EPAF Quick Guide: Approving EPAFs

1. Log into **MyISU** and find the **EPAF Resources** card, click on **EPAF Dashboard**, click on the **EPAF Approver Summary**. All EPAFs that you need to currently act upon are displayed in the Current tab. The queue status will be Pending, FYI or More Information.

2. Choose the name you want to approve and click on the **employee's name**. (Do NOT click on the link under Action)

3. Carefully review the EPAF for accuracy. Check the Dates, Rate, Title, Timesheet Orgn, and Index.

4. After reviewing the EPAF chose an action from the bottom of the screen:
Add Comment, Approve, **Acknowldege** (FYI), **Disapprove**, **Return for Correction**, **Void**, **More Info**.

5a. If everything looks correct on the EPAF, click **Approve** or **Acknowlege** (FYI)

5b. If there is an issue with the EPAF click **Add Comment**, enter an explanation about the issues or needed corrections, please send email the originator to let them know the EPAF needs their attention, then click **Disapprove, Return for Correction, Void,** or **More Info**.

6a. You are done. The EPAF will now route to the next approver in the queue.

6b. If **Disapprove** or **Void** is selected, the EPAF is dead and the orginator will need to create a new EPAF if needed. If **Return for Corection** is selected, the EPAF is retuned to the originator, they will need to address the commments before resubmitting the EPAF (the EPAF will go through the entire routing queue again). If **More Info** is selected, the EPAF will remain in your queue waiting for your approval when ready.

Please Note: Comments are essential, and part of the permanent legal record for the employee and position. Comments must relate to business purposes of ISU, keep all comments job related and percise.