Approving an Assignment via EPAF
For a Cost Center Head to approve an EPAF, he/she should select **EPAF Approver Summary**.
Select Pending and click Go.
Click on the student’s name to view the detail of the student’s assignment.
EPAF Preview

You are acting as an Approver.

I approve this request to hire a student employee. I acknowledge that I have reviewed my departmental budget and that there are funds available to cover this request.

Name and ID:   Jc  |  Sugg, L01
Transaction:  281
Transaction Status: Pending
Approval Category:  Student Hire and End Job, STHIRE

Job and Suffix:  SU9987-16, Student Univ - Biology
Query Date:  Aug 01, 2009
Last Paid Date:

Approve  Disapprove  Return for Correction  More Info  Add Comment
University of North Alabama

My Account Content Layout
Welcome Laurie F Cates
You are currently logged in.

My UNAPortal University Calendar Tutorial My Courses Self Service Banner Self-Service Banner BannerINB

July 31,

[Approval options: Approve, Disapprove, Return for Correction, More Info]

Add Comment

Approval Types | Account Distribution | Comments | Routing Queue | Transaction History

Hire Student, SU9987-16 Student Univ - Biology

<table>
<thead>
<tr>
<th>Enter Changes</th>
<th>Current Value</th>
<th>New Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Employee Status:</td>
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</tr>
<tr>
<td>Employee Class Code:</td>
<td>SU, Student University Work Study</td>
<td>SU, Student University Work Study</td>
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<tr>
<td>Home COAS:</td>
<td>U</td>
<td>U</td>
</tr>
<tr>
<td>Home Organization:</td>
<td>48410, Computer and Telephone Svcs 42010, Dept of Biology</td>
<td>42010, Dept of Biology</td>
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<td>Distribution COA:</td>
<td>U</td>
<td>U</td>
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<td>Distribution Orgn:</td>
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<td>42010, Dept of Biology</td>
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<tr>
<td>Current Hire Date:</td>
<td>06/02/2008</td>
<td>08/01/2009</td>
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Add Student Job, SU9987-16 Student Univ - Biology

<table>
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<tr>
<th>Enter Changes</th>
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<tbody>
<tr>
<td>Job Title:</td>
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Done
After viewing the detail, select Approve, Disapprove, or Return for Correction.
When the EPAF has been successfully submitted, you will receive this message.