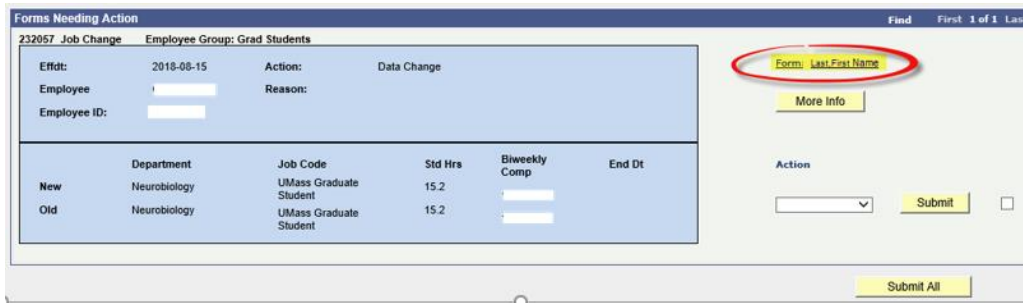


### Review and Approve a Funding Change ePAF

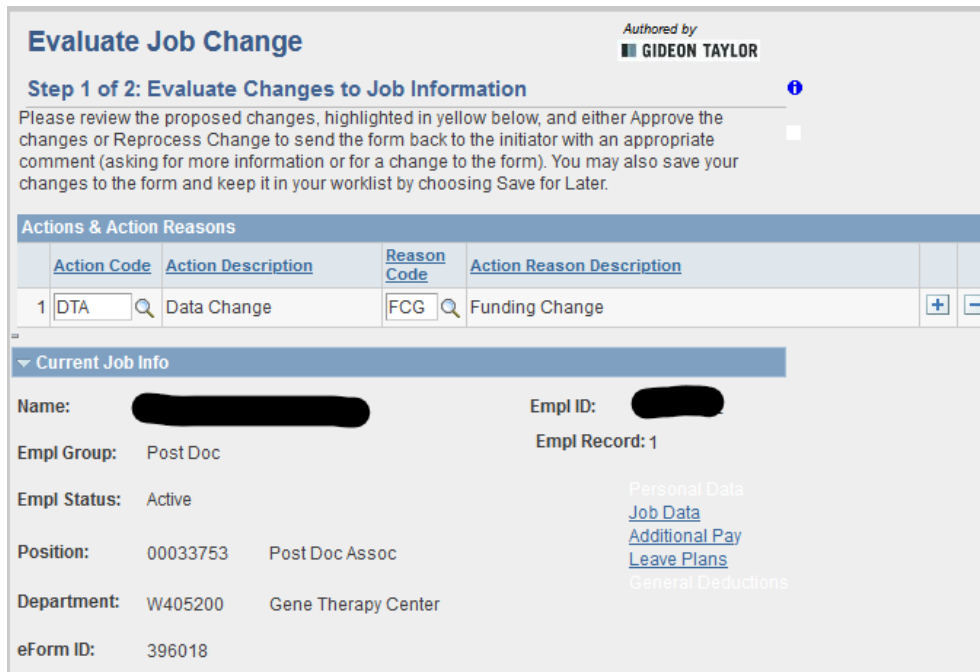
1. Log into HR Direct and navigate to the ePAF Home Page.
  - a. Access the NavBar by selecting the Compass and choose the **Navigator > Department Self Service** and then the **GT Action Center**.
2. To view the form click on the link **Form: Last,First Name** in the **Forms Needing Action** section located 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** indicates that the form has moved to the next workflow step.

### Another way to approve an ePAF

1. Log into HR Direct and navigate to the ePAF Home Page.
  - a. Access the NavBar by selecting the Compass and choose the **Navigator > Department Self Service > ePAF home page > Evaluate a ePAF**
2. Search Eform ID in the ID Field
3. Once at the Evaluate Job Change form, scroll to the bottom and you will see the approve button.



**Evaluate Job Change** Authorized by GIDEON TAYLOR

**Step 1 of 2: Evaluate Changes to Job Information**

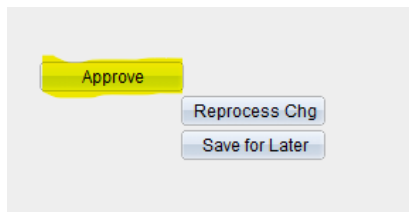
Please review the proposed changes, highlighted in yellow below, and either Approve the changes or Reprocess Change to send the form back to the initiator with an appropriate comment (asking for more information or for a change to the form). You may also save your changes to the form and keep it in your worklist by choosing Save for Later.

Actions & Action Reasons			
Action Code	Action Description	Reason Code	Action Reason Description
1 DTA	Data Change	FCG	Funding Change

**Current Job Info**

Name: [REDACTED] Empl ID: [REDACTED]  
Empl Group: Post Doc Empl Record: 1  
Empl Status: Active  
Position: 00033753 Post Doc Assoc  
Department: W405200 Gene Therapy Center  
eForm ID: 396018

[Personal Data](#)  
[Job Data](#)  
[Additional Pay](#)  
[Leave Plans](#)  
[General Deductions](#)



Approve  
Reprocess Chg  
Save for Later

### Reprocess a Funding Change ePAF

1. If the ePAF cannot 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 initiator for changes and once re-submitted, the form will be re-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.