

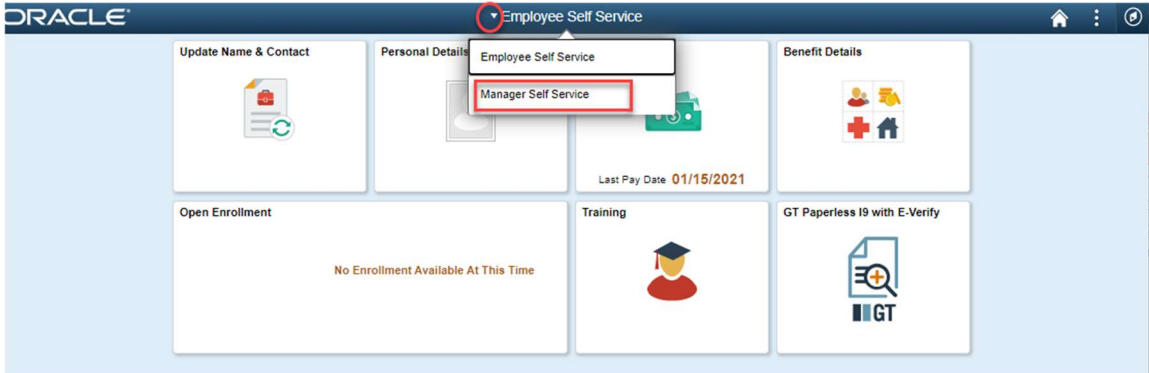


Step: How to view next approver for ePAF

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 production to view this.

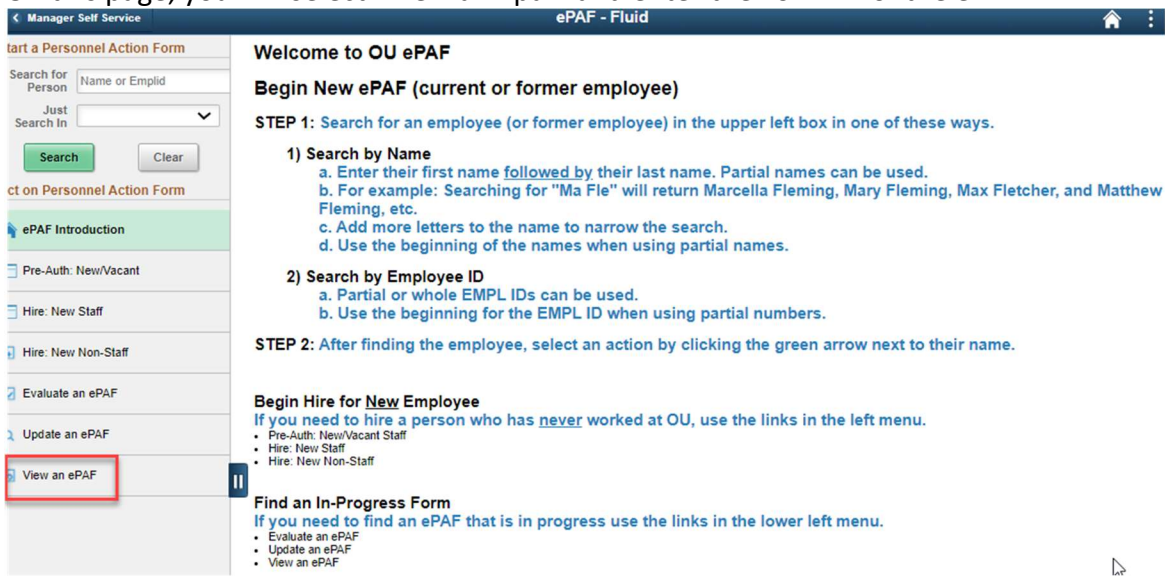
2 Once logged in, you will select manager self service from the drop down menu on the homepage.





3 You will then select epaf homepage.



4 On this page, you will select “View an Epaf” and enter the Form ID of the ePAF.





5	<p>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).</p> 
6	<p>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.</p> 
7	<p>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 step that is Not Routed to see where the form will go next.</p> 