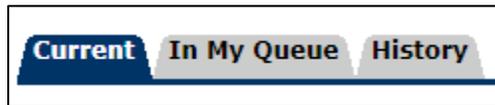


## Approving an ePAF

Approvers receive email notification when an ePAF is in their queue to approve.

- 1) Log into the Stockton portal, click on the Employee tab, then click on the link for Self Service Banner.
- 2) Click on the Employee tab > ePAF Main Menu > ePAF Approver Summary.
- 3) You will land on the “current” tab. All ePAFs that are ready for you to approve will be listed.

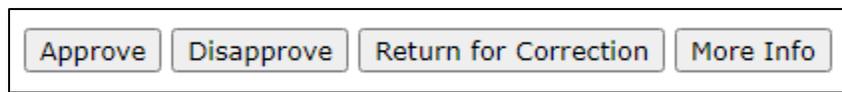


- **Current:** ePAFs awaiting your approval.
  - **In My Queue:** ePAFs that have been submitted that will eventually be in your queue. You cannot take action on them yet.
  - **History:** A list of ePAFs you have already taken action on.
- 4) Review the ePAFs listed in your current tab.
    - Anything in blue is linked. All submitted ePAFs will have a comment from the Originator, indicated by \*\*. Click on a name to open and view the ePAF.

### ePAF Transactions

Name	ID	Transaction	Type of Change	Submitted Date	Effective Date	Required Action	Action	Links
Moss - Thorne, Chandra S. Adjunct-Faculty, 200125-00		11728	Supplemental BW 12 mo Staff / Faculty	Feb 03, 2021	Feb 03, 2020	Approve	<input type="checkbox"/>	**Comments Warnings

- What to look for on the ePAF
    - ✓ Approval Category = the type of ePAF being submitted
    - ✓ Rate of pay per hour if it's a student ePAF
    - ✓ Special rate for supplemental payments = total to be paid for that pay period
    - ✓ Read comments for additional pertinent information
- 5) After reviewing, you make take one of the following actions:



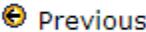
- **Approve:** Used to approve the ePAF transaction.
- **Disapprove:** Used to stop the ePAF from progressing forward.
- **Return for Correction:** Used to return the ePAF to the originator for correction.
- **More Info:** Used when the approver wants to show they accessed the ePAF, but they are waiting to get more information before taking action on the ePAF.

6) **To approve the ePAF**, click Approve and you will receive the message shown below.

 Transaction successfully completed.

Click on *Add Comment* and input “Approved.” Click Save, then proceed to step #7.

**To disapprove or return for correction**, click on the appropriate action and the Transaction Status will update. Click on *Add Comment* to include why the ePAF is being returned or disapproved, and then click Save. Keep in mind that Disapproving stops the ePAF from moving forward and changes cannot be made to it.

**Transaction Status:** Return for Correction  
**Approval Category:** New Hire Federal Work Study Student, WSTDYN  
  
**Add Comment** 

**Enter Comment**

Please change the pay rate to \$13.50 an hour.



- 7) Click on the Next arrow to view the next report in your queue OR click on ePAF Approver Summary to go back to your list; do not use the back arrow on your browser to go back as your list will not refresh.

Next  

[Add Comment](#)

[Approval Types](#) | [Routing Queue](#) | [Transaction History](#)

[EPAF Approver Summary](#)

[Return to EPAF Menu](#)