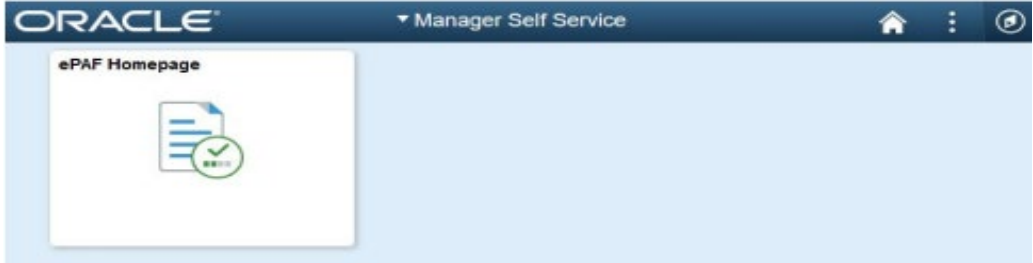




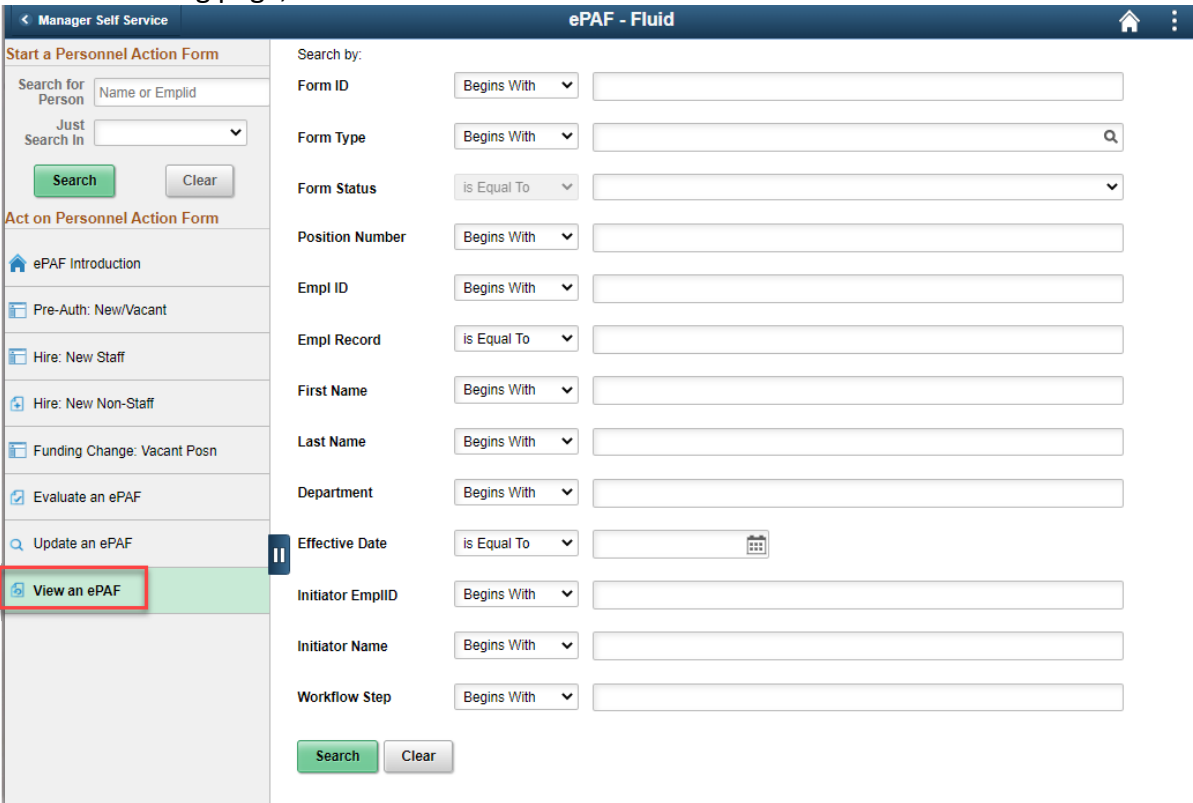
**Step**      **How to print add pay to PDF**  
**Navigation: Main Menu – Navigate to Manager Self Service- ePAF Homepage tile**

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.





4 Enter Form ID number and click search to view eForm that was submitted.

Manager Self Service ePAF - Fluid

Start a Personnel Action Form

Search for Person: Name or Emplid

Just Search In: [Dropdown]

Search [Clear]

Act on Personnel Action Form

- ePAF Introduction
- Pre-Auth: New/Vacant
- Hire: New Staff
- Hire: New Non-Staff
- Funding Change: Vacant Posn
- Evaluate an ePAF
- Update an ePAF
- View an ePAF**

Search by:

Form ID [Begins With] [Text Field]

Form Type [Begins With] [Text Field]

Form Status [is Equal To] [Text Field]

Position Number [Begins With] [Text Field]

Empl ID [Begins With] [Text Field]

Empl Record [is Equal To] [Text Field]

First Name [Begins With] [Text Field]

Last Name [Begins With] [Text Field]

Department [Begins With] [Text Field]

Effective Date [is Equal To] [Text Field] [Calendar Icon]

Initiator EmplID [Begins With] [Text Field]

Initiator Name [Begins With] [Text Field]

Workflow Step [Begins With] [Text Field]

Search [Clear]

5 At the bottom of the eForm, click print.

File Attachments

Status	Action	D
1	Upload	

Add

Comments

\*\* Rosie the Robot  
\*\* Wed, Dec 21 22, 10:16:36 AM  
Robot G3FORM\_ACTION taken: P.  
VISIF: 4e93289a-aeff-11ec-84e8-bb61fb041fd0.  
Role: GT eForms User

Search Next **Print**

6 Select report name and click print. This will display a printable PDF that displays all pay data and approval information.

Cancel **Approval** Done

Report Name: Addl Pay Report [Dropdown]

**Print**



7

All add pay data will be displayed on the following page for you 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 \$

ADDDPAY\_REASON

Total Payment

Work Begin Date

Justification

Should this payment have different funding from the position?      Y

Earnings Code

Number of Payments      1

Work End Date

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										

8

Right click on the page, or CTRL P to print as PDF.

**Additional Pay Details**

Pay Period End Date

Employee Group

Home Department

Pay from this Department

Amount per paycheck \$

Earnings Code      OTM

Number of Payments      1

Forward      Alt+Right Arrow

Reload      Ctrl+R

Save as...      Ctrl+S

Print...      Ctrl+P

Cast...

Search images with Google

---

Send to your devices

Create QR Code for this page



9

Save document as PDF on your computer.

F Template

1

Print 2 pages

Destination **Save as PDF**

Pages All

Layout Portrait

More settings

Function	Entity	Source	Purpose	Project
0000	0000			

Function	Entity	Source	Purpose	Project
0000	0000			

AMKWRuJi sse\_8RyG2iND0yewFc.bape3qllJy 1z0RgE31x... 1/2

**Save** Cancel