APPROVAL PROCESS

As an approver, I would have received an email notification letting me know that I have an EPAF that is needing my approval. I can click on the link provided in the email or go to www.andrews.edu/go/myemployeedash.

Once I am in the EPAF admin page, I click on the EPAF Approver Summary tile.

In the approval summary, I will see the following tabs:
- Current: these are the EPAFs wait for my approval
- In My Queue (future): i am in the approval queue, but it is not my turn to approve
- History (past): i am in the approval queue, and i have completed my approval

Under the Current tab, I will see the EPAF(s) I need to approve. I will click on the appropriate one I want to approve.

Once the EPAF opens, I will review the information submitted in the EPAF.

When I scroll down the Routing Queue section, I will see that I have been assigned in the Immediate Supervisor approval level, the action required is Approve, and the status is Pending (as I have not approved),

At the bottom I can see all the actions available to me:
- I can add any comments as necessary. If I am making a comment after other approvals, those individuals and the submitter will be notified of the comments added since they approved.
- I can approve. The EPAF will be sent to the next approval level for action. I
- I can disapprove. The EPAF is denied and no further action can be taken on this EPAF. Everyone is removed from queue, and the EPAF is moved to the History tab (I should add a comment to indicate why it was disapproved, e.g. position no longer needed)
- I can return it for correction. The EPAF will be sent back to the submitter to take action, everyone is removed from queue, and the EPAF is moved to the HIstory tab (again, I should also add a comment to indicate why it as returned for correction, e.g. incorrect supervisor)
- If I click on More Info, it pauses the EPAF with me and keeps it in the Current tab (I should also add a comment to indicate what is need or what the holdup is, e.g. budget discussion)