

1. Select _____ under My Activities
If you do not see the EPAF link and completed the electronic approval access form, please contact Human Resources.

2.



3. Enter under New EPAF Person Selection

Enter and , Click .
Click r and Select of rate change, MUST be 1st or 16th.
Click down arrow to select .
Click .



New EPAF Person Selection

ID *

 [Generate new ID](#)
 [Query Date *](#)
 10/16/2020A solid black rectangular redaction covering the bottom portion of the form.

4. List of active jobs will appear.
Select button for position to change rate.
If position does not show, Click to view all jobs.
Click .





Routing Queue

Approval Level	Item Name	Remaining Action

Comments

Add Comment

Remaining Characters: 1000

Save

7. Select **Save** to finish if change was saved successfully.
There will be an error message in red with details if your change did not Save or Submit successfully.