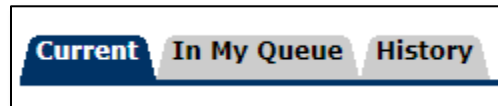


## Approving an ePAF

Approvers receive email notification when an ePAF is in their queue to approve.

- 1) Log into the Stockton portal, click on the Employee tab, then click on the link for Self Service Banner.
- 2) Click on the Employee tab > ePAF Main Menu > ePAF Approver Summary.
- 3) You will land on the "current" tab. All ePAFs that are ready for you to approve will be listed.



**Current:** ePAFs awaiting your approval.

**In My Queue:** ePAFs that have been submitted that will eventually be in your queue. You cannot take action on them yet.

**History:** A list of ePAFs you have already taken action on.

- 4) Review the ePAFs listed in your current tab.

Anything in blue is linked. All submitted ePAFs will have a comment from the Originator, indicated by \*\*. Click on a name to open and view the ePAF.

EPAF Transactions									
Name	ID	Transaction	Type of Change	Submitted Date	Effective Date	Required Action	Action	Links	
Moss - Thorne, Chandra S.		11728	Supplemental BW 12 mo Staff / Faculty	Feb 03, 2021	Feb 03, 2020	Approve	<input type="checkbox"/>	**Comments	

What to look for on the ePAF

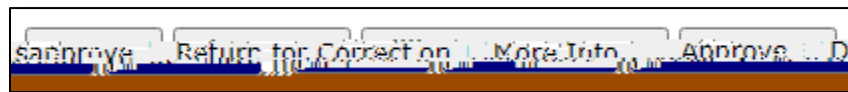
Approval Category = the type of ePAF being submitted

Rate of pay per hour if it's a student ePAF

Special rate for supplemental payments = total to be paid for that pay period

Read comments for additional pertinent information

- 5) After reviewing, you make take one of the following actions:




**Approve:** Used to approve the ePAF transaction.

**Disapprove:** Used to stop the ePAF from progressing forward.

**Return for Correction:** Used to return the ePAF to the originator for correction.

- 7) Click on the Next arrow to view the next report in your queue OR click on ePAF Approver Summary to go back to your list; do not use the back arrow on your browser to go back as your list will not refresh.

Next  ←

[Add Comment](#)

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

[EPAF Approver Summary](#)

[Return to EPAF Menu](#)