


ePAFs - Approver How To

1) **LOG INTO BANNER SSB9 (EMPLOYEE SELF SERVICE)**

<https://bannerweb.emich.edu/EmployeeSelfService/ssb/hrDashboard#/hrDashboard>

a. **Click on “Electronic Personnel Action Form (EPAF)”**

[Employee Dashboard](#)



Bravo, Andre G.
[My Profile](#)

Leave Balances as of 12/02/2022

Vacation in hours	82.00	Sick in hours	-63.00	Sick Bank in hours	0.00
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[Full Leave Balance Information](#)

Pay Information

Latest Pay Stub: 10/31/2022 All Pay Stubs Direct Deposit Information Deductions History

Earnings

Taxes

Job Summary

Employee Summary

My Activities

[Enter Leave Report](#)

[Approve Time](#)

[Approve Leave Report](#)

[Approve Leave Request](#)

[Electronic Personnel Action Forms \(EPAF\)](#)

[Campus Directory](#)

[Employee Menu](#)

Click here

2) **SELECT EPAF APPROVER SUMMARY**

Electronic Personnel Action Forms

EPAF Approver Summary

All EPAFs that you need to currently act upon are displayed in the Current tab. The queue status will be Pending, FYI, or More Information.

EPAF Originator Summary

Displays only those EPAF transactions that you have originated.

New EPAF

Allows you to create a new transaction.

Act as a Proxy

Available to all self-service EPAF users who have been given proxy privilege.

EPAF Proxy Records

Allows you to specify and authorize one or more users to approve EPAFs in your absence.

3) CLICK ON THE EMPLOYEE NAME OF EPAF NEEDING APPROVAL

- a. Click on the blue highlighted name to move the to “ePAF Preview” screen

Approver Summary

Current In My Queue History

Select the link under Name to access details of the transaction

Transactions Queue Status All

Name	ID	Transaction	Type of Change	Submitted Date	Effective Date	Required Action	Action	Links
Bravo, Andre G HRIS Specialist, 111411-00	E00629914	198560	Enter Labor Distribution Change	12/05/2022	12/16/2022	Approve	<input type="checkbox"/>	

Note: A callout bubble points to the name 'Bravo, Andre G' with the text 'Click here'.

4) EPAF PREVIEW SCREEN

EPAF Preview

Previous Transaction Next Transaction

Details

Name and ID Andre G Bravo, E00629914	Transaction 198560	Transaction Status Pending	Approval Category Enter Labor Distribution Change, CFOAP
Job and Suffix 111411-00, HRIS Specialist	Query Date 12/16/2022	Last Paid Date 12/15/2022	

- a. **Name ID**
 - i. Name of employee for which the change is taking place
- b. **Job and Suffix**
 - i. The PCN for which the change will take place
- c. **Transaction**
 - i. Unique number provided for each transaction that is completed.
 - ii. Can locate your transactions using this Transaction 3
- d. **Query Date**
 - i. Date the requested change will take place based on Payroll Calendar
 - ii. <https://bannerweb.emich.edu/EmployeeSelfService/ssb/hrDashboard#/hrDashboard>

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e. Transaction Status

- i. Allows you to view where your ePAF is located in the approval process

f. Last Paid Date

- i. Shows the last date the employee was paid
- ii. ****This is important: The ePAF must have a Starting date of the next open pay period****
 - 1. Please use the payroll calendar in order to use correct dates
 - 2. Example:
 - a. If last paid date is 12/15/22
 - b. 12/16/22 must be used in order for the epaf to properly submit.
 - c. **Any date before 12/15/22 will cause an error**

g. Approval Category

- i. Shows you the ePAF transaction type you are completing
- ii. Currently entering CFOAPs only

5) EPAF PREVIEW CONTINUED

a. Requested New Values and Old Values

Enter CFOAP, 111411-00, HRIS Specialist, Last Paid Date: 12/15/2022

Job Begin Date	07/16/2022
Job End Date	
Contract Begin Date	
Contract End Date	
Jobs Effective Date	12/16/2022
Personnel Date	12/01/2022
Job Change Reason	CFOAP
Old Value	07/16/2022
Old Value	07/11/2022
Old Value	CXFR

Newly requested FOAP info here

Old existing FOAP info here

6) CURRENT FOAP VALUES / NEW FOAP VALUES

- a. Current – Current existing FOAP values within employee job record
- b. New – newly requested FOAP entered by you
- c. ****NOTE You must ensure the requested FOAP information is being correctly approved. Please do not approve these requests without reviewing the information. This will prevent any corrections needed in the future. If Information is incorrect, Click the “Return for Correction” button****

Enter CFOAP, 111411-00, HRIS Specialist, Last Paid Date: 12/15/2022

Current												
Effective Date: 07/16/2022												
Percent	COA	Index	Fund	Organization	Account	Program	Activity	Location	Project	Cost	Encumbrance Override End Date	
100	E		G00005	122750	1210	60						
New												
Effective Date: 12/16/2022												
Percent	COA	Index	Fund	Organization	Account	Program	Activity	Location	Project	Cost	Encumbrance Override End Date	
100	E		RG1004	111050	1210	60						

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7) ROUTING QUEUE

- a. Approval level
 - i. Level of responsibility needed for approving ePAF
- b. Name
 - i. Name of employee within “Approval Level” responsible for approving
- c. Required Action
 - i. Approve: Employee must approve ePAF
 - ii. FYI (For Your Information): Employee receives alert that ePAF has been submitted but requires no action
 - iii. Apply: Automated process that applies fully approved ePAFs into HRIS Database (Banner)
- d. Status
 - i. Pending: Waiting on approval level to complete their step
 - ii. In the Queue: Other responsible approvers attached to this specific ePAF
- e. Date
 - i. Date of submission of ePAF

Routing Queue ▼				
Approval Level	Name	Required Action	Status	Date
Project Director, 15	Christine M Finch, CFINCH4	Approve	Approved	12/07/2022 08:53 AM
Grants Accounting, 17	Katharyn Kelly Schortgen, KHOOPS	Approve	In the Queue	
University Budget, 45	Michelle L Campbell, MHADLOCK	Approve	In the Queue	
HR Offices, 90	Andre G Bravo, ABRAVO2	Approve	In the Queue	
Payroll FYI, 95	Dawn M Moore Bush, DBUSH1	FYI	In the Queue	
Payroll Apply, 99	Dawn M Moore Bush, DBUSH1	Apply	In the Queue	

8) TRANSACTION HISTORY (a) /BUTTON LAYOUT (b-g)

Transaction History		
Action	Date	User Name
Created	12/08/2022	Soyini A Byrd
Submitted	12/08/2022	Soyini A Byrd

Add Comment	Approve	Acknowledge	Disapprove	Return for Correction	Void
More Info					

- a. Transaction history shows Action/Date/User Name
 - i. Who Created/Submitted the ePAF? And when?
- b. Add Comment
 - i. Allows you to add a comment in the comment field
 - ii. Can be used to add to an already entered comment
- c. Approve
 - i. Allows you to approve the requested ePAF in your Approval Queue
 - ii. **Must review to ensure information is correct**
- d. Acknowledge
 - i. In conjunction with FYI, clicking this acknowledges that you have reviewed the ePAF
 - ii. **Must review to ensure information is correct**
- e. Return for Correction
 - i. Allows you to Return the ePAF to be correct, if errors are found
 - ii. Allows you to add comment why ePAF is being returned
- f. Void
 - i. Allows you to void an ePAF and remove from system.
 - ii. Used when unable to overcome errors in a submitted ePAF
- g. More Information
 - i. Used if an approver requests more information from the originator
 - ii. Does not prohibit ePAF from moving through approval queue.

9) CLICK APPROVE TO COMPLETE PROCESS

- a. Once you have completed a review of the submitted ePAF and all the information is correct, Click “Approve” to finish you portion of the transaction.
- b. See Screenshot

Home • Personnel Actions • Approver Summary • EPAF Preview

Approval Level	Name	Required Action	Status	Date
Project Director, 15	Christine M Finch, CFINCH4	Approve	Approved	12/08/2022 11:55 AM
Grants Accounting, 17	Katharyn Kelly Schortgen, KHOOPS	Approve	Approved	12/08/2022 02:41 PM
University Budget, 45	Michelle L Campbell, MHADLOCK	Approve	Pending	
HR Offices, 90	Andre G Bravo, ABRAVO2	Approve	More Information	12/09/2022 10:31 AM
Payroll FYI, 95	Dawn M Moore Bush, DBUSH1	FYI	In the Queue	
Payroll Apply, 99	Dawn M Moore Bush, DBUSH1	Apply	In the Queue	

Comments

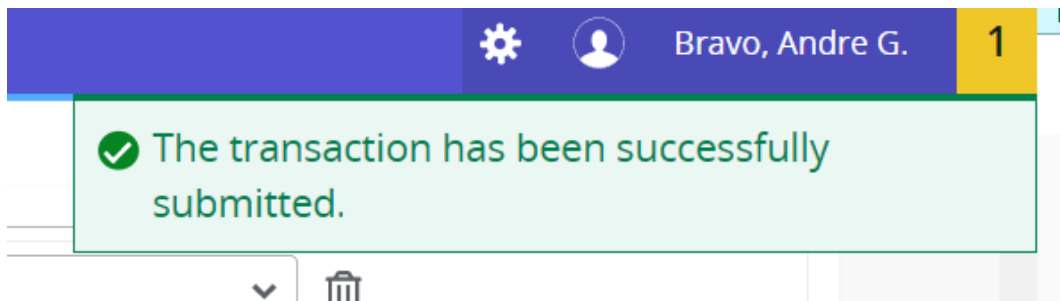
Date	Made By	Comments
12/08/2022 02:40 PM	Katharyn Kelly Schortgen	Wrong program code - approving for testing purposes only more

Transaction History

Action	Date	User Name
Created	12/08/2022	Soyini A Byrd
Submitted	12/08/2022	Soyini A Byrd

Click Approve to complete transaction

10) YOU WILL RECEIVE THIS GREEN BANNER (BELOW) INDICATING YOUR ePAF HAS BEEN APPROVED



Questions and Concerns regarding your ePAF approvals can be directed to HR-PAFS@emich.edu