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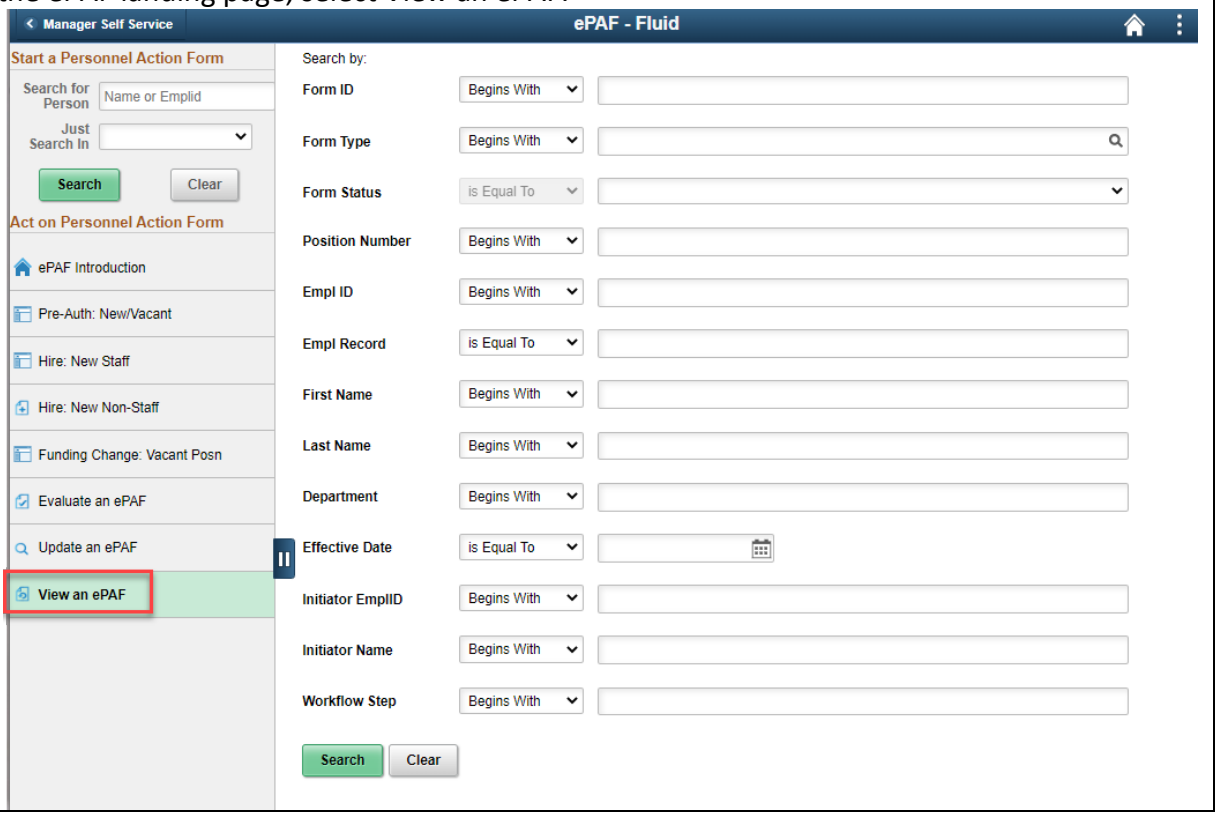
Step	How to print add pay to PDF
Navigation: Main Menu – Navigate to Manager Self Service- ePAF Homepage tile	
1	In this document, we will discuss how to print an add pay that was submitted using the print add pay option.
2	To access ePAF, begin on the **MANAGER SELF SERVICE** Homepage. Find and click on the **ePAF HOMEPAGE** Tile.
3	On the ePAF landing page, select View an ePAF. 

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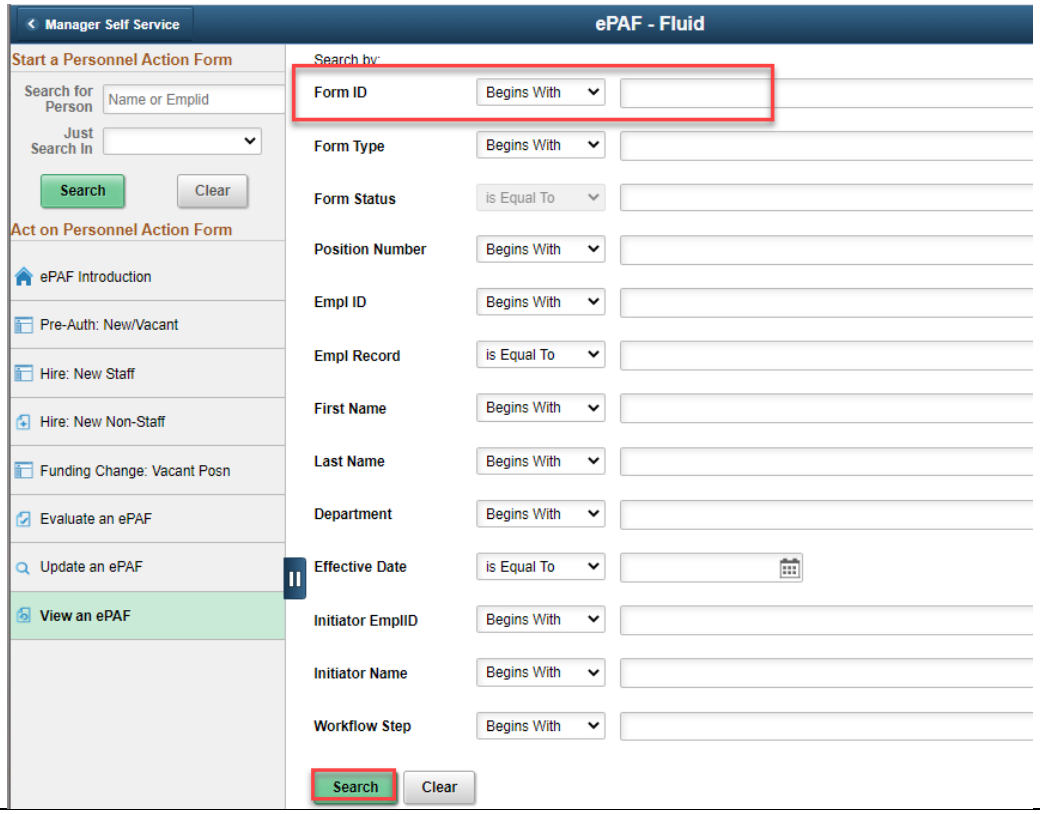
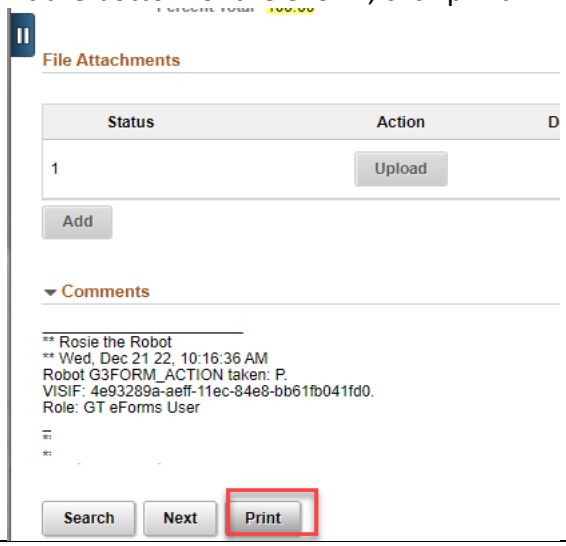
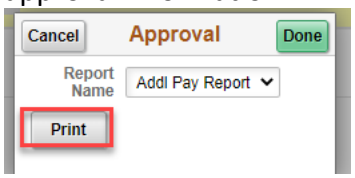
4	Enter Form ID number and click search to view eForm that was submitted. 
5	At the bottom of the eForm, click print. 
6	Select report name and click print. This will display a printable PDF that displays all pay data and approval information. 

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7	All add pay data will be displayed on the following page for you to print as PDF.
8	Right click on the page, or CTRL P to print as PDF.

Form ID

Form Type ADDLPAY

Name

EMPLID

EMPL_RCD 0

Additional Pay Details

Pay Period End Date

Employee Group

Home Department

Pay from this Department

Amount per paycheck $

ADDLPAY_REASON

Total Payment

Work Begin Date

Justification

Earnings Code

Number of Payments 1

Work End Date

Should this payment have different funding from the position? Y

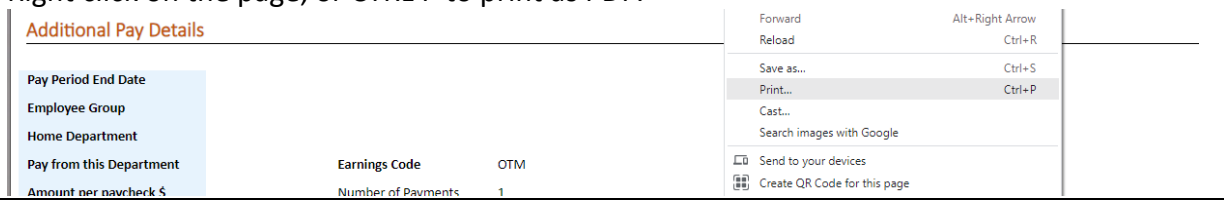
Do you need to add or update any of this employee's titles? N

Position Funding

Dist %	Copy This Row to Payment Funding	HR Combo Code	Account	Fund	Org	Function	Entity	Source	Purpose	Project
100	N									

Payment Funding

Additional Pay %	Distribution Amount per Paycheck $	HR Combo Code	Account	Fund	Org	Function	Entity	Source	Purpose	Project
100										



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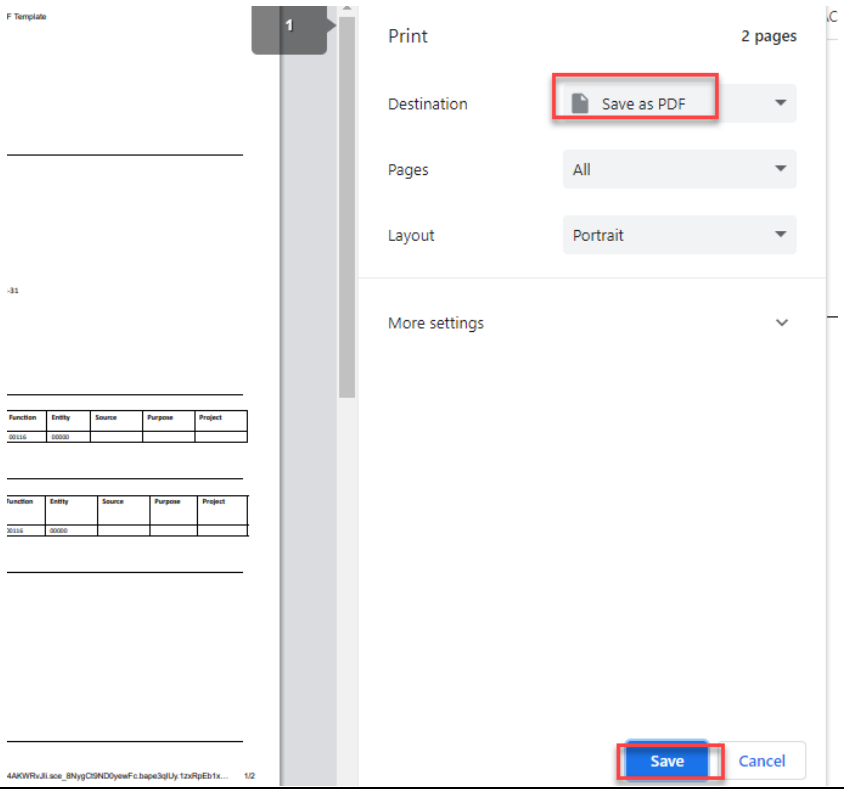
9	Save document as PDF on your computer.