

For managers, to...

Approve EPAFs in Banner

(WHICH YOUR ASSISTANT HAS INPUT IN NOAEPAF)

Acronym(s):

NOAAPSUM

EPAF (Electronic Personnel Action Form)

INB Internet Native Banner

(Remember: First Principles for Managers always apply)

How to do it:

Managers log into [Banner](#) .

- Enter **NOAAPSM** into first Banner screen. Hit **ENTER**. (Banner will take you to your personal NOAAPSM screen.)
 - Type **NOAAPSM**. Hit **ENTER**.
 - Banner will log in to your personalized screen.
 - User ID should populate (FirstName_LastName)
 - Input **SUBMITTED FROM/TO DATES** (date range when EPAF was input)
 - TRANSACTION and QUEUE status should be PENDING, waiting for you to act
 - On Toolbar, click **NEXT BLOCK**.
 - Reenter **User password**, click verify again
 - Transactions requiring approval will populate
 - Required Action Indicator tells the expected action
 - Click **APPROVE** icon. Pop up window will appear saying Document is Approved
EITHER
 - Click **OK**. You are done, unless there are more documents to approve
OR
 - Click **DISAPPROVE** to disapprove. Pop-up message will say Doc is Disapproved
 - Type **explanatory message** as to why the document was disapproved, including date and initial. Message will return to originator for corrections
 - Click **OK**.
- Go to HR step-by-step [EPAF pictorial notes](#) .