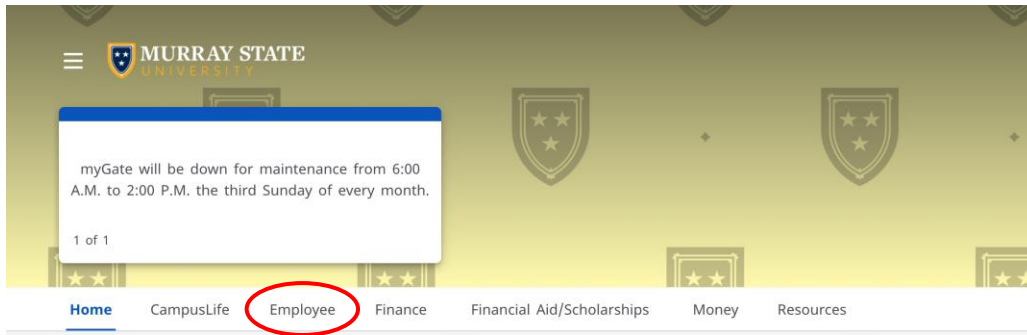


Instructions for Approving EPAFs

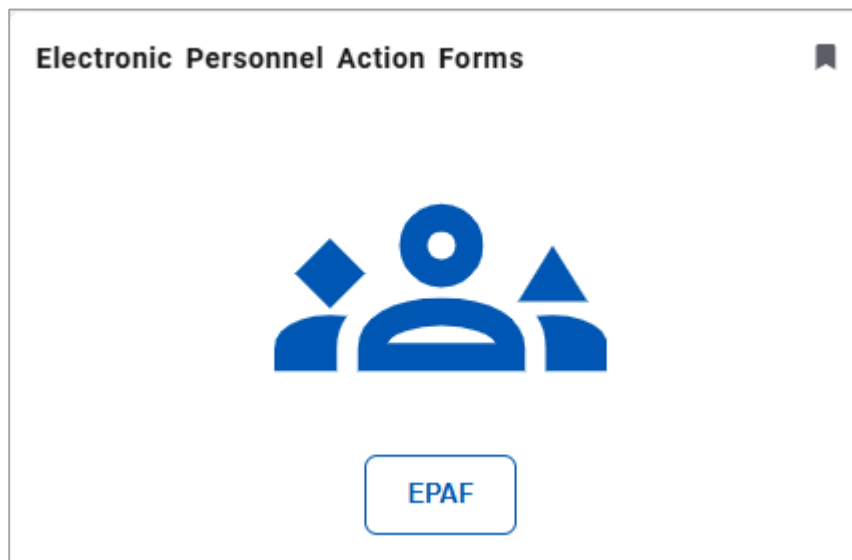
Instructions to Approve EPAFs

The Electronic Personnel Action Form, or EPAF, will take the place of paper Personnel Action Forms. Approvers can view all EPAFs awaiting their approval in the EPAF Approver Summary.

Log into myGate and click on the Employee category.



Click EPAF on the Electronic Personnel Action Forms card.



STEP 1: 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.

- Click on **EPAF Approver Summary** to view Approver Summary.
- Click **Current** to see the EPAFs in the Approval queue.

Approver Summary

CurrentIn My QueueHistory

Select the link under Name to access details of the transaction

Transactions

Queue StatusAll

Name	ID	Transaction	Type of Change	Submitted Date	Effective Date	Required Action	Action	Links
Bell, Tinker 100776 Student Workers, SA0141-0	M00000000	132533	210 Student Job	10/30/2025	03/01/2026	Approve	☐	

- Click on student’s **Name** to view EPAF details.

STEP 2: Verify EPAF Details

New Job Assignment, SA0141-00, 100776 Student Workers	
Job Status	Old Value
Active	Terminated
Jobs Effective Date	Old Value
03/01/2026	02/28/2026
Personnel Date	Old Value
03/01/2026	02/28/2026
Employee Class Code	Old Value
XU, University Students	XU, University Students
Job Change Reason	Old Value
E0001, Student Hire	E0002, End of Student Job
Regular Rate	Old Value
10.00	10
Timesheet COA	
1	
Timesheet Orgn	
W00455	
Shift	
1	
Premium Pay Code	
ST	
Job Begin Date	Old Value
10/24/2025	10/24/2025
Contract Type	Old Value
Secondary	Primary
Job Location	Old Value
MURRAY, Murray	MURRAY, Murray

Double check
Dates, Rate of Pay,
and other details.

- Double check Dates, Home Organization/Timesheet Orgn, Rate of Pay and other details.

EPAF FOAPAL

Double check FOAPAL string.

New								
Effective Date: 03/01/2026								
Percent	COA	Index	Fund	Organization	Account	Program	Activity	
100	1		100001	100776	612001	6020		

- Double check the FOAPAL string.

EPAF Termination Details

Terminate Student Record, SA0141-00, 100776 Student Workers	
Job Status	Terminated
Jobs Effective Date	05/15/2026
Personnel Date	05/15/2026
Job Change Reason	E0002, End of Student Job

Double check the termination dates.

- Double check the termination dates.

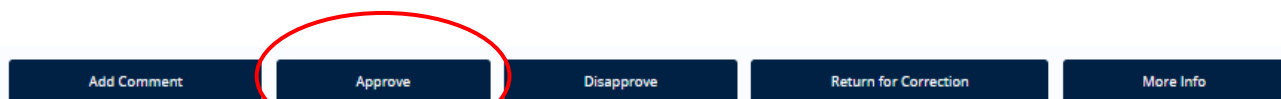
EPAF Routing Queue Details

Routing Queue			
Approval Level	Name	Required Action	Status
Financial Manager, 10	Financial Manager Approver	Approve	Pending
Student Financial Aid, 80	RHENDERSON	Approve	In the Queue
Payroll Apply, 95	CFREDERICK1	Apply	In the Queue

Only Restricted EPAFs require grants approval.

STEP 3: Approve EPAF

- Click “Approve” if EPAF is correct. Click “Return for Correction” if there are errors.



Click “Approve” if the EPAF is correct.

Click “Return for Correction” if the EPAF has error and must be corrected.

*Please note: To act as a Proxy Approver, click **Act As A Proxy** from the EPAF main menu. Then choose who you will be serving as proxy for.*