

EPAF Glossary

Approval Category – Approval categories represent the purpose of the personnel action – the reason the personnel action is being created. Approval categories are commonly performed functions at an institution such as the transfer of an employee or the reclassification of a job.

Approval Type – Approval types are defined to be the most basic type of action and specific to the processing of a personnel action. They are actions such as establishing or terminating a job.

Roles

Originator – a creator or one who initiates an electronic personnel action.

Proxy – Proxies are individuals authorized to take approval action in the absence of the approver.

Approver – People who can process EPAFs to approve, acknowledge, return EPAFs to originators for corrections and apply EPAFs to the database.

Superuser – A superuser has the ability to approve any transaction at any time during the approval process and bypass the people in the approval queue that have not yet taken action on the transaction.

Transaction status – refers to the status of the EPAF. Different transaction status are listed below.

Waiting – the EPAF is being created and not been submitted to the approval queue. Waiting EPAFs can be deleted by selecting **Delete PAF** from the Options menu.

Pending – the transaction requires action by the approvers.

Return for Correction – This status allows you to return the transaction to the originator for correction when an error is detected prior to final approval. The PAF can be updated and again submitted to the approval queue. All approvers must re-approve the transaction.

Approved – The status reflects that all levels of approvers have acted on the transaction; however, the applier has not.

Complete – The transaction status after it has been applied to the database.

Disapproved – The transaction has been disapproved by a person in the approval queue. No action can be taken.

Void – Only the originator or a superuser can void transaction. An EPAF may be voided at any time during the approval process.

Queue Status – refers to the status of the EPAF with regard to the individual defined in the approval queue. For example, you may have an EPAF with a queue status of *In the Queue*. This implies that you are *in the Queue* with regard to this particular EPAF and you will be required to act on the EPAF after another approver has taken action. Below is a list of queue status with definitions.

Pending – indicates the approver needs to take positive action on the item.

Approved – indicates that the approver has approved the transaction.

Disapproved – indicates that an approver has disapproved the transaction.

Void – the transaction has been voided.

Person – an entity defined within Banner HR with an MUID number.

Employee – a person defined within Banner HR with an employee class, benefit category, leave category, home and check department on PEAEMPL.