EPAF

(Electronic Personnel Action Form)

Approver's Guide

Student Employees

SOUTH DAKOTA

M

SCHOOL OF MINES
& TECHNOLOGY

Last Updated: October 30, 2015

TABLE OF CONTENTS

EPAF Approver's Guide

You will receive a generated email from SDSMT-EPAF_Admin@sdbor.edu, alerting you that a Pending EPAF is waiting for your approval/acknowledgement.

1. Use the provided link and log into SNAP.
2. Go to the HR tab to find the "Personnel Action Notices" channel in the middle of the page. A list of student employees waiting for approval will be found here.
3. Click on the student's name and you will be taken to the EPAF.

4. You can scroll down to see the information submitted.

5. After reviewing the data, then click one of the buttons provided: You can use the buttons at the top or bottom of the page.

    A. Approve – indicates your approval with the EPAF and sends it to the next level.
    B. Disapprove – indicates your disapproval with the EPAF and stops any further processing. If you disapprove, make sure to add an explanation to the "Add Comment" section.
    C. Return for Corrections – if you disagree with any data, this button will return the EPAF to the originator for them to correct. When you return an EPAF for correction, **you need to make sure you add an explanation to the "Add Comment" section so the originator knows what should be corrected**.
        - Note: Once the corrections are made, the EPAF will be resubmitted and the approval   process will start from the beginning. If you receive an EPAF more than once, this means it was Returned for Corrections. Make sure to read all notes in the Comments section for an explanation. Since changes have been made, you are required to approve again.

    D. More Info – Don't use.

    E. Add Comment – use when adding additional comments or sending the EPAF back for corrections. You will hit the save button after entering the comments and be taken back to the screen above. Then you will have to click either Approve, Disapprove, or Return for Correction.
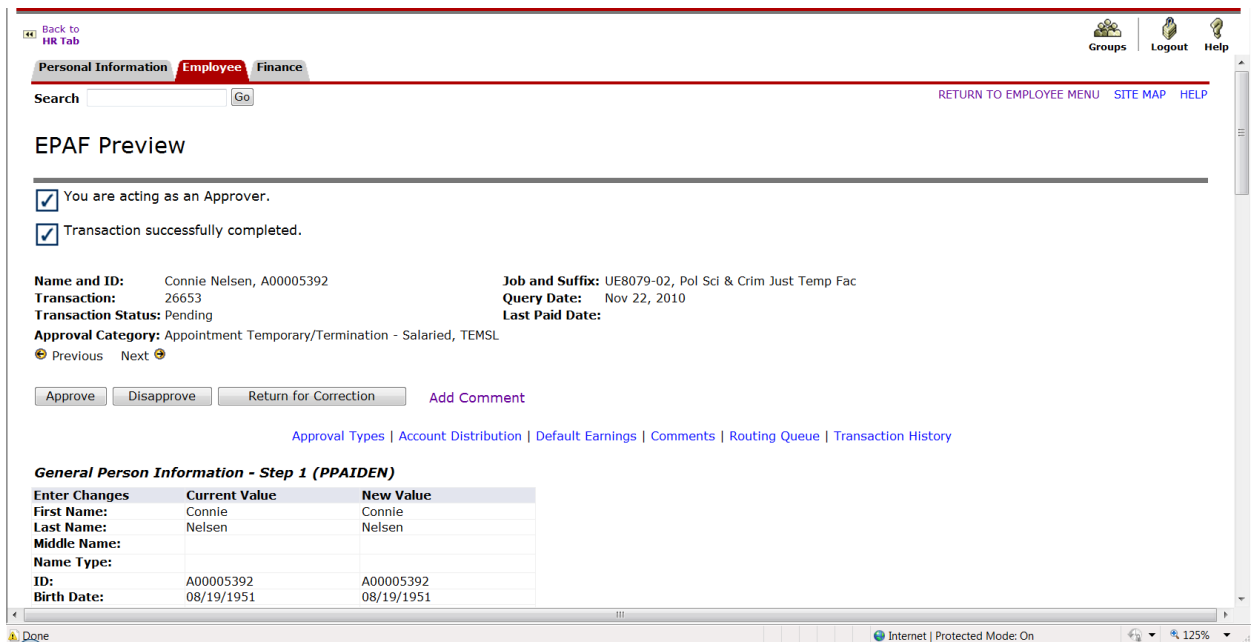
6. When you have clicked on the action you want, you will receive the statement "Transaction successfully completed" at the top.

7. -You are able to access any EPAF that you have created or been assigned to as an approver at any time. On the EPAF Approver Summary page, you can see the following tabs:
   a) Current- EPAF's that are awaiting your approval/acknowledgement.
   b) In My Queue- EPAF's which have been submitted and are in route to you (another approver must approve first).
   c) History- Shows you all EPAF's that you have approved/acknowledged.

Status of an EPAF

If you want to know the status of a specific student's EPAF:

1. While on the EPAF Approver Summary page, click on the search button.

2. You can search by name, A# or Transaction #. Click Go and all EPAF's connected to the given information will be listed.

3. Click on the student's name.

4. Scroll to the Routing Queue section, at bottom of the EPAF, to see where the EPAF is currently pending approval.

Setting up a Proxy

Note: A proxy may be set up to approve EPAF's on your behalf if you are unable to approve yourself. It is important to set up a proxy to minimize any delays in the approval process. Emails will "**NOT**" be sent to your proxy notifying them of pending EPAF's so you will need to inform them of the time period they are to proxy for you.

1. From your EPAF Approver Summary screen click on Update Proxies.

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
Return to EPAF Menu

[Select All] [Reset] [Save]

1 - 25 of 35   Next ➡

2. Select your approval level from the drop down box (most will only have one choice) and hit go.

EPAF Proxy Records

Approval Level: Budget, BUDGET ▾   [Go]

Name	Remove	Add
Not Selected ▾	☐	

[Save]

EPAF Approver Summary
Return to EPAF Menu

RELEASE: 8.0

3. Select a name from the drop down box and check the add box then save. This person will now be able to approve EPAF's on your behalf in your absence.

EPAF Proxy Records

Approval Level: Budget, BUDGET ▾   [Go]

Name	Remove	Add
Piegza, Michael E. (MEPIEGZA)	☐	
Not Selected ▾		☐

[Save]