

Approver FAQs

1) Who is an approver?

An Approver is a person who reviews an ePAF, and either approves, disapproves, or returns the ePAF to the Originator for correction.

An ePAF must have at least one Approver (a mandatory approval level), but it may have more than one. Examples of approval levels include the Department Chair, the Dean's Office, and the Office of Sponsored Programs.

If a department requires more than the mandatory approval level(s) associated with a given ePAF, the originator can set up additional approval levels in the Default Routing Queue associated with each type of ePAF he/she originates.

2) How are ePAF routing queues set up?

Each ePAF transaction needs one or more approvers and one applier. The Originator must define who will fulfill these requirements by setting up the default routing queue.

3) Are ePAFs sent to Approvers sequentially?

Yes, as soon as an ePAF transaction is initiated, it is instantly sent to the first approver in the approval queue. Each approver in the queue will need to take action (except for FYI) before the ePAF transaction is sent to the next Approver.

4) How will users know the status of an ePAF?

The Originator and Approvers who are in the transaction queue can check the status of the ePAF via the Current tab.

5) What is the time period that an ePAF has to be processed?

An ePAF must be processed within the payroll time period. If an ePAF is received and the date on the transaction has passed, **HR will return the ePAF for the date to be changed for the next pay cycle.**

6) What is the purpose of the hold for More Information?

This Approver action allows an Approver to hold an ePAF if he or she needs more information before taking action on the transaction.

7) Does a Proxy have the same security as an Approver?

Yes, the Proxy will see only what you would see as an Approver.

8) How will I know there is an ePAF awaiting my approval?

There is an automatic email notification when an ePAF is spending your approval. This email is sent "from Oracle Database Acc." Your Originator should contact you to let you know when there is an ePAF awaiting your approval.

9) Can an Approver make changes to an ePAF?

No, only an originator can make changes; however, an Approver can send an ePAF back to the Originator for correction.