

Step: How to view next approver for ePAF				
Navigation: Employee Self Service > ePAF Homepage > View an ePAF				
1	In this document,	, we will discuss how to view the next approver for an epaf. You will need to login	to	
	PeopleSoft produ	uction to view this.		
2	Once logged in, y	you will select manager self service from the drop down menu on the homepage.		
	DRACLE	Employee Self Service 🖍 : 🙆		
	Update N	Name & Contact Personal Details Employee Self Service Benefit Details		
		🚵 Manager Self Service		
		Last Pay Date 01/15/2021		
	Open Enr	nrollment Training GT Paperless I9 with E-Verify		
		No Enrollment Available At i his Time		
		■ GT		
3	You will then sele	ect epaf homepage.		
	ORACLE	▼ Manager Self Service		
		ePAF Homepage GT Paperless I9 with E-Verify		
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		∎∎GT		
4	On this page, you	u will select "View an Epaf" and enter the Form ID of the ePAF.		
	tart a Personnel Action Form	Welcome to QU ePAF		
	Search for Person Name or Emplid	Begin New ePAF (current or former employee)		
	Just V	STEP 1: Search for an employee (or former employee) in the upper left box in one of these ways.		
	Search	1) Search by Name		
	ct on Personnel Action Form	 b. For example: Searching for "Ma Fle" will return Marcella Fleming, Mary Fleming, Max Fletcher, and Matthew Fleming, etc. 		
	ePAF Introduction	c. Add more letters to the name to narrow the search.		
	Pre-Auth: New/Vacant	2) Search by Employee ID		
	Hire: New Staff	 a. Partial or whole EMPL IDs can be used. b. Use the beginning for the EMPL ID when using partial numbers. 		
	Hire: New Non-Staff	STEP 2: After finding the employee, select an action by clicking the green arrow next to their name.		
	Z Evaluate an ePAF	Basin Hira far New Employee		
) Update an ePAF	If you need to hire a person who has <u>never</u> worked at OU, use the links in the left menu.		
	View an ePAE	Hire: New Staff Hire: New Non-Staff		
	VIEW dil CPAI	Find an In-Progress Form		
		If you need to find an ePAF that is in progress use the links in the lower left menu. • Evaluate an ePAF • Indiate an ePAF		
		View an ePAF		



5	When the form opens, scroll down to the bottom of the form and select "next". Repeat this on every page until you arrive at the last page (no longer a next button).	
	Search Next	
6	On the last page, you can select "View Approval Route" to see the future approval routing of where	
	the form is to be approved next.	
	View Approval Route	
	► Signature/Action Logs	
	Search Previous	
	A pop up window will open, where the form states Pending, click the blue link "Multiple Approvers" to view who can approve the form at that time. You can also click the "Multiple Approvers" link in each	
7	step that is Not Routed to see where the form will go next.	
	Cancel You have successfully acted on your eForm. Account Sconsor Sconsor	