

EPAF Guide for Approvers

I) Accessing EPAF on Employee Self Service

1) Log into Highlander Pipeline via <http://my.njit.edu> → Enter your UCID and Password



NJIT New Jersey's Science & Technology University **HIGHLANDER PIPELINE**

Secure Access Login

UCID:

Password:

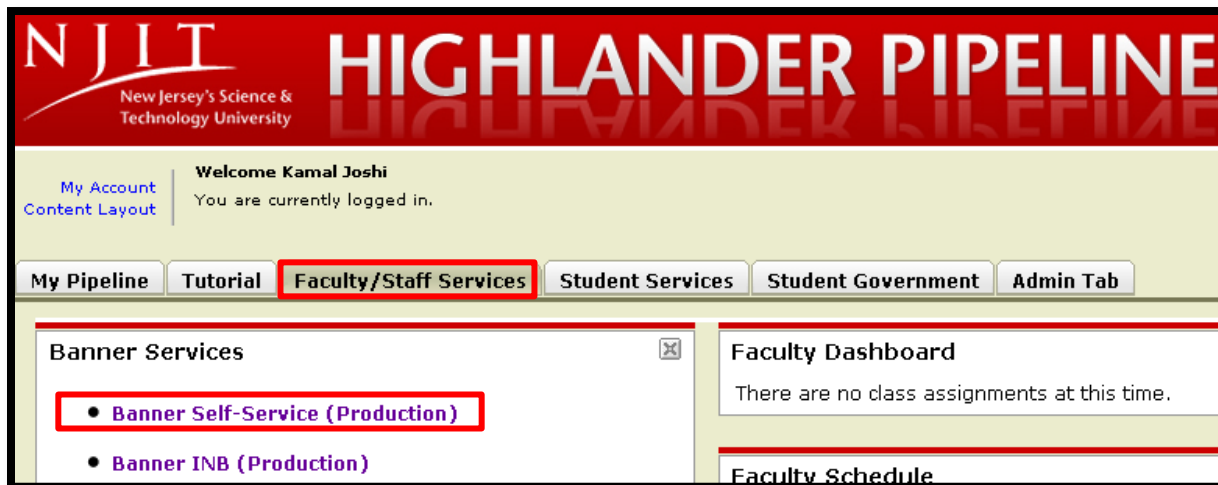
[Forgot your UCID or password?](#)

Did you know?

 NJIT has an official Facebook page

 NJIT has an official YouTube Channel

2) Click on Faculty/Staff tab → Click on Banner Self-Service (Production) link



NJIT New Jersey's Science & Technology University **HIGHLANDER PIPELINE**

[My Account](#) | [Content Layout](#) | **Welcome Kamal Joshi**
You are currently logged in.

My Pipeline **Tutorial** **Faculty/Staff Services** **Student Services** **Student Government** **Admin Tab**

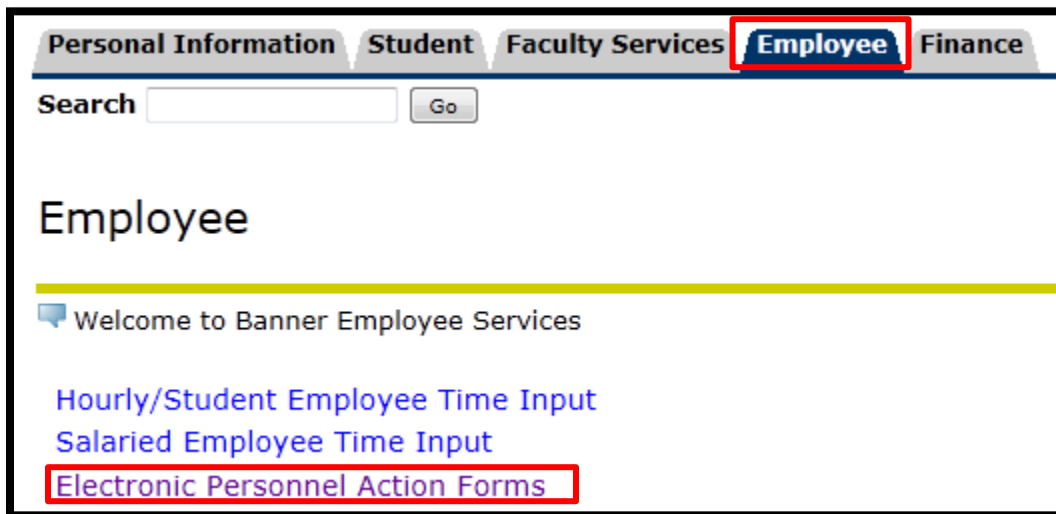
Banner Services

- Banner Self-Service (Production)**
- Banner INB (Production)

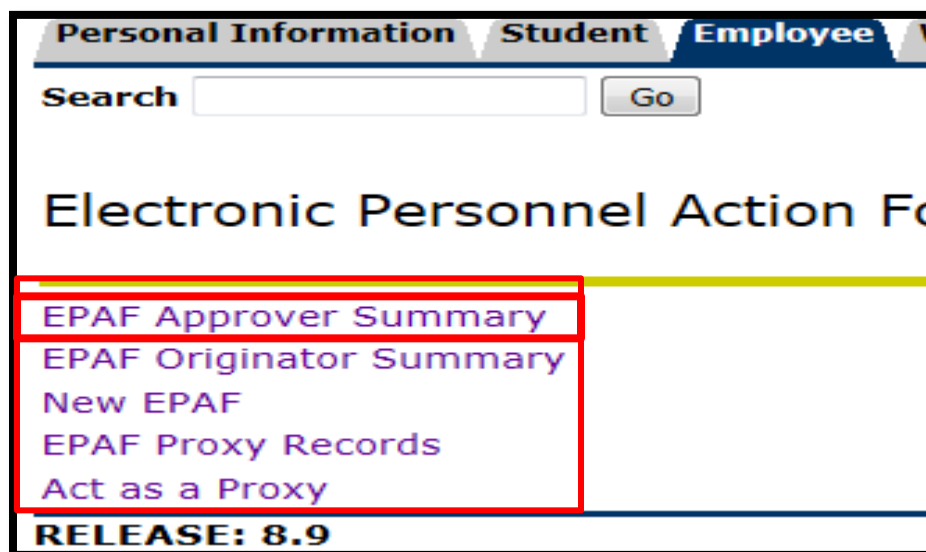
Faculty Dashboard
There are no class assignments at this time.

Faculty Schedule

3) Click on Employee tab → Click on Electronic Personnel Action Forms link



4) This brings up the Electronic Personnel Action Form menu for approver



5) Click on EPAF Approver Summary to see EPAFs:

The approver summary page has three tabs –

- Current – contains EPAFs which are awaiting your action
- In My Queue – contains EPAFs which are in queue but are yet to reach you
- History – contains EPAFs which you have already acted upon

EPAF Approver Summary

Current | In My Queue | History

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

Queue Status: All Pending

[New EPAF](#) | [Update Proxies](#) | [Search](#) | [Proxy or Superuser or Filter Transactions](#)

[Return to EPAF Menu](#)

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[Jump to Bottom](#)

EPAF Transactions

Name	ID	Transaction	Type of Change	Submitted Date	Effective Date	Required Action	Action
Chamberlain, Eve C. Principal Planner, 711939-40	21470595	1401	Continuation of Job Assignment beyond Current Expiration	Apr 28, 2014	Jul 01, 2014	Approve	<input type="checkbox"/>
Davis, Kaitlynn A. Senior Planning Analyst, 711988-00	31255889	1402	Continuation of Job Assignment beyond Current Expiration	Apr 28, 2014	Jul 01, 2014	Approve	<input type="checkbox"/>
Dawson, David G. Pr Transportation Planner, 711941-40	21470503	1403	Continuation of Job Assignment beyond Current Expiration	Apr 28, 2014	Jul 01, 2014	Approve	<input type="checkbox"/>

Click on the name to see the details of the PAF – scroll to see the details of the full details of the EPAF

EPAF Preview

Name and ID: Eve C. Chamberlain, 21470595 **Job and Suffix:** 711939-40, Principal Planner
Transaction: 1401 **Query Date:** Jul 01, 2014
Transaction Status: Pending **Last Paid Date:** Mar 29, 2014
Approval Category: Continuation of Job Assignment, CONTI

Next

[Add Comment](#)

[Approval Types](#) | [Account Distribution](#) | [Routing Q](#)

[EPAF Approver Summary](#)


[Return to EPAF Menu](#)

[Jump to Bottom](#)

Default Employee Status to Active

Enter Changes	Current Value	New Value
Employee Status:	Active	Active
Termination Date:	06/30/2014	
Term Reason Code:	AE, Assignment End/Cancellation	-

Begin New Job Assignment, 711939-40 Principal Planner, Last Paid Date: Mar 29, 2014


Name and ID:	Eve C. Chamberlain, 21470595	Job and Suffix:	711939-40, Principal Planner
Transaction:	1401	Query Date:	Jul 01, 2014
Transaction Status:	Pending	Last Paid Date:	Mar 29, 2014
Approval Category: Continuation of Job Assignment, CONTI			
Next 			
<input type="button" value="Approve"/> <input type="button" value="Disapprove"/> <input type="button" value="Return for Correction"/> <input type="button" value="More Info"/> Add Comment			

Approve, Disapprove, Return for Correction as appropriate. Click on "Next" to go to the next EPAF.

Clicking "More information" flags the EPAF to let others know that you have seen the EPAF but are perhaps awaiting for more information before you take action.

If disapproving or returning for correction "Add Comment" so that the originator knows why the EPAF was not approved. Enter comment and save.

Comments

 Enter a comment.

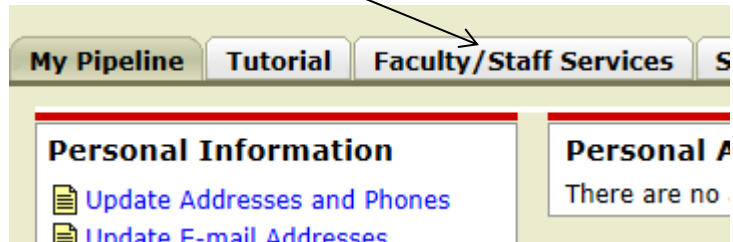
Name and ID:	Eve C. Chamberlain, 21470595
Transaction:	1401
Job and Suffix:	711939-40, Principal Planner
Approval Category:	Continuation of Job Assignment, CONTI

Enter Comment

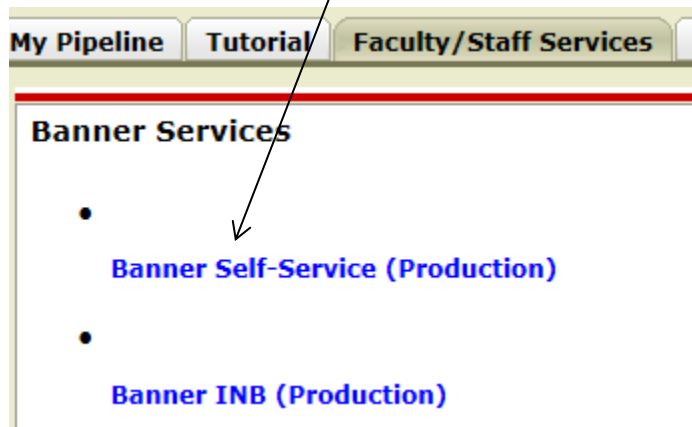
This is a comment example.

II) Creating Proxy

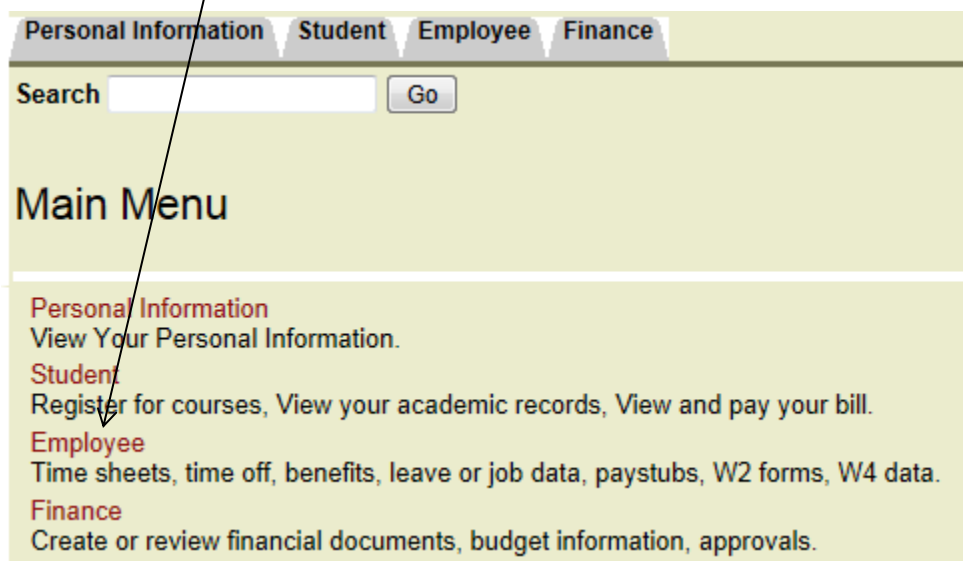
- 1) Login to Highlander Pipeline
- 2) Click the 'Faculty/Staff Services' tab



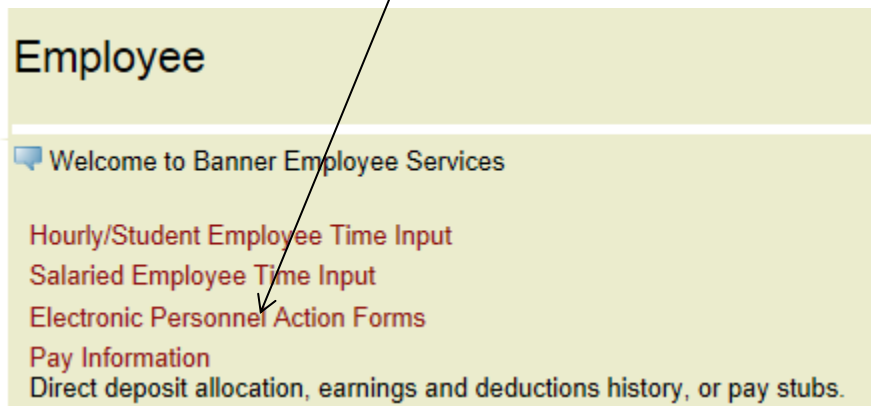
- 3) Click Banner Self-Service (Production) link



- 4) Click "Employee" link

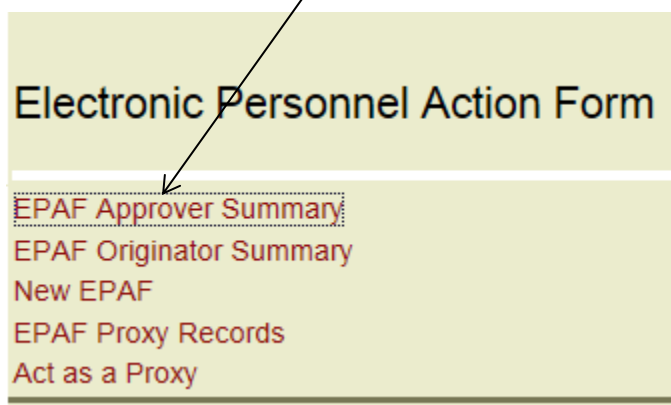


5) Click "Electronic Personnel Action Forms" link



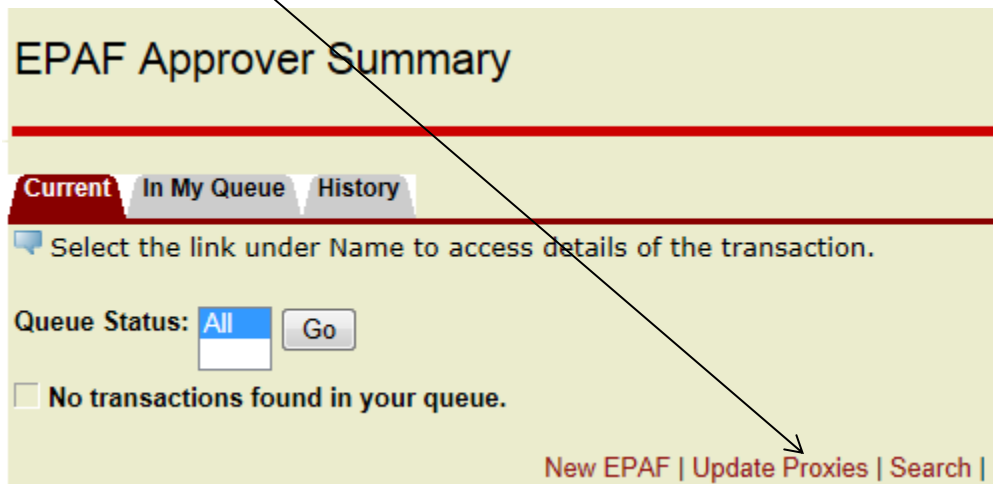
The screenshot shows the "Employee" header and a "Welcome to Banner Employee Services" message. Below the message is a list of menu items: "Hourly/Student Employee Time Input", "Salaried Employee Time Input", "Electronic Personnel Action Forms", "Pay Information", and "Direct deposit allocation, earnings and deductions history, or pay stubs." An arrow points from the text above to the "Electronic Personnel Action Forms" link.

6) Click "EPAF Approver Summary" link



The screenshot shows the "Electronic Personnel Action Form" header and a list of menu items: "EPAF Approver Summary", "EPAF Originator Summary", "New EPAF", "EPAF Proxy Records", and "Act as a Proxy". The "EPAF Approver Summary" link is highlighted with a dashed border, and an arrow points from the text above to it.

7) Click "Update Proxies" link



The screenshot shows the "EPAF Approver Summary" page. It features a navigation bar with "Current", "In My Queue", and "History" tabs. Below the tabs is a message: "Select the link under Name to access details of the transaction." There is a "Queue Status:" section with a dropdown menu set to "All" and a "Go" button. Below this is a checkbox labeled "No transactions found in your queue." At the bottom right, there is a navigation bar with links: "New EPAF | Update Proxies | Search |". An arrow points from the text above to the "Update Proxies" link.

8) Select name from the drop-down list

EPAF Proxy Records

Approval Level: Department Approval, DEPT

Name Remove Add

Not Selected

Save

9) Check the "Add" box

EPAF Proxy Records

Approval Level: Department Approval, DEPT

Name Remove Add

Williams, Jacinta Y. (JYW)

Save

10) Click "Save" button

EPAF Proxy Records

Approval Level: Department Approval, DEPT

Name Remove Add

Williams, Jacinta Y. (JYW)

Save