Electronic Personnel Action Forms (EPAF)
Approve an EPAF

1. Select **Electronic Personnel Action Forms (EPAF)** under My Activities.
   If you do not see the EPAF link and completed the electronic approval access form, please contact Human Resources.

2. The main Electronic Personnel Action Form (EPAF) menu appears. Select **EPAF Approver Summary**.
3. List of employees with actions waiting for approval will appear. Click on **Employee’s name**.

![Approver Summary](image)

<table>
<thead>
<tr>
<th>Name</th>
<th>ID</th>
<th>Transaction</th>
<th>Type of Change</th>
</tr>
</thead>
<tbody>
<tr>
<td>BURGESS, THERESA C</td>
<td>00739438</td>
<td>69850</td>
<td>Rehire New Position/Hourly</td>
</tr>
<tr>
<td>WITHROW, VICTORIA B</td>
<td>01086521</td>
<td>68559</td>
<td>Rehire New Position/Grad</td>
</tr>
</tbody>
</table>

4. Review EPAF submitted by the Originator. Select **Approve, Disapprove, Return for Correction, or More Info**.

  **Approve** – Moves EPAF to next person in the queue  
  **Disapprove** – Stops the EPAF  
  **Return for Correction** – Type in the comments field what Originator needs to change  
  **Request More Info** – Type in the comments field the additional information needed
Select **EPAF Approver Summary**.

The **Current** tab displays EPAF transactions that are current actions waiting for the approver.

The **In my Queue** tab displays EPAF transactions that will require action by the approver in the future.

The **History** tab displays EPAF transactions that you have previously taken action on as an approver within the past 24 months. No action required.