

INSTRUCTIONS

FOR

**VIEWING A RETURNED
EPAF**

EPAFS

How to View a Returned EPAF in Banner

- 1.) Log onto the Electronic Approvals Summary Form by typing “NOAAPSM” in the “Go To...” box and hit “Enter.” **OR**
You can also access the Electronic Approvals Summary Form by clicking on the “Human Resources [*HRS]” link from the menu shown below.
Click on the “Electronic Approvals [HRSELECAPPR]” link.
Click on the Electronic Approval Summary link [NOAAPSM]
- 2.) If you have any EPAFs in the Queue for approval, you will receive a pop-up message that tells you how many you have. Hit “Yes.” If you are a “Proxy” for someone, you will not receive a notification. You will only receive these notifications if you exit completely out of Banner and log back in.
- 3.) The next message will ask you if you wish to be notified of “New Transactions.” Hit “Yes.”
- 4.) This is the form where all of your EPAFs are listed.
- 5.) You will need to select the “Transaction Status.” The Transaction Status will be “Return/Correction.”
- 6.) You will need to select the “Queue Status.” The Queue Status will be “Return/Correction” or “None (Originator)” Control + Page Down to see the information.
- 7.) Listed below are the EPAFs that are waiting to have corrections made.
- 8.) Click on the 901 number of the EPAF you want to correct.
- 9.) Go to “Options” and click on “PAF Detail Information [NOAEPAF]” to view and change the information in the EPAF.
- 10.) Click on the “Information and Comments” tab on the middle right side of the screen. Look at the comments to know what information needs to be changed.
- 11.) Click on the transaction tab on the far left of the screen.
- 12.) If the information you need to change is not shown on the first section of the EPAF, go to “Options” then “Next Action” to find the location of the information that needs to be edited.
- 13.) Once you have made your changes, hit “Save.”
- 14.) Go to “Options” and select “Submit Transaction.”
- 15.) It will now go back to the Approver for approval.
- 16.) Hit the “X” to the far right of the menu screen to exit.