

Approving an Assignment via EPAF



Navigation bar of Windows Internet Explorer showing address bar, search bar, and menu items like File, Edit, View, Favorites, Tools, Help.

University of North Alabama

Navigation bar with user information: **Welcome Laurie F Cates**, You are currently logged in. Includes links for My Account, Content Layout, E-mail, Calendar, Groups, Logout, and menu items like My UNAPortal, University Calendar, Tutorial, My Courses, Self Service Banner, BannerINB. Date: July 14.

Personal Information Student Financial Aid **Employee** Finance

Search

[RETURN TO EMPLOYEE MENU](#) [SITE MAP](#) [HELP](#)

Electronic Personnel Action Form

- [EPAF Approver Summary](#)
- [EPAF Originator Summary](#)
- [New EPAF](#)
- [EPAF Proxy Records](#)
- [Act as a Proxy](#)

For a Cost Center Head to approve an EPAF, he/she should select [EPAF Approver Summary](#).

RELEASE: 8.1

Navigation bar with browser address, search, and various utility icons.

University of North Alabama

User account information: **Welcome Laurie F Cates**
You are currently logged in.

Navigation menu: My UNAPortal, University Calendar, Tutorial, My Courses, **Self Service Banner**, Self-Service Banner, BannerINB

July 31, 2010

EPAF Approver Summary

Current | In My Queue | History

Select the link under Name to access details of the transa

Select **Pending** and click **Go**.

Queue Status:

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

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EPAF Transactions

University of North Alabama

16	Smith, C Student Fed - SFS, SF9953- 16	L00	206	Student Hire and End Job				<input type="checkbox"/>	Comments
	Sugg, Jc Student Univ - Biology, SU9987- 16	L00	281	Student Hire and End Job	Jul 23, 2009	Aug 01, 2009	Approve	<input type="checkbox"/>	Comments
	Thompson, C J. Student Fed - SFS, SF9953- 16	L00	207	Student Hire and End Job	Jul 15, 2009	Aug 01, 2009	Approve	<input type="checkbox"/>	Comments

Click on the student's name to view the detail of the student's assignment.



University of North Alabama

My Account Content Layout
Welcome Laurie F Cates
You are currently logged in.
E-mail Calendar Groups Logout

My UNAPortal University Calendar Tutorial My Courses Self Service Banner Self-Service Banner BannerINB July 31,

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 1 Sugg, L01 **Job and Suffix:** SU9987-16, Student Univ - Biology
Transaction: 281 **Query Date:** Aug 01, 2009
Transaction Status: Pending **Last Paid Date:**
Approval Category: Student Hire and End Job, STHIRE

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Approve Disapprove Return for Correction More Info Add Comment

University of North Alabama

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

Enter Changes	Current Value	New Value
Employee Status:	Active	Active
Employee Class Code:	SU, Student University Work Study	SU, Student University Work Study
Home COAS:	U	U
Home Organization:	48410, Computer and Telephone Svcs	42010, Dept of Biology
Distribution COA:	U	U
Distribution Orgn:	48410, Computer and Telephone Svcs	42010, Dept of Biology
Current Hire Date:	06/02/2008	08/01/2009

Add Student Job, SU9987-16 Student Univ - Biology

Enter Changes	Current Value	New Value

University of North Alabama

My Account Content Layout **Welcome Laurie F Cates** You are currently logged in. E-mail Calendar Groups Logout

My UNAPortal University Calendar Tutorial My Courses **Self Service Banner** Self-Service Banner BannerINB July 31,

Routing Queue

Approval Level	Name	Required Action	Queue Status	Action Date
Financial Aid, 40	Stephanie Robinson Smith, SRSMITH3	FYI	Acknowledged	Jul 29, 2009 09:28:07 AM
Controller, 66	Donna F Tipps, DFTIPPS	FYI	FYI	Jul 23, 2009 03:38:14 PM
Finance, 67	Terri Lisa Rhodes, TLRHODES	FYI		8 AM
Human Resources, 91	Laurie F Cates, LCATES	App		
Superuser/Applier, 99	Laurie F Cates, LCATES	App		

After viewing the detail, select **Approve**, **Disapprove**, or **Return for Correction**.

Transaction History

Action	Date	User Name
Created:	Jul 23, 2009	Laurie F Cates
Submitted:	Jul 23, 2009	Laurie F Cates

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

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

University of North Alabama

EPAF Preview

- You are acting as an Approver.
- Transaction successfully completed.

When the EPAF has been successfully submitted, you will receive this message.

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 **Job and Suffix:** SU9987-16, Student Univ - Biology

Transaction: 281 **Query Date:** Aug 01, 2009

Transaction Status: Approved **Last Paid Date:**

Approval Category: Student Hire and End Job, STHIRE

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[Add Comment](#)