Filter Transactions](#)

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Name	ID	Transaction	Type of Change	Submitted Date	Effective Date	Required Action	Action	Links
Aggie Part-Time Instructors: WA3800-00	950387064	12904	Funding Change	Apr 03.2019	Apr 03.2019	Approve	<input type="button" value=""/>	Comments
Aggie Part-Time Instructors: WA3800-00	950387064	12903	Funding Change	Apr 03.2019	Apr 03.2019	Approve	<input type="button" value=""/>	Comments
Aggie T. Student Employee - Other: U26500-00	950387070	12902	Student - Re Hire[State]	Apr 03.2019	Apr 03.2019	Approve	<input type="button" value=""/>	Comments Warnings

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**Comments Exist

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5. Review the ePAF submitted by the Originator.

EPAF Preview

Name and ID: Aggie Three Student: 950387070 Job and Suffix: U26500-00, Student Employee - Other
 Transaction: 12902 Query Date: Apr 03.2019
 Transaction Status: Pending Last Paid Date:
 Approval Category: Student - Re Hire[State], STU101

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

[EPAF Approver Summary](#)

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Errors and Warning Messages

Type	Message Type	Description
Job Information	WARNING	"WARNING" Total FTE for this position is greater than budgeted FTE.
Job Information	WARNING	"WARNING" Encumbrance has been set to 0, because method is Value Input.

• - indicates a required field.

Employee Information

Enter Changes	Current Value	New Value
Current Hire Date:		04/03/2019
Last Work Date:		05/31/2019
Employee Status:		Active
Employee Class Code:		UG, Undergrad Hourly
Employee Group Code:		UNUG, Undergraduate Student
Leave Category Codes:		IN, Ineligible
Benefit Category:		IN, Ineligible for Benefits
Home COA:		IT
Home Organization:		36500
Distribution COA:		IT
Distribution Origin:		36500
09 Form Indicator:		

Job Information, U36500-00 Student Employee - Other

Enter Changes	Current Value	New Value
Job Status:		Active
Job Begin Date:		04/03/2019

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

In the **Current** tab, ePAF transactions that are awaiting an action from the approver are displayed.

EPAF Approver Summary

Current | In My Queue | History

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

Queue Status: All | Pending | Go

[Item: EBAF](#) | [Update Process](#) | [Search](#) | [Proxy or Superuser or Filter Transactions](#)

[Return to EBAF Menu](#)

[Select All](#) | [Reset](#) | [Save](#)

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[Jump to Bottom](#)

ID	Name	ID	Transaction	Type of Change	Submitted Date	Effective Date	Required Action	Action Links
	Prinle, Aggie Part-Time Instructor, WA3800-00	950387064	12904	Funding Change	Apr 03,2019	Apr 03,2019	Approve	Comments
	Prinle, Aggie Part-Time Instructor, WA3800-00	950387064	12903	Funding Change	Apr 03,2019	Apr 03,2019	Approve	Comments
	Student, Aggie T. Student Employee - Other, U95500-00	950387070	12902	Student - Re Hire[State]	Apr 03,2019	Apr 03,2019	Approve	Comments Warnings

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**Comments Exist

[Select All](#) | [Reset](#) | [Save](#)

[Item: EBAF](#) | [Update Process](#) | [Search](#) | [Proxy or Superuser or Filter Transactions](#)

[Return to EBAF Menu](#)

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

EPAF Approver Summary

In My Queue | Current | History

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

[Item: EBAF](#) | [Update Process](#) | [Search](#) | [Proxy or Superuser or Filter Transactions](#)

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ID	Name	ID	Transaction	Type of Change	Submitted Date	Effective Date	Links
	Prinle, Aggie Part-Time Instructor, WA3800-00	950387064	12905	Funding Change	Apr 03,2019	Apr 03,2019	Comments
	Student, Aggie F. Student Employee - Other, U37500-00	950387071	12906	Student - Re Hire[State]	Apr 03,2019	Apr 03,2019	Comments Warnings

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**Comments Exist

[Item: EBAF](#) | [Update Process](#) | [Search](#) | [Proxy or Superuser or Filter Transactions](#)

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In the **History** tab, ePAF transactions that you have previously taken action on as an approver. No action required.

EPAF Approver Summary

Current In My Queue **History**

Select the link under **Links** to access details of the transaction.

Queue Status: All Approved

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EPAF Transactions

Name	ID	Transaction	Type of Change	Submitted Date	Effective Date	Links
Reisch, University Purchasing Specialist, 000094-00	950387074	12901	Funding Change	Apr 02, 2019	Apr 02, 2019	Comments
Pride, Apple Part-Time Instructor, WA3800-00	950387064	12900	Funding Change	Apr 02, 2019	Apr 02, 2019	Comments

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**Comments Exist

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

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