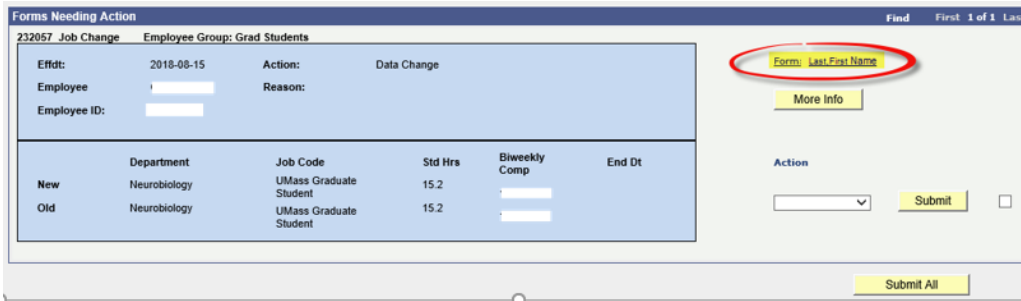


Review and Approve a Funding Change ePAF

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.



	Department	Job Code	Std Hrs	Biweekly Comp	End Dt
New	Neurobiology	UMass Graduate Student	15.2		
Old	Neurobiology	UMass Graduate Student	15.2		

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.

Reprocess a Funding Change ePAF

1. If the ePAF will 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.