

## QUICK REFERENCE GUIDE

# EPAF FOR APPROVERS

For more detailed, step by step instruction see the [EPAF Tutorial](#)

## *How do I get to EPAF?*

- Go to the MSU home page >MYINFO>Enter Secure Area>login>Employee Services>Electronic Personnel Action Form> EPAF Approver Summary

## *What are the tabs?*

- The “Current” tab shows the EPAFs waiting for you to approve
- The “In My Queue” tab shows EPAFs that are waiting for a lower level approver to approve
- The “History” tab show EPAFs that have been approved by you.

## *How do I see the EPAF detail?*

- Clicking on a highlighted name will take you to the EPAF detail.

## *How do I approve an EPAF?*

- There are two ways to approve an EPAF.
  - On the summary page click the box in the action column and then click the “save” button.
  - View the EPAF detail and click the “Approve” button.

## *What do the other buttons do?*

- “Disapprove” will not allow the EPAF to go further
- “Return for Correction” returns the EPAF to the originator for correction. The EPAF will need to be approved again after the correction has been made (please enter a comment)
- “More Info” Returns the EPAF to the originator but the EPAF does not need to be re-approved. (be sure to add a comment)

## *How do I make a comment?*

- Select the “Add a Comment” link
- Enter your comment and click save
- Each comment will be date/time stamped and include your user name.

## **DATES**

**EFFECTIVE DATE:** This 'drives' the job record in BANNER. The effective date is the date the job record is recognized by Banner and the additions or changes begin. For tax purposes non work-study students become active the first day of the pay period and terminate the last day of the pay period.

Example: Student begins 8-15-07. Effective date entered as 08/01/2007 for active record (beginning of monthly pay period) and 05/31/2007 for terminated record.

**BEGIN DATE:** For new hires and employees being assigned that job # for the first time, this is the same as the effective date. Once assigned to that employee the begin date doesn't change.

Example: Student is assigned job number 4S6635 -S1 effective 08/01/2005 and terminates 05/31/2006. The student is hired into the department AY2007. You would use the same job number, but the begin date does not change. The effective date changes to reflect the new record.