EPAF - Approving Actions

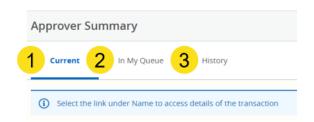### Enter the EPAF Approver Summary
- From the EPAF main menu, select EPAF Approver Summary

EPAF Approver Summary

All EPAFs that you need to currently act upon are displayed in the Current tab. The queue status will be Pending, FYI, or More Information.

Reviewing Your Queues
1. Current Tab: EPAFs waiting for your action
2. My Queue Tab : EPAFs that have not been submitted to you
3. History Tab: EPAFs that you have acted on

Approver Summary

1 Current **2** In My Queue **3** History

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

Transactions   Queue Status All

	Name	ID	Transaction	Type of Change	Submitted Date	Effective Date	Required Action	Action	Links
🚩	Moose, Mumfred A. TH - Specialist, 4K6100-00	-01790550	1482066	Short Term position 4T posn only (00 suffix)	09/16/2025	09/16/0025	Approve	☐	💬

Review Transactions
- Review high level details of EPAF from the Current approval queue
- Click the Action box and submit to approve or
- Click the name to review the EPAF details

1 Add Comment **2** Approve **3** Disapprove **4** Return for Correction

EPAF Approver Actions
Review the details of the EPAF, then
1. Add a Comment if needed
2. Approve the EPAF
3. Disapprove the EPAF
4. Return the EPAF for Correction