How To Approve an Electronic Personnel Action Form (EPAF)

1. Go to Employee Self Service Banner: https://portal.msutexas.edu:9040/pls/PROD/twbkwbis.P_WWWLogin

2. Enter your User ID (always use a Capital M) and PIN and click the Login button. If you’ve forgotten your PIN, click on the Forgot PIN button.
3. Once logged in, click on EMPLOYEE.


5. Click on EPAF Approver Summary.
To see EPAF’s waiting for action from you, click on the “Current” tab. Click on the employee name of the EPAF you wish to take action on. If the originator has added comments to justify exceptions or made notes for the approvers to look at, there will be asterisks preceding the word “Comments” under the Links column.
• The EPAF Preview shows the following information: Employee Name, Job and Suffix, Transaction Number, Transaction Status, Query Date, Last Paid Date, and Approval Category (type of EPAF being submitted). There is also a link to “Add Comment”. Use the “Add Comment” field if you are returning the EPAF to the originator for correction or if you are approving an EPAF on an exception basis (hours, rate of pay, etc).

• The Job Begin Date, Job Effective Date, Job Title, Rate of Pay, Contract Type, Job Status, FTE %, Hours per Day, Hours per Pay, Step, and Job Change Reason.

• FOAPAL – Fund/Organization/Account/Program/Activity/Location
• The Routing Queue and Transaction History.

Actions you can perform: Approve, Disapprove, Return for Correction, More Info, Add Comment. Please note that Disapprove should never be used by an Approver. If an Approver disapproves the EPAF, the originator is not notified through the EPAF process. Instead the Approver should Return for Correction to the originator with notes in the comment field indicating corrections to be made or request that the originator void the EPAF.

Once you have reviewed the EPAF, select the action you wish to perform. The EPAF will then move from your “In My Queue” Tab to your “History” tab. Continue on to next EPAF in your queue.
Acting As A Proxy

There will be times when you may have to act as an approver for someone else, also known as “acting as a proxy”. At these times you will log into Self Service and approve/reject as necessary.

- After logging into **Electronic Personnel Action Form** under the **Employee** tab, select **Act as a Proxy**.
• In the drop down menu, select the individual you wish to “Proxy For”.

Proxy or Superuser or Filter Transactions

Act as a proxy or a superuser and enter the following criteria to filter transactions.

- **Proxy For:** Fisher, Dawn R.
- **Act as a Superuser:** Self
- **Submitted From Date:** MM/DD/YYYY
- **Submitted To Date:** MM/DD/YYYY
- **Transactions Per Page:** 25

• You can enter the desired date range or if you leave the **Submitted from Date** and **Submitted to Date** dates blank, you will see all EPAF submissions that require this individual’s approval.
• Click **Go**.
• You will now have access to approve, acknowledge, or return EPAFs at the approval level for which you have been designated by the EPAF Approver.

**IMPORTANT: To perform the proxy function:**
1. You must have security access at the levels for which you will approve EPAFs.
2. You must be a designated proxy by the original approver. Please contact Courtney Grimes x4207 in Human Resources for proxy authorization.