

INSTRUCTIONS

FOR

APPROVING

EPAFS

How to Approve an 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.

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 “Pending.”
- 6.) You will need to select the “Queue Status.” The Queue Status will be “Pending.” Control + Page Down to see the information.
- 7.) Listed below are the EPAFs that are waiting to be approved.
- 8.) Click on the 901 number of the EPAF you want to approve.
- 9.) Go to “Options” and click on “PAF Detail Information [NOAEPAF]” to view and verify the information in the EPAF.
- 10.) If you were not the originator, or you just want to check the information you entered, go through the EPAF by going to “Options,” and “Next Action.”
- 11.) If any of the information is incorrect, you will need to send it back for a return for correction.
- 12.) If the information is correct, it is ready for approval.
- 13.) There are two ways an EPAF can be approved.
 - a. While the EPAF form is still open, you can click on the “Transaction” tab and go to the bottom left of the screen to the “Approver Actions” drop down. You will select “Approve” and “Save.”
 - b. The other way to Approve is to click on the “X” on the menu bar to exit that screen and go back to NOAAPSM form.
 - You will click on the 901 number you are going to approve, and then go to the right side of the screen where the “Approver Action” drop-down box is.
 - Hit the drop-down box, and select “Approve”
 - Hit the “Save” button.
- 14.) Hit the “X” to the far right of the menu screen to exit.