The UNIVERSITY *of* OKLAHOMA

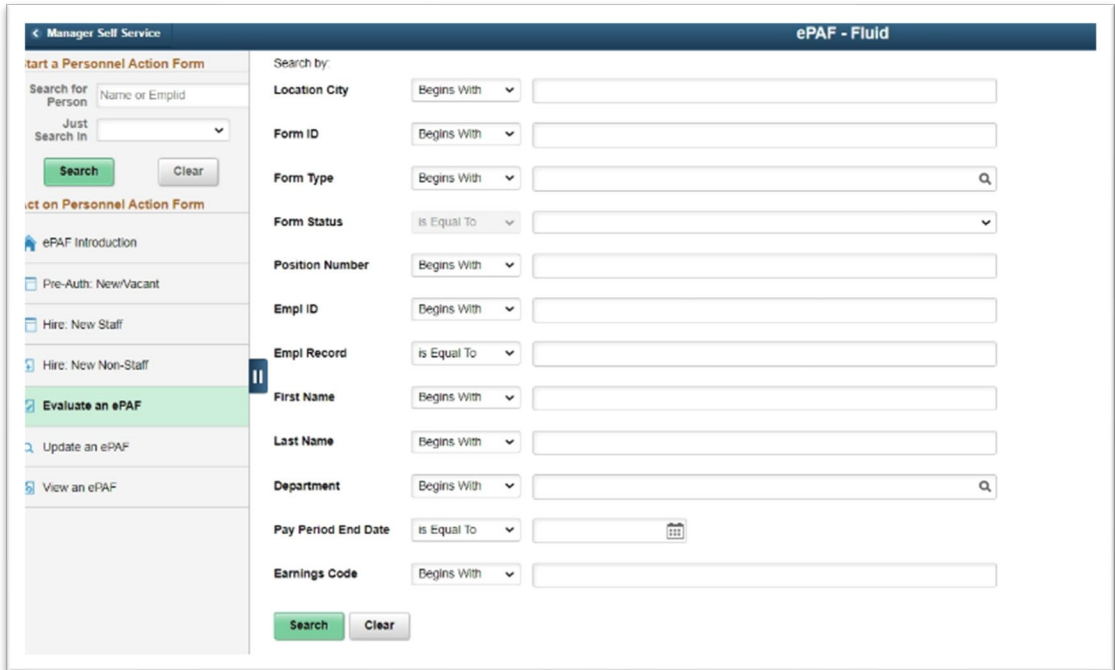| Step	How to Approve an eForm
Navigation: Main Menu- Navigate to Manager Self Service-ePAF Homepage tile	
1	In this document, we will discuss how to evaluate and approve a form. If you are a designated workflow approver, you can use these steps to find and review forms that need your approval. There are two ways to access your pending forms. • As a form approver, you will receive an email notification with a link to the form. If you click on the link in the email, you can evaluate and approve forms as soon as they are routed to you. • Access pending forms through the ePAF Homepage. Using this method, you can see all forms awaiting your approval and take action on one or more forms in a row.
2	Click the **EPAF HOMEPAGE** tile to get started. When you reach the ePAF Homepage, look for the Evaluate an ePAF task in the lower left sidebar. Click the **EVALUATE AN EPAF** link to search for your Pending forms.
3	You can search by **LOCATION CITY**, **FORM ID**, **FORM TYPE**, **FORM STATUS**, **POSITION NUMBER**, **EMPL ID**, **EMPL RECORD**, **FIRST** or **LAST NAME**, **DEPARTMENT**, **PAY PERIOD END DATE** or **EARNINGS CODE**. You can use any combination of these fields to narrow your search. Or leave them all blank to see all forms awaiting your approval. Click **SEARCH** to display your search results.

The UNIVERSITY *of* OKLAHOMA

4	Search results will appear in a grid at the bottom of the page.

Note: When accessing forms from the Evaluate link, you will only see forms where you are the current approver.

Click on any column heading to sort that column. For example, click the LAST NAME column heading to sort your forms alphabetically.

Click any part of the link to access that form for evaluation.

Note: If your search returns a single result, you'll skip the result list and go directly into the form.

5	Review the information on each page. If the form spans more than one page, click NEXT to continue through each page.

The UNIVERSITY *of* OKLAHOMA

6	When you reach the last page of the form, scroll to the bottom of the page to find the Form Action buttons.
	The **APPROVE** button should be highlighted in light green. Click the Approve button to approve the form and advance the form to the next approver, if any.
	Otherwise, click the **DENY** button to deny the request. The deny button will stop the form and no other users may take action on a denied request.
	Use the **RECYCLE** button when the form cannot be approved as-is. Recycling the from will return it to the initiator. When recycling a form, it's a good idea to enter a comment to describe the reason that caused you to recycle it like any missing or incorrect information.
7	After Evaluating a form, you will be re-directed to a **Results** page.

The UNIVERSITY *of* OKLAHOMA

8	On the **Results** page, you can review the current status of the approval workflow, as well as review all previous form actions.

Click the **VIEW APPROVAL ROUTE** button to open a window showing the current state of the approval workflow.

For forms still in progress, the next approver will show in Pending status. Previous approvers will show in Approved status. Future approvers will show in Not Routed status.

For completely approved forms, all approvers will show in Approved status. Completely approved forms are considered Authorized.

The UNIVERSITY *of* OKLAHOMA

9	Next on the **Results** page, you can review the **Signature and Action Log**. This transaction log will list every action taken by any user.
	The most recent actions appear at the bottom.
	CURRENT DATE AND TIME shows the date and exact time of the form action.
	STEP TITLE shows the phase or step of the form workflow, like Initiated, or the name of the Approval Step.
	USER ID and description displays the user who took the action.
	FORM ACTION describes the action, like Submitted or Approved.
	TIME ELAPSED describes the amount of time between form actions.
	The system action EXECUTE is used when the data from the form is updated in PeopleSoft.
	 View Approval Route **Transaction / Signature Log** 4 rows |	Current Date Time	Step Title	User ID	Description	Form Action	Time Elapsed
---	---	---	---	---	---	---
1	12/01/2020 2:53:03PM	Initiated	malc0003	Alisha Malcarne - Huron	Submit	
2	12/01/2020 4:38:17PM	STATUSCHG_GT Dept Approver 1	malc0003	Alisha Malcarne - Huron	Recycle	1 hour 45 minutes
3	12/01/2020 4:52:12PM	Resubmitted	malc0003	Alisha Malcarne - Huron	Resubmit	13 minutes
4	12/01/2020 4:54:21PM	STATUSCHG_GT Dept Approver 1	malc0003	Alisha Malcarne - Huron	Approve	2 minutes	
10	If you want to evaluate another form in your results list, expand the left side menu by clicking the center-left blue button and repeat your search.