

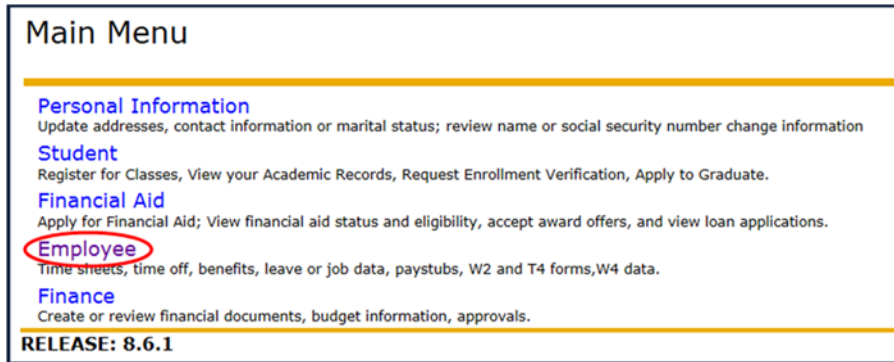
Instructions For Approving EPAFs as a Proxy

Instructions to Approve EPAFs as a Proxy

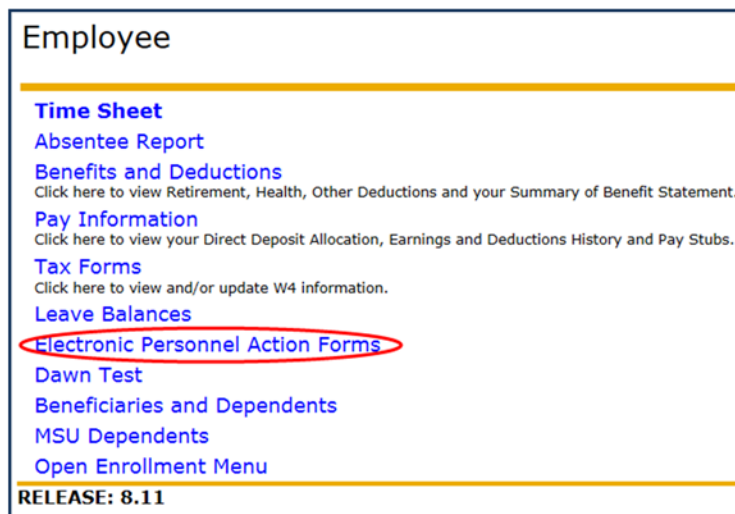
The Electronic Personnel Action Form, or EPAF, will take the place of paper Personnel Action Forms. Approvers can view all EPAFs awaiting their approval in the EPAF Approver Summary.

Log into myGate and click on the Employee Tab. Log on to Self Service Banner.

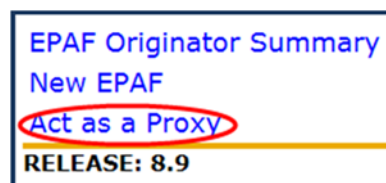
STEP 1: Self Service Banner



- Click on **Employee**.



- Click on **Electronic Personnel Action Forms**.



- Click on **Act as a Proxy**.

Click drop down arrow and select correct approver.

Proxy For: Self ▾

Act as a Superuser:

Submitted From Date: MM/DD/YYYY

Submitted To Date: MM/DD/YYYY

Transactions Per Page: 25 ▾

Go

- Click on drop down arrow and select the approver to which you will act as a Proxy.

STEP 2: Approver Summary

Current **History**

Transaction Status: All Completed **Go**

1 - 1 of 1
[Jump to Bottom](#)

EPAF Transactions

▲ Name ▼	▲ ID ▼	▲ Transaction ▼	▲ Type of Change ▼
Pan, Peter 101077 Student Workers, SA0123-00	M00000000	70	200 Student First Hire

1 - 1 of 1
[Return to Top](#)
 **Comments Exist

- Click on **Student's name** to view EPAF details.

STEP 3: Verify EPAF Details

Student New Hire, SA0025-00 100470 Student Workers

Enter Changes	Current Value	New Value
Employee Status: *		Active
Employee Class Code: *		XU, University Students
Home COAS: *		1
Home Organization: *		100470, Early Childhood and Elementary Ed
Jobs Effective Date: *		05/28/2014
Personnel Date: *		05/28/2014
Job Status: *		Active
Employee Class Code: *		XU, University Students
Job Change Reason: *		E0001
Regular Rate: *		8.00
Timesheet COA: *		1
Timesheet Orgn: *		W00245
Shift: *		1
Contract Type: *		Primary
Job Begin Date: *		05/28/2014

Callouts:
 - Double check Dates, Home Organization, Rate of Pay, and other details.
 - Double check Rate of Pay.

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

EPAF FOAPAL

New
 Effective Date: 09/01/2014

COA Index	Fund	Organization	Account	Program	Activity	Location	Project	Cost	Percent	Encumbrance	Override	End Date
1	100001	100776	611001	6020						100.00		

Callout: Double check FOAPAL string.

- Double check FOAPAL string.

EPAF Termination Details

Terminate EE Job, GE0144-00 100776 GA-Exempt
 ⚠ User does not have access to view current values.

Enter Changes	Current Value	New Value
Jobs Effective Date: *		12/31/2014
Personnel Date: *		12/15/2014
Job Status: *		Terminated
Job Change Reason: *		E0002

Callout: Double check termination dates.

- Double check termination dates.

EPAF Routing Queue Details

Only Restricted EPAFs require grants approval.

Routing Queue				
Approval Level	Name	Required Action	Queue Status	Action Date
Financial Manager, 10	Financial Manager Approver	Approve	Pending	
Grants Approval, 70	Heather Renee Macha, HMACHA	Approve	In the Queue	
Student Financial Aid, 80	Wendy Cain, WCAIN	Approve	In the Queue	
Payroll and Superuser, 90		Apply	In the Queue	

STEP 4: Approve EPAF

Click "Approve" if the EPAF is correct.

Click "Return for Correction" if the EPAF has an error and must be corrected.

Transaction History		
Action	Date	User Name
Created:	Jun 20,2014	Tina Sharp
Submitted:	Jun 20,2014	Tina Sharp

[Add Comment](#)

[Return to Top](#)

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