### **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

Main Menu
Personal Information Update addresses, contact information or marital status; review name or social security number change information
Student Register for Classes, View your Academic Records, Request Enrollment Verification, Apply to Graduate.
Financial Aid Apply for Financial Aid; View financial aid status and eligibility, accept award offers, and view loan applications.
Time streets, time off, benefits, leave or job data, paystubs, W2 and T4 forms,W4 data.
Create or review financial documents, budget information, approvals.
RELEASE: 8.6.1

• Click on **Employee**.

Employee
Time Sheet
Absentee Report
Benefits and Deductions Click here to view Retirement, Health, Other Deductions and your Summary of Benefit Statement
Pay Information Click here to view your Direct Deposit Allocation, Earnings and Deductions History and Pay Stubs.
Tax Forms Click here to view and/or update W4 information.
Leave Balances
Electronic Personnel Action Forms
Dawn Test
Beneficiaries and Dependents
MSU Dependents
Open Enrollment Menu
RELEASE: 8.11

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

EPAF Originator Summary
New EPAF
Act as a Proxy
RELEASE: 8.9

• Click on **Act as a Proxy**.

Click drop down arrow and select correct approver.	
Proxy For:	Self V
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**

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, SA00	25-00 100470 Student Worker	Double check Dates, Home Organization, Rate of Pay, and other details.
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: 🛊	Double check	Active
Employee Class Code: 🛊	Rate of Pay.	XU, University Students
Job Change Reason: 🙀	hate of Fay.	E0001
Regular Rate: 🛊		8.00
Timesheet COA: 🙀	İ.	1
Timesheet Orgn: 🔹		W00245
Shift: 🖕		1
Contract Type: 🖕		Primary
Job Begin Date: 🔒		05/28/2014

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

#### EPAF FOAPAL

					Double check FOAPAL string.
New Effective E COA Index			Account	Progr	am activity Location Project Cost Percent Encumbrance Override End Date
1	100001	100776	611001	6020	100.00

• Double check FOAPAL string.

#### **EPAF Termination Details**

Terminate EE Job, GE0144-00 100776 GA-Exmept					Double check termination dates.
Enter Changes	Current Value	New Value			
Jobs Effective Date: 🙀		12/31/2014			
Personnel Date: 🛊		12/15/2014			
Job Status: 🛊		Terminated			
Job Change Reason: 🙀		E0002			
			·		

• Double check termination dates.

## EPAF Routing Queue Details

		Restricted EPAFs ire grants approva		
Routing Queue Approval Level Financial Manager, 10	<b>Name</b> Financial Manager Approver	Required Action Approve	<b>Queue Status A</b> Pending	ction Date
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.
Action	on History Date Jun 20,2014	User Name Tina Sharp		2	Click "Return for Correction" if the EPAF has an error and must be corrected.
Submitted	: Jun 20,2014	Tina Sharp			
Approve Return to To	Return for Co	orrection Mo	ore Info	Add C	omment

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