

NOAAPSM

Use **NOAAPSM** to view and approve **EPAFs**

- The purpose of this screen is to view information about an Electronic Approvals transaction. The form captures the data created on the Electronic Personnel Action Form (NOAEPAF) when it is being routed through the approval process.
- You will also use this screen to take required action on an Electronic Approvals transaction such as, approving or disapproving a Personnel Action.

Electronic Approval Summary NOAAPSM 9.0 (ZPPRD)

User ID: A01234567

Submitted From Date: [] Submitted To Date: []

Transaction Status: * Pending Queue Status: * Pending

Proxy For: []

Go

Get Started: Fill out the fields above and press Go.

User ID: will default from login

Proxy for: enter user name of approver if you are acting as a proxy.

Submitted from date and Submitted to date: are used as a query tool. You can also leave these blank.

Transaction status: pending will default. *Leave at "pending" to view EPAF's that need your approval to continue forward.*

Queue status: pending will default. *Leave at "pending" to view EPAF's that need your approval to continue forward.*

Click **GO**

Electronic Approval Summary NOAAPSM 9.0 (ZPPRD)

User ID: A01234567 Submitted From Date: Submitted To Date: A0234567

Transaction Status: Pending Queue Status: Pending

Start Over

TRANSACTION INFORMATION							
ID	Name	Approval Category	Description	Approver Action *	Apply	Queue Status	Re
A01234567	Filet Minyon	JB_SUM	Job Assignment A/...	None	<input type="checkbox"/>	Pending	Ap
A02345678	Ally Gator	JB_SUM	Job Assignment A/...		<input type="checkbox"/>	Pending	Ap
A03456789	Holly Wood	JB_SUM	Job Assignment A/...		<input type="checkbox"/>	Pending	Ap
A04567890	Wende Storm	JB_SUM	Job Assignment A/...		<input type="checkbox"/>	Pending	Ap
A05678901	Andy Friese	JB_SUM	Job Assignment A/...		<input type="checkbox"/>	Pending	Ap
A06789012	Anna Mull	JB_SUM	Job Assignment A/...		<input type="checkbox"/>	Pending	Ap
A07890123	Barb E. Cue	JB_SUM	Job Assignment A/...		<input type="checkbox"/>	Pending	Ap
A08901234	Mo DeLawn	JB_SUM	Job Assignment A/...		<input type="checkbox"/>	Pending	Ap
A09012345	Bob Forapples	JB_SUM	Job Assignment A/...		<input type="checkbox"/>	Pending	Ap
A01234567	Chris Co	JC_STC	Job Change Status...		<input type="checkbox"/>	Pending	Ap
A09876543	Nick OvTime	JC_STC	Job Change Status...		<input type="checkbox"/>	Pending	Ap
A08765432	Pearl E Gates	JB_SUM	Job Assignment A/...		<input type="checkbox"/>	Pending	Ap
A07654321	Walter Melon	JB_SUM	Job Assignment A/...		<input type="checkbox"/>	Pending	Ap

13 Per Page Record 1 of 26

To search for a specific type of EPAF press **F7** Select “Approval Category”, “Contains”, and enter the type of EPAF you are looking for. **Click GO**

TRANSACTION INFORMATION BLOCK FIELDS

The Transaction Information block will query information based on the entries defined in the Key block. This block contains basic critical information about Electronic Approvals transactions. Below you will find a brief description of these fields.

ID and Name: Identify the individual affected by the change, that is, the person for whom the personnel action was created.

Approval Category: The type of EPAF.

Transaction Information Window: the following 12 fields are within this window are:

1. **Description Field** – describes the Approval Category.
2. **Queue Status** -- indicates where the transactions resides for you the approver and what status it is in the approval process (see Queue Status Definitions.)
3. **Required Action Indicator (Ind)** – This identifies the reasons a transaction is being sent to you as a person defined in the approval queue. It specifies the types of action you are expected to take on the transaction. There are three valid action types:
4. **Transaction Number** – is the number that has been assigned by the system to identify the Electronic Personnel Action (EPAF). This is a one-up system generated number created when the PAF was submitted on NOAEPAF.
5. **Trans Created On** – This specifies the date when the originator (creator) submitted the specific transaction on the Electronic Personnel Action Form (NOAEPAF).
6. **Transaction Status** – This is the status of the transaction.
7. **Approved by ID** – This field displays the ID of the person that took action on the transaction.
8. **Activity Date** – This field defines when the last approver took action on the transaction. When you take action by changing the Approver Action field and you save the data, the Activity Date will default to the system date and cannot be changed. The Activity Date can be used as a tracking tool to tell how long it takes for transactions to be approved.
9. **Submitted On** – This field reflects the date that the originator of the transaction submitted the transaction to the approval queue.
10. **Application Date** – This field represents the date that was entered during the application of a transaction for any changes to the Employee record (PEAEMPL). This Application Date will only be populated if you are querying transactions that are at a transaction status of Complete or Partially Complete.
11. **Applied to Database by** – This field represents the Oracle ID of the person who applied the database with regard to the specific transaction or Personnel Action (EPAF).
12. **Originator ID** field will reflect the Oracle ID of the person who originated (created) the transaction or EPAF

OTHER INFORMATION AND COMMENTS TAB: clicking on this tab allows you to view the comments written into the EPAF without going into the actual EPAF.

You have the option of viewing detailed information about the Personnel Action (transaction) by:

Clicking on the A number of the desired EPAF, **Click the Related** button on the top right corner or **Alt-Shift-R. Select** “PAF Detail Information [NOAEPAF]”. **Note:** This function will take you to the Electronic Personnel Action Form (NOAEPAF) where you can view the actual EPAF and the contents of the transaction such as the actual current and new values represented in the action.

Electronic Approval Summary NOAAPSM 9.0 (ZPPRD)

User ID: A01234567 Submitted From Date: Submitted

Transaction Status: All Queue Status: All

Search

PAF Detail Information [NOAEPAF]

Transaction Information Other Information and Comments Errors

TRANSACTION INFORMATION

ID	Name	Approval Category	Description
A0000220	Chris P. Bacon	JB_TN2	Job Assign Teach ...
A0222222	Jed I Knight	JB_TN2	Job Assign Teach ...

The following example EPAF is a JC_STC, every EPAF has different components and screens. However, the navigation process of EPAFs is the similar.

Electronic Personnel Action NOAEPAF 9.1 (ZPPRD)

Pending Change: Proxy For: HR_OFFICE Office HR ID: A01234567 Barbra Jean Pending **Start Over**

Query Date: 12/01/2015 Last Paid Date: 12/31/2015

Approval Category: JC_STC Job Change Status Change Approval Type: JC_STC Assignment Status Chg Process

Position: 99999 Project Coordinator III Suffix: 01

Transaction Default Earnings Job Labor Distribution Routing Other Information and Comments

TRANSACTION + Insert - Delete Copy | Filter

Field Name	Current Value	New Value	Ren
Jobs Effective Date*	07/01/2015	12/01/2015	
Personnel Date	07/01/2015	12/01/2015	
Job Status*	A	A	
Job Change Reason*	YA-1	EW	
FTE	1	1	
Appointment Percent	100	100	
Timesheet Orgn	DPFCHD		
Title	Project Coordinator III	Project Coordinator Lead	
Units per Pay	173.33		
Salary	66477	78000	

The first page of the EPAF will include the New Value column. This is the new or changing information being submitted for approval. Please note that the salary listed on this page needs to be entered differently for different EPAF's. Please look at the comments to get more details.

To view the remaining pages of each EPAF, **Click** on the **Tools** menu and select **Next Action**. Click **Go or Next Section**. OR Click **Start Over** (press F5) change the Approval Type Field and click **GO**.

TO exit the EPAF - Click on the **White X** on the top of the left hand side to exit the EPAF and return to NOAAPSM Screen

Electronic Approval Summary NOAAPSM 9.0 (ZPPRD)

User ID: A01234567 Submitted From Date:

Transaction Status: Pending Queue Status: Pending

Transaction Information Other Information and Comments Errors

TRANSACTION INFORMATION

ID	Name	Approval Category	Description	Approver Action *	Apply	Queue Status
A01234567	Filet Minyon	JB_SUM	Job Assignment A/...	None	<input type="checkbox"/>	Pending
A02345678	Ally Gator	JB_SUM	Job Assignment A/...	Acknowledge	<input type="checkbox"/>	Pending
A03456789	Holly Wood	JB_SUM	Job Assignment A/...	Approve	<input type="checkbox"/>	Pending
A04567890	Wende Storm	JB_SUM	Job Assignment A/...	Disapprove	<input type="checkbox"/>	Pending
A05678901	Andy Friese	JB_SUM	Job Assignment A/...	More Info	<input type="checkbox"/>	Pending
A06789012	Anna Mull	JB_SUM	Job Assignment A/...	Return/Correction	<input type="checkbox"/>	Pending
A07890123	Barb E. Cue	JB_SUM	Job Assignment A/...	Void	<input type="checkbox"/>	Pending
A08901234	Mo DeLawn	JB_SUM	Job Assignment A/...		<input type="checkbox"/>	Pending
A09012345	Bob Forapples	JB_SUM	Job Assignment A/...		<input type="checkbox"/>	Pending
A01234567	Chris Co	JC_STC	Job Change Status...		<input type="checkbox"/>	Pending
A09876543	Nick OvTime	JC_STC	Job Change Status...		<input type="checkbox"/>	Pending
A08765432	Pearl E Gates	JB_SUM	Job Assignment A/...		<input type="checkbox"/>	Pending
A07654321	Walter Melon	JB_SUM	Job Assignment A/...		<input type="checkbox"/>	Pending

1 of 2 Per Page 13

Click on the employee's line and select the action you want.

Approver Action: This field is where you have the ability to execute or take action on Approval Summary Form (NOAAPSM). You simply need to identify the approver action that you want to take by using the pull down list in the data area. There are seven valid approver actions. They are as follows:

- Approved** – You can approve the transaction indicating that you are in agreement with the information on the EPAF.
- Disapproved** – You can disapprove the transaction indicating that you disapprove the information on the EPAF. *Once disapproved, the EPAF can't be corrected. Insert a comment and contact the originator that you are disapproving the EPAF.*
- Void** -- Valid approver action for the *originator* of the transaction and the *superuser* only. This action indicates that the transaction has been voided and is no longer valid.
- More Info** – You desire more information about the transaction prior to taking action. This status indicates to other people in the approval queue that the person is taking action to research the EPAF.
- Acknowledge** -- You have received the EPAF in an FYI status and can acknowledge the transaction. *This is not currently being used at USU.*
- Return for Correction** – You can return a EPAF to the *originator* of the transaction when an error is detected prior to the EPAF being applied to the database. *If you return for correction, please insert a comment and contact the originator that you are returning the EPAF to them.*
- None** – Default value for the pull down list.

Click on the "SAVE" icon or use the F10 command on your keyboard to save your approver action.