**Approving a Funding Change ePAF**
Job Aid

Overview

This job aid outlines how to approve a funding change ePAF (electronic personnel action form). ePAF's are created by department initiators and are electronically routed for approvals which include notifications, finally the data is updated in the HR system.

Review and Approve a Funding Change ePAF

1. Log into HR Direct and navigate to the ePAF Home Page.
   a. Access NavBar by selecting the Compass and choose **Department Self Service** and then the **GT Action Center.**
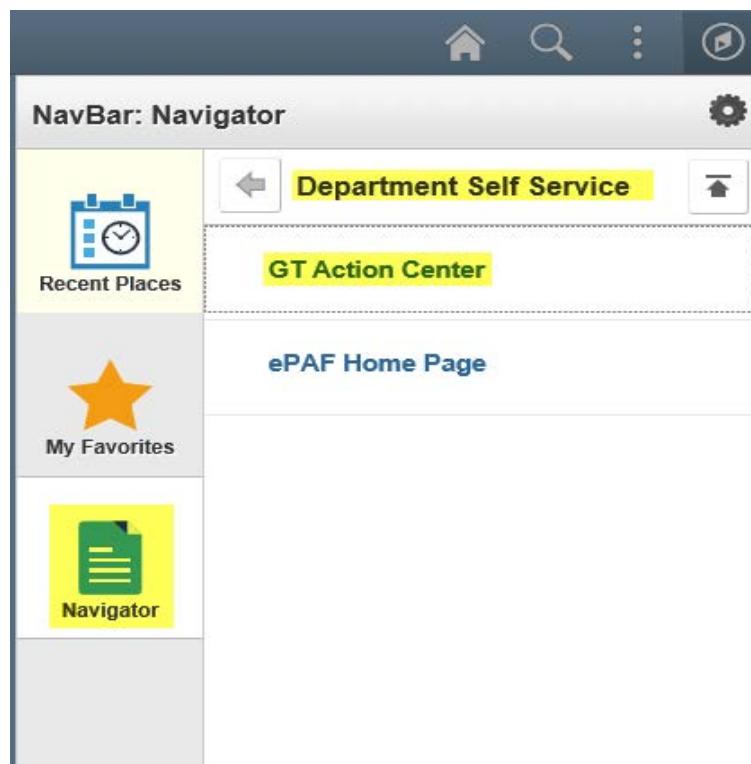
The GT Action Center page, includes instructions on approving and submitting the form from the summary page. Before submitting, view the forms to validate the funding change information is correct.

2. To view the form click on the link in the Forms Needing Action section - Form: Last,First Name on the right side of the page.

3. Review the form for accuracy before approving. Note the Compensation Data section includes the current and proposed funding data. The Begin Date is highlighted above the new rows. Also the Changed box is selected next to the new GL Combination Codes.

4. At the bottom of the form, you have the option to **Approve** or **Reprocess Chg**. Note, the Action Reason should always be **Funding Change**.

5. Click **Approve** to move the form to the next workflow step.
6. A popup message will appear to confirm that you approve. Click **Yes**.
7. The Form Status section shows confirmation that the form has been approved. The Process Visualizer shows that the form has moved to the next workflow step.

Note that Funding Changes require a Finance Department approver for both the FROM department and TO departments.

1. If the ePAF will not be approved, enter a note in the **Comments** field and then click the **Reprocess Chg** button.
   This will send the ePAF form back to the originator for changes and once re-submitted, the form will be routed through all approval steps.

2. Once you click the Reprocess Chg button a second verification will popup to verify. Click **Yes**.
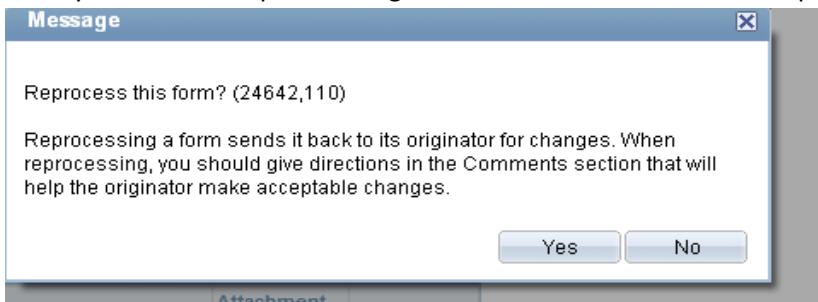
3. The Form Status will indicate that the form has been RECYCLED. The Process Visualizer section displays the next workflow approver, in this case it will show the form was sent back to the initiator at the first step.

Form Status

eForm ID: 4102

You have just RECYCLED this form. This action passed the form to Colleen J Baldelli for further processing.

Process Visualizer

| 1:
Baldelli,Colleen J
(TESTGT10084761) | 2:
HCMU_GT_DEPT_APRV
(34 days
1 hour
46 minutes) | 3:
HCMU_GT_CE_ADMIN | 4:
HCMU_GT_PI | 5:
HCMW_GT_FIN_DEPT_HD | 6:
HCMW_GT_ |

| 8:
HCMU_GT_HR_REVIEWER | 9:
HCMU_GT_HR_UPDATE | 10: Integration
Broker | 11: System |