



*Florida Institute of Technology*  
High Tech with a Human Touch™

# **Electronic Personnel Action Forms (EPAF)**

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## **Approval Instructions**

Last Update: 12-JAN-2009

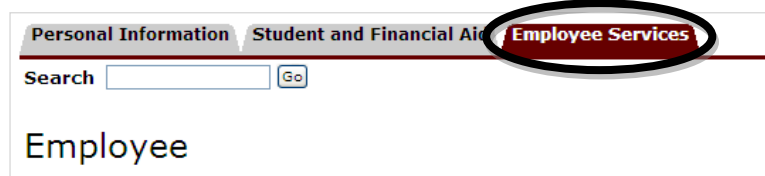
Note: An Approval Level's required action can be either **Approve** or **FYI**.

### **FYI Required Actions**

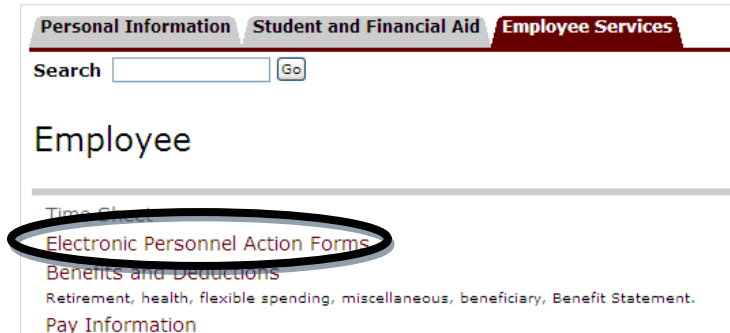
If the required approval action for an EPAF is **FYI**, use the **FYI Procedure / Shortcut to Approve** Instructions on Page 7 to acknowledge the EPAF. FYI approval levels cannot be skipped.

Getting Started (be sure to navigate using the TAB and not the ENTER key)

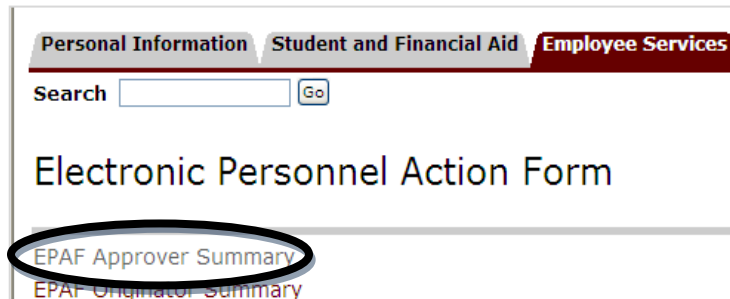
1. Log into PAWS – [www.fit.edu/paws](http://www.fit.edu/paws)
2. Click on the **Employee Services Tab**



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



4. Select **EPAF Approver Summary**



5. Click on an employee's name in the **Name** column

EPAF Approver Summary

**Current** | In My Queue | History

Select the link under Name to access details of the transaction.

Queue Status: **All** | Pending | Go

New EPAF | Update Proxies | Search | Proxy or Superuser or Filter Transactions

Select All | Reset | Save

1 - 3 of 3

**EPAF Transactions**

Name	ID	Transaction	Type of Change	Submitted Date	Effective Date
Dali, Salvador Salaried To Be Classified 002007-	900279955	194	Full Time New Hire	Nov 14, 2007	Nov 14, 2007

6. Verify the data in the **New Value** columns

EPAF Preview

You are acting as an Approver.

**Name and ID:** Salvador Dali, 900279955 | **Job and Suffix:** 002007-00, Salaried To Be Classified  
**Transaction:** 194 | **Query Date:** Nov 14, 2007  
**Transaction Status:** Pending | **Last Paid Date:**  
**Approval Category:** Full Time New Hire, NH-FUL

Next

**Current Value** column contains the current employee HR information. This column may also be blank.

Correction | More Info | Add Comment

Approval Types | Comments | Routing Queue | Transaction History

**Employee Hire - Identification Information**

Enter Changes	Current Value	New Value
ID:	900279955	900279955
Last Name:	Dali	Dali
First Name:	Salvador	Salvador
Middle Name:		

**New Value** column contains the information to be approved.

7. To add a comment (optional)

- Click **Add Comment**.

EPAF Preview

You are acting as an Approver.

**Name and ID:** Salvador Dali, 900279955 | **Job and Suffix:** 002007-00, Salaried To Be Classified  
**Transaction:** 194 | **Query Date:** Nov 14, 2007  
**Transaction Status:** Pending | **Last Paid Date:**  
**Approval Category:** Full Time New Hire, NH-FUL

Next

Approve | Disapprove | Return for Correction | More Info | **Add Comment**

Approval Types | Comments | Routing Queue | Transaction History

8. To approve the EPAF

- Click the **Approve** button

The screenshot shows the 'EPAF Preview' page. At the top, there is a checked box indicating 'You are acting as an Approver.' Below this, a table of details is displayed:

<b>Name and ID:</b>	Salvador Dali, 900279955	<b>Job and Suffix:</b>	002007-00, Salaried To Be Classified
<b>Transaction:</b>	194	<b>Query Date:</b>	Nov 14, 2007
<b>Transaction Status:</b>	Pending	<b>Last Paid Date:</b>	
<b>Approval Category:</b>	Full Time New Hire, NH-FUL		

Below the table, there is a 'Next' button with a right arrow. Underneath, a row of buttons is shown: 'Approve', 'Disapprove', 'Return for Correction', 'More Info', and 'Add Comment'. The 'Approve' button is circled in black. At the bottom right, there are links for 'Approval Types', 'Comments', 'Routing Queue', and 'Transaction History'.

**NOTE: An EPAF has to be returned to the originator if a correction has to be made. When the EPAF is corrected and re-submitted by the originator, the approval queue restarts.**

To return the EPAF for correction

- Click **Add Comment**

This screenshot is identical to the previous one, showing the 'EPAF Preview' page. In this instance, the 'Add Comment' button is circled in black, indicating the next step in the process.

- Enter the correction(s) to be made in the Comment box. Click the **Save** button.

The screenshot shows the 'Comments' page. At the top, there is a text input field with a speech bubble icon and the placeholder text 'Enter a comment.'. Below this, the same table of details from the previous screenshot is shown:

<b>Name and ID:</b>	Salvador Dali, 900279955
<b>Transaction:</b>	194
<b>Job and Suffix:</b>	002007-00, Salaried To Be Classified
<b>Approval Category:</b>	Full Time New Hire, NH-FUL

Below the table, there is a label 'Enter Comment' above a large text area for entering the comment. At the bottom left of the page, the 'Save' button is circled in black.

- Click the **Return for Correction** button.

EPAF Preview

You are acting as an Approver.

<b>Name and ID:</b>	Salvador Dali, 900279955	<b>Job and Suffix:</b>	002007-00, Salaried To Be Classified
<b>Transaction:</b>	194	<b>Query Date:</b>	Nov 14, 2007
<b>Transaction Status:</b>	Pending	<b>Last Paid Date:</b>	
<b>Approval Category:</b>	Full Time New Hire, NH-FUL		

Next

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

To disapprove the EPAF

- Click the **Disapprove** button. This option should only be used if the EPAF is not to be corrected.

EPAF Preview

You are acting as an Approver.

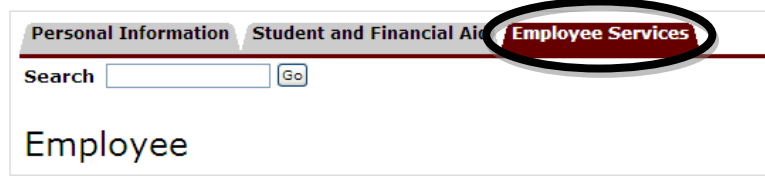
<b>Name and ID:</b>	Salvador Dali, 900279955	<b>Job and Suffix:</b>	002007-00, Salaried To Be Classified
<b>Transaction:</b>	194	<b>Query Date:</b>	Nov 14, 2007
<b>Transaction Status:</b>	Pending	<b>Last Paid Date:</b>	
<b>Approval Category:</b>	Full Time New Hire, NH-FUL		

Next

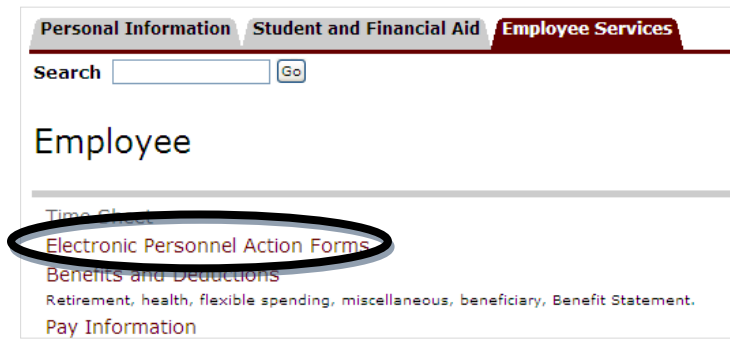
[Approval Types](#) | [Comments](#) | [Routing Queue](#) | [Transaction History](#)

**FYI Procedure / Shortcut to Approve**

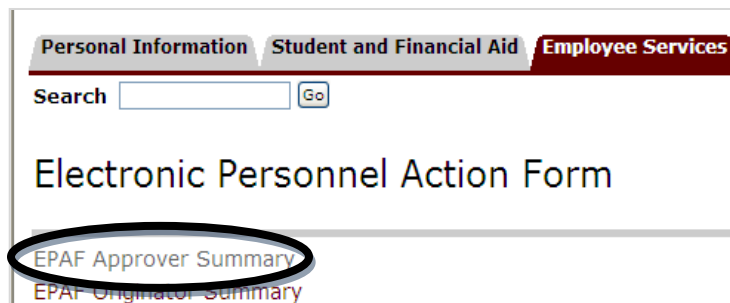
1. Click on the **Employee Services Tab**.



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



3. Select **EPAF Approver Summary**.



4. Select the box in the **Action** column for the employees whose EPAFs you wish to FYI or Approve.  
Optional - Click on the employee's name to see details of the EPAF before performing the required action (see page 4).

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**EPAF Transactions**

Name	ID	Transaction	Type of Change	Submitted Date	Effective Date	Required Action	Action
Dali, Salvador Salaried	900279955	194	Full Time New Hire	Nov 14, 2007	Nov 14, 2007	Approve	<input checked="" type="checkbox"/>

To select all of the EPAFs, click the **Select All** button.

The screenshot shows the 'EPAF Transactions' interface. At the top, there are tabs for 'Current', 'In My Queue', and 'History'. Below the tabs, there is an information icon and a message: 'Select the link under Name to access details of the transaction.' Below this, there is a 'Queue Status' section with a dropdown menu set to 'All' and a 'Go' button. Below the 'Queue Status' section, there are buttons for 'Select All', 'Reset', and 'Save'. The 'Select All' button is circled in black. Below the buttons, there is a link for 'New EPAF | Update Proxies | Search | Proxy or Superuser or Filter Transactions'. Below the link, there is a table with the following columns: Name, ID, Transaction, Type of Change, Submitted Date, Effective Date, Required Action, and Action. The table contains two rows of data. The first row is for 'Dali, Salvador Salaried To Be Classified, 002007-00' with ID 900279955, Transaction 194, Type of Change 'Full Time New Hire', Submitted Date 'Nov 14, 2007', Effective Date 'Nov 14, 2007', and Required Action 'Approve'. The second row is for 'Mermaid, Little A. Hourly To Be Classified, 002005-00' with ID 900279885, Transaction 196, Type of Change 'Full Time Rehire', Submitted Date 'Nov 14, 2007', Effective Date 'Nov 14, 2007', and Required Action 'Approve'. The 'Action' column for both rows contains a checked checkbox, which is circled in black.

Name	ID	Transaction	Type of Change	Submitted Date	Effective Date	Required Action	Action
Dali, Salvador Salaried To Be Classified, 002007-00	900279955	194	Full Time New Hire	Nov 14, 2007	Nov 14, 2007	Approve	<input checked="" type="checkbox"/>
Mermaid, Little A. Hourly To Be Classified, 002005-00	900279885	196	Full Time Rehire	Nov 14, 2007	Nov 14, 2007	Approve	<input checked="" type="checkbox"/>

5. Click **Save** to FYI or Approve the selected EPAFs.

The screenshot shows the 'EPAF Transactions' interface. At the top, there are tabs for 'Current', 'In My Queue', and 'History'. Below the tabs, there is an information icon and a message: 'Select the link under Name to access details of the transaction.' Below this, there is a 'Queue Status' section with a dropdown menu set to 'All' and a 'Go' button. Below the 'Queue Status' section, there are buttons for 'Select All', 'Reset', and 'Save'. The 'Save' button is circled in black. Below the buttons, there is a link for 'New EPAF | Update Proxies | Search | Proxy or Superuser or Filter Transactions'. Below the link, there is a table with the following columns: Name, ID, Transaction, Type of Change, Submitted Date, Effective Date, Required Action, and Action. The table contains one row of data. The first row is for 'Dali, Salvador Salaried' with ID 900279955, Transaction 194, Type of Change 'Full Time New Hire', Submitted Date 'Nov 14, 2007', Effective Date 'Nov 14, 2007', and Required Action 'Approve'. The 'Action' column for this row contains a checked checkbox.

Name	ID	Transaction	Type of Change	Submitted Date	Effective Date	Required Action	Action
Dali, Salvador Salaried	900279955	194	Full Time New Hire	Nov 14, 2007	Nov 14, 2007	Approve	<input checked="" type="checkbox"/>