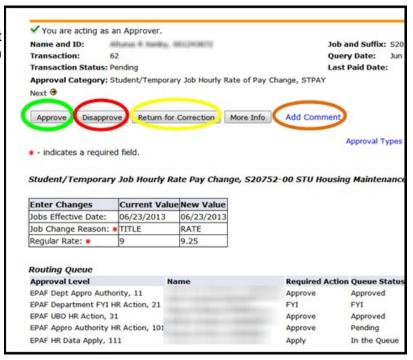# EPAF Quick Guide: Approving EPAFs

1. Log into **BengalWeb** and click on **Employees** (left), then **EPAFs**.

2. Note actions awaiting your approval in the **Personnel Action Notices** box. Choose the name you want to approve and click on the **name**. (Do NOT click on the link under Action.)

3. Carefully review the EPAF for accuracy. If you find errors, return the EPAF to the Originator to make corrections. *(This is required. Anyone can start an EPAF. Your careful review is critical to prevent fraud and errors.)* Please pay special attention to the dates and title, since most errors occur here.

4. **Approve** the EPAF, **Disapprove** the EPAF, or **Return** it for Correction.
   - **Approve:** Click the **Approve** button
   - **Disapprove** or **Return for Correction:** First, click on **Add Comment.** Enter your explanation for disapproving or returning, along with your name in the **Comments** section that opens. When you are done entering comments, click on the **Disapprove** or **Return for Correction** button.

Note: Comments are essential. Enter any information that might clarify or provide documentation n the Comments section before you submit your action.
- Comments become a permanent part of the legal record.
- Comments must relate to business purposes of ISU.
- Include your name, the date, and your phone number, in case someone else has further questions.
- Keep all comments job related and precise. Banner is a legal record and can be used in litigation.

5. You are done. The EPAF will now route to the next approver in the queue, shown at the bottom of the screen.