



## **ApprEPAF:**

- Select EPAF Approver Summary
- Select the Employee's Name you want to view
- Review EPAF submitted by Originator, select Approve
- Approver can approve, disapprove, return for correction or more information

## **Void :**

- Select EPAF Originator Summary
- Select the Employee's Name you want to review
- Select Void and enter a Comment
- Receive a message that the transaction successfully completed
- **Note** The originator can void a process. You will void a process if the position number or date is incorrect, the incorrect approval category, and/or the effective date of the action is after the payroll deadline.

## **Default -p**

- Set up a Routing Queue for each Approval Category
- Select EPAF Originator Summary
- Select Default Routing Queue
- Select Aselect