**EPAF Approver Summary Page**

The EPAF Approver Summary page is available to all approvers to approve the transaction awaiting their approval. This page consists of three tabs:

- **Current** – In the Current tab, you can access EPAF transactions having the following transaction statuses: All, FYI, Pending. The Current tab identifies transactions in which you, the Approver, must take an action on. On this page you can approve the transaction by checking off the box under the column “Action”. To select the other types of action, click on the employee’s name to preview that transaction.

- Select one of the other transactions either Disapprove, Return for correction or More Info.

  - **Approve** – you have agreed with the transaction and it will be sent to the next person in the routing queue.
  - **Disapprove** – you have disagreed with the transaction and it will not go any further.
  - **Return for Correction** – there was an error on the transaction. Such as wrong Effective date or amount. The transaction will be sent back to the Originator to make changes. Please ensure you add a comment so the Originator will know what needs to be changed.
  - **More Info** – will allow you to suspend the transaction until you receive further information about the transaction. You must choose another action once you make a decision on the information provided.
**In My Queue** – The In My Queue tab, you can see the transactions where you, as the Approver, have been identified in the routing queue. It is not yet pending for your action.

**History** – In the History tab, you can access EPAF transactions having the following transaction statuses: All, Acknowledge, Applied, Approve, Voided, Overridden, Disapproved, Return for Correction or Removed from Queue. The History tab identifies transactions were you, the Approver, has already taken an action.
COMPONENTS OF THE APPROVER SUMMARY PAGE

Definitions for the Approver Summary Columns

✓ **Name** – provides the name and title of the employee. You can click on the name to preview the transaction.

✓ **ID** – The employee’s University ID.

✓ **Transaction Number** – the unique identifier for EPAF.

✓ **Type of Change** – provides the description of the category you are applying to the employee.

✓ **Submitted Date** – the date your EPAF transaction was submitted in the routing queue.

✓ **Effective Date (Query Date)** – the date represents the pay cycle in which the transaction will take effective in Banner.

✓ **Required Action** – identifies what action is needed for the transaction. Such as: Approve or FYI.

✓ **Action** – Allows you to select the “Required Action” identified. If you decided not to select the current action, click on the employees name to select a different type of action.

✓ **Message** – Will indicate if there are any comments, warnings or errors associated with the transaction.
  - **Comments** – Select this link to either enter a comment for an EPAF or access existing comments. Existing comments are indicated by two asterisks.
  - **Warnings** – This link is displayed only if warning messages exists for an EPAF. Warning messages will not stop an EPAF from processing.
  - **Errors** – This link is displayed only if errors and/or warning messages exist for an EPAF. Some error messages may prevent an EPAF from processing.