

Guide for EPAF Approvers

Getting to EPAF Approval Summary

1. Log onto Pipeline
2. Go to Employee tab
3. Resources
4. Banner Self Service
5. Electronic Personnel Action Form
6. Approver Summary

Current, In My Queue and History Tabs?

- Current – Shows EPAFs waiting for to approve.
- In My Queue – Shows EPAFs awaiting approval by a lower level approver.
- History – Shows EPAFs that you have approved.

Reviewing EPAF Transactions

- Click on highlighted name to details of an EPAF

Approving an EPAF

- After clicking on highlighted name and viewing details of the EPAF, click the “Approve” button

Other Options

- Disapprove – EPAF transaction will not go to the next approver
- Return for Correction – EPAF transaction will be sent back to the originator. Instructions on the correction should be left in the comment section. EPAF transactions will need to be approved again

How to make comments?

1. Select “Add Comment” link on the bottom of the page
2. Write comment
3. Save – Action will be timestamps and include your user name.
4. Return to EPAF by selecting the “EPAF Preview” link.