Approve ePAF Policy and Procedure
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Approve ePAF Policy and Procedures

**Policy:** All information or changed information entered into PeopleSoft for an OUCN employee must have a secondary review and approval.

**Purpose:** The Approve ePAF policy and procedure is intended:

- To validate employee information has been entered correctly
- To ensure that employee information is not maliciously changed.

**Scope:** HR, Finance
**Approve ePAF Procedure**

1. Receive e-mail from requester, usually the payroll coordinator.
2. Click link provided in e-mail.
3. Evaluate the job change. Click approve, if accurate. Then click, yes.
4. If not accurate, recycle to originator with changes or questions.
5. Use the job change evaluation form to update any excel salary reports, such as Faculty by Rank, or monthly and yearly salary totals, or create a report that assists you in keeping up with the job changes.
6. See link below page 7 to approve ePAF:

**Revision History**

<table>
<thead>
<tr>
<th>Revision</th>
<th>Effective Date</th>
<th>Description of Changes</th>
<th>Requested By</th>
<th>Approved By</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.0</td>
<td>9/1/2011</td>
<td>Initial Release</td>
<td>Linda Wood</td>
<td>Assistant Dean of Finance and Administration</td>
</tr>
<tr>
<td>1.0</td>
<td>4/8/2014</td>
<td>Reviewed and no changes needed.</td>
<td>Sandra Fix</td>
<td>Assistant Dean of Finance and Administration</td>
</tr>
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