

# How to approve an EPAF – Approver Summary

The following steps will guide you step-by-step in approving an EPAF that is in your approver summary.

1. Anyone listed as an approver on an EPAF will be notified via email when an EPAF is waiting for approval.
  - Please note, you will not receive this email until the EPAF is in your approver summary

## **EPAF Awaiting Second Level Leader Approval**

[hrepaf@sjcd.edu](mailto:hrepaf@sjcd.edu)

Sent: Mon 7/21/2014 9:37 AM

To:

Please be advised that there is an EPAF awaiting your attention:

Transaction: 4402

Approval Category: Job Transfer - Part-Time Staff - Reappoint Fed Work  
Study

Approval Category Code: TRAN50

Employee Name: Garner, James

CID: G00898925

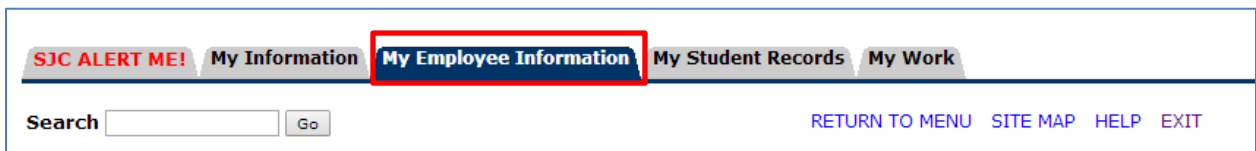
**Transaction Status: Pending Approval**

Approval Level: Second Level Leader

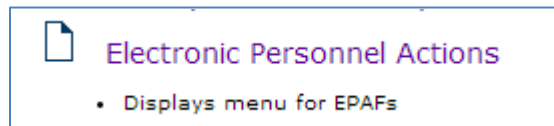
Approval Level Code: SLEVEL

Review the EPAF, login to EPAF Originator Summary via Self-Service Banner (SSB) on  
<http://www.sanjac.edu/soslogin>

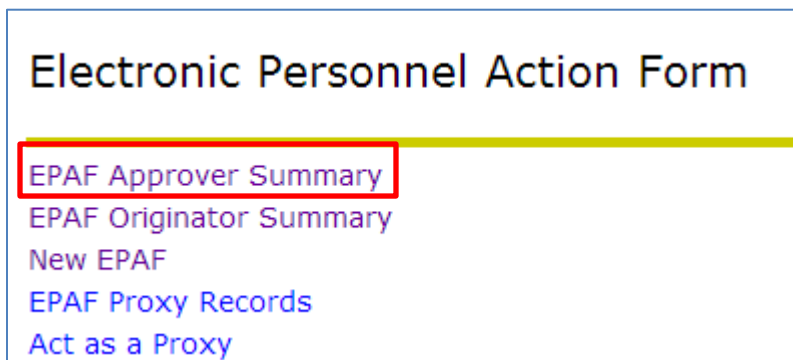
2. Login to SOS, and click the **My Employee Information** tab.



3. Select **Electronic Personnel Actions**.



4. Select **EPAF Approver Summary** to access any EPAF that needs to be approved.



5. The **EPAF Approver Summary** defaults to the **Current** tab. This tab is where all EPAFs requiring action will be located.

- The **In My Queue** tab is where you will find any EPAF that you are listed as an approver, but the EPAF has not yet been routed to you for approval.
- The **History** tab is where you will find an EPAF that you have already taken action on within the last year.

EPAF Approver Summary

**Current** In My Queue History

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

Queue Status: All Pending Go

New EPAF | Update Proxies | Search | Proxy or Superuser or Filter Transactions  
Return to EPAF Menu

Select All Reset Save

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Jump to Bottom

Name	ID	Transaction	Type of Change	Submitted Date	Effective Date	Required Action	Action	Links
Garner, James Part Time Clerical, PT1046-00	G00898925	4402	Job Transfer - Part-Time Staff - Reappoint Fed Work Study	Jul 21, 2014	Aug 24, 2014	Approve	<input type="checkbox"/>	**Comments Warnings

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\*\*Comments Exist

Select All Reset Save

6. Click on the employee name of the EPAF you wish to view.
  - View the entire EPAF for accuracy before taking any action.
  - If everything is correct, click **Approve**.
  - If you cannot approve an EPAF due to any reason other than incorrect information, add a comment as to why you are disapproving the EPAF, and then click **Disapprove**.
  - If you find information that is incorrect, add a comment as to what needs to be changed, and then click **Return for Correction**.
  - If you would like more information before deciding what action to take on the EPAF, add a comment as to what information is needed, and then click **More Info**.
  - Only the originator can make changes to an EPAF. If you click anything other than approve, the EPAF will be routed back to the originator.

### EPAF Preview

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✔ This transaction must be updated on the Electronic Personnel Action Form, NOAEPAF.

<b>Name and ID:</b> James Garner, G00898925	<b>Job and Suffix:</b> See approval types below.
<b>Transaction:</b> 4402	<b>Query Date:</b> Aug 25, 2014
<b>Transaction Status:</b> Pending	<b>Last Paid Date:</b>
<b>Approval Category:</b> Job Transfer - Part-Time Staff - Reappoint Fed Work Study, TRAN50	

Approve
Disapprove
Return for Correction
More Info
[Add Comment](#)

[Approval Types](#) | [Account Distribution](#) | [Errors](#) | [Routing Queue](#) | [Comments](#) | [Transaction History](#)  
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7. Once you click approve, you will see a green check mark, and the status will change from *Pending* to *Approved*.
  - The EPAF is then automatically routed to the next person in the Routing Queue.
  - No further action is needed by you on this EPAF.
  - If you have additional EPAFs to approve, you may click the **Next** arrow or click **Return to EPAF Approver Summary**; otherwise, you may logout of SOS.

### EPAF Preview

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✔ This transaction must be updated on the Electronic Personnel Action Form, NOAEPAF.

✔ Transaction successfully completed.

<b>Name and ID:</b> James Garner, G00898925	<b>Job and Suffix:</b> See approval types below.
<b>Transaction:</b> 4402	<b>Query Date:</b> Aug 25, 2014
<b>Transaction Status:</b> Approved	<b>Last Paid Date:</b>
<b>Approval Category:</b> Job Transfer - Part-Time Staff - Reappoint Fed Work Study, TRAN50	

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