EPAF Guide: Reviewing and Approving a New Labor Distribution EPAF

April 2021

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.

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**Electronic Payroll Authorization Approval Required**

NOREPLY_EPAF@iit.edu
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ILLINOIS INSTITUTE 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.
**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.
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.
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.