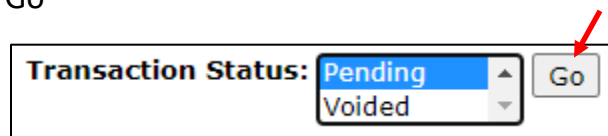


How to Confirm Your ePAF has been Approved

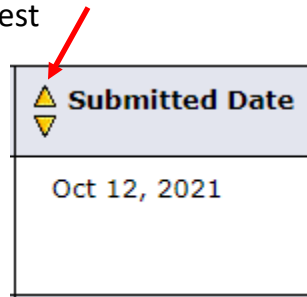
Originators must ensure that their submitted ePAF has been fully approved before a student starts working. Originators are copied on the approval emails that get sent to each approver. ePAFS must be submitted timely; refer to the Payroll calendar to confirm the due date of your ePAF.

- 1) Log into the ePAF Main Menu
- 2) Click on ePAF Originator Summary
- 3) Click on your History tab
- 4) Filter your transactions – select “Pending” from the Transaction Status drop-down and click Go



A screenshot of a web interface showing a filter for Transaction Status. The dropdown menu is open, showing two options: "Pending" (selected) and "Voided". A "Go" button is located to the right of the dropdown. A red arrow points to the "Go" button.

- 5) Click on the arrow shown below on the Submitted Date column to organize the ePAFs from oldest to newest



A screenshot of a table header for the Submitted Date column. The header is labeled "Submitted Date" and has a yellow arrow pointing down, indicating that the column is sorted in descending order. A red arrow points to the arrow icon.

Submitted Date
Oct 12, 2021

- 6) Click on a name to open the ePAF
- 7) Click on the Routing Queue link
- 8) Check to see who the ePAF is currently assigned to – the queue status will be “Pending” for the approver. Reach out to the current approver as a reminder to approve the ePAF. **If your student enters hours in web time entry and is unable to post hours because there is no timesheet, please contact Payroll.**