

EPAF Guide: Reviewing and Approving a New Labor Distribution EPAF

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Snow Rutkowske (srutkowske@iit.edu)

Step 1: When an EPAF requires your approval, you will receive an email notification indicating that an EPAF is pending your review and approval and contains a **link** that will take you directly to the EPAF Approver Summary page if you are already logged into MyIIT Portal. If not, the login screen will popup for you to enter in your username and password.

Electronic Payroll Authorization Approval Required

NOREPLY_EPAF@iit.edu

to me, bozzetti, parpart ▾

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OF TECHNOLOGY



Approval Required

This email has been automatically generated to notify you that an Electronic Payroll Authorization Form requires your review and approval in Banner Self Service

[Please login to approve or decline this payroll action.](#)

If you have any questions about this notification, please contact Human Resources directly at hr@iit.edu or the Payroll Office at payroll@iit.edu.

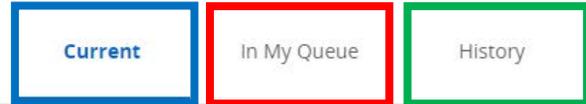
Sincerely,

Human Resources

Step 2: Once you are in the **Approver Summary** homepage, you will see three high level tabs:

- **Current** – this tab contains the EPAF(s) that is pending your review and action (approve, comment, return, etc.)
- **In MY Queue** – this tab contains the EPAF(s) that is heading your way for review/approval but hasn't made it to you yet, meaning there are others who need to review and approve ahead of you.
- **History** – this tab contains all the EPAFs you have already approved, but may or may not have gone through all the approval steps and have been applied by Payroll in Banner.

Approver Summary



i Select the link under Name to access details of the transaction

Transactions

Queue Status

Name	ID	Transaction	Type of Change	Submitted Date	Effective Date	Required Action	Action	Links
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Step 3: Under the **Current** tab, you will see the list of EPAF for the specific individuals and associated action – Approve – that you need to take. You then need to click into each individual EPAF to review the updated FOAP, distribution changes, and specific details including dollar amount per pay period, start date, duration of the change, etc.

[Home](#) • [Personnel Actions](#) • [Approver Summary](#)

Approver Summary

Current In My Queue History

i Select the link under Name to access details of the transaction

Transactions Queue Status: All ▾

	Name	ID	Transaction	Type of Change	Submitted Date	Effective Date	Required Action	Action	Links
	Bozzetti, Benito L. Technical Business Analyst, 101710-00	A20009273	23672	Labor Distribution Change - Non-Grant	03/09/2021	03/09/2021	Approve	<input type="checkbox"/>	
	Robinson, Maurice Senior Accountant, 101021-00	A20005281	23742	Labor Distribution Change - Grant (3-fund)	03/11/2021	03/11/2021	Approve	<input type="checkbox"/>	
	Robinson, Maurice Senior Accountant, 101021-00	A20005281	23664	Labor Distribution Change - Non-Grant	03/09/2021	03/09/2021	Approve	<input type="checkbox"/>	
	Sheppard, Nicole HR Department Coordinator, 137522-00	A20472645	23560	Labor Distribution Change - Non-Grant	03/02/2021	02/21/2021	Approve	<input type="checkbox"/>	

Step 4: Once you are in a specific EPAF, please review **ALL** information carefully and ensure that they are correct before approving any EPAF in your queue. At the bottom of the page, you will have the option to **Add Comments** then **Approve**, **Disapprove (reject)**, or **Return for Correction** back to the EPAF originator if a mistake needs to be corrected.

Once you Approve an EPAF, it will then be work flowed in Banner SSB to the next Approver/function in the queue. You will then be able to see this EPAF in your **Approver Summary History** tab.

Details												
Name and ID Benito L Bozzetti, A20009273			Transaction 23672			Transaction Status Pending			Approval Category Labor Distribution Change - Non-Grant, ELABOR			
Job and Suffix 101710-00, Technical Business Analyst			Query Date 03/09/2021			Last Paid Date 02/06/2021						
Create or change FOAPAL, 101710-00 Technical Business Analyst, Last Paid Date: 02/06/2021												
Current Effective Date: 08/11/2019												
Percent	COA	Index	Fund	Organization	Account	Program	Activity	Location	Project	Cost	Encumbrance Override End Date	
100	1		100000	2061	6215	3100						
New Effective Date: 03/09/2021												
Percent	COA	Index	Fund	Organization	Account	Program	Activity	Location	Project	Cost	Encumbrance Override End Date	
100	1		100000	2062	6215	3100						
Routing Queue												
Approval Level			Name				Required Action		Status		Date	
1st Level Approvers, 30			Benito L Bozzetti, BOZZETTI				Approve		Approved		03/09/2021 10:52 PM	
Budget Office, 40			Snow Rutkowske, SRUTKOWSKE				Approve		Pending			
Human Resources, 90			Amit S. Thomas, ATHOMAS18				FVI		In the Queue			
Payroll, 99			Nadine Scott, SCOTTN				Apply		In the Queue			
Transaction History												
Action			Date			User Name						
Created			03/09/2021			Benito L Bozzetti						
<div style="display: flex; justify-content: space-between; margin-top: 10px;"> Add Comment Approve Disapprove Return for Correction More Info </div>												

You can also access the EPAF Approver Summary directly via MyIIT Portal.

Step 1: First, log into **MyIIT Portal** and from the **Work** page, click on the **Employee Dashboard** icon.

Step 2: On the new page and half way down under **My Activities**, you should see **Electronic Personnel Action Forms (EPAF)**, click on it. If you do not see this option and needs to start a new EPAF, please contact **Snow Rutkowske** (srutkowske@iit.edu) to gain access.

The image shows a screenshot of the MyIIT Portal interface. The top navigation bar includes a hamburger menu, the text "MyIIT Portal", a user profile picture, and the name "Rutkowske, Snow". A sidebar on the left contains navigation links: Work, Welcome, Academics, Student Life, Library, Athletics, and Banner Finance. The "Work" link is highlighted with a pink box. The main content area is divided into several sections: "Employee Dashboard" (with a pink box around the "Employee Dashboard" icon and a yellow circle with the number "1"), "Time Reporting" (with a "Submit Timesheet" button), "Time Approval" (with "Approve Timesheet", "Update Approval Proxies", and "Timesheet Reports" buttons), and "Community Support" (with a "CONCERNED ABOUT AN IIT STUDENT, FACULTY OR STAFF MEMBER?" heading and a description of the support team). Below these sections is a "Pay Information" section with links for "Latest Pay Stub", "Benefits", "Taxes", and "Job Summary". A large red-bordered box highlights the "EPAF Approver Summary" section, which contains the text: "All EPAFs that you need to currently act upon are displayed in the Current tab. The queue status will be Pending, FYI, or More Information." To the right of this box is the "EPAF Originator Summary" section, which contains the text: "Displays only those EPAF transactions that you have originated." Below these are the "New EPAF" section (with the text "Allows you to create a new transaction.") and the "Act as a Proxy" section (with the text "Available to all self-service EPAF users who have been given proxy privilege."). On the right side of the page, there is a "My Activities" section with a blue "Enter Time" button and a list of activities: "Approve Time", "Electronic Personnel Action Forms (EPAF)" (highlighted with a pink box and a yellow circle with the number "2"), "Effort Certification", and "Labor Redistribution".