

## EPAF FAQ

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### Check status of EPAF

You can track your EPAF status by doing the following steps:

Log onto Pipeline

Go to Employee tab

Resources

Banner Self Service

Electronic Personnel Action Form

Originator Summary

Find your student’s EPAF (if it is not in your current tab, check your history tab)

Click on your students name to open the EPAF

Scroll down to your routing queue and see whose name has "pending" next to it

\*Please note once you submit your EPAF and you see the message that it has been “Successfully submitted” it will go into “Pending” status. After the first approver in routing queue “APPROVES” it then switches to “APPROVED” status. It will stay on this status until it makes its way to HR and we approve it, changing it to “COMPLETE” status.

### Returned EPAFs for errors

Please go back into the EPAF menu

Originator Summary

Click on highlighted name (this will pull EPAF up)

Review EPAF comments

Right below name select "UPDATE"

### Common issues

1. Please update the "Account Number" from 299999 to appropriate.

2. Please add Level 40- Dean or Approving Manager and scroll to the right and make sure he has the "Required Action" Approve.

Save (and add new rows)

Submit

### \*Fixing Routing Queue

Go to Originator Summary

Find your student's EPAF

Double click on highlighted name

When EPAF opens, select UPDATE

Scroll down to Routing queue, go to next box that reads "Not selected" and open the drop down menu

Select Level 40- Approval Dean or Manager (click on magnifying glass and scroll down to appropriate Dean's name, hit select)

Scroll over to the right and make sure her/his "REQUIRED ACTION" is Approve

Select save (and add new rows)

Select Submit

### Fixing Account #

Please go back into the EPAF menu

Originator Summary

Click on employee's highlighted name (this will pull EPAF up)

Right below name select "UPDATE"

Scroll down to the budget line marked "NEW" Please update the "Account Number" from 299999 to appropriate.

Save (and add new rows)

Submit

### \*Submitting an EPAF that has a "waiting" status

Electronic Personnel Action Form

Originator Summary

Find your student's EPAF

Double click on highlighted name

When EPAF opens, select UPDATE

Select Submit (make sure it says it was successfully submitted)

## Voiding an EPAF

Originator Summary

Find your employee's EPAF

Double click on highlighted name

When EPAF opens, select VOID

## Default Routing Queue- General Student/Hourly

Go to Originator Summary

Double Click "Default Routing Queue" at under the transactions you have in your queue

Select an Approval Category.

Click "Go"

Add Level 30 or 40 to Approval Level

Add Dean/Manager User Name

Change Required Actions to "Approve"

Click "Save and Add New Rows"

\*The Routing Queue can be set up appropriately for each Approval Category.