INSTRUCTIONS

FOR

RETURN FOR CORRECTION

EPAFS

How to Return an EPAF for Correction

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 HR 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. This is the EPAF form.
- 10.) If the information on the EPAF is incorrect, and you want to return it for correction, click on the "Other Information and Comments" tab. In the bottom white comment space, enter the name of the field that needs to be changed and the correct information. Example: Annual Salary should be 2500. Click "Save."
- 11.) Now click on the Transaction tab on the middle left of the screen, and then click the "Approver Action" drop down on the bottom left corner of the "NOAEPAF" form.
- 12.) Select "Return/Correction."
- 13.)Hit "Save."
- 14.) Hit the "X" to the far right of the menu screen to exit.