How to Approve or Acknowledge EPAFs

EPAFs are accessed through Self-Service Banner (SSB), which is located on the Employee tab on MyRU. To get started, follow these steps:

**Step 1:** Click on the new MyRU link.

**Step 2:** Log in on this next screen with your username and password.
Step 3: Click on the “Employees” folder.

Step 4: Locate “Employee Tools” and click “Banner SSB Employee Menu”. 
Step 5: On the Self-Service Banner page, click “Employee”.

Step 6: Next, select “Electronic Personnel Action Forms”.
**Step 7:** Select “EPAF Approver Summary” on the EPAF Menu Form.

**Step 8:** Click on the name of the employee for the transaction you want to approve or acknowledge.
Step 9: If you are an approver, click “Approve”, “Disapprove” or “Return for Correction”. Remember that if you do not approve, enter an explanation in the Comments box by clicking the “Add Comment” link.

If you are only receiving an “FYI” notification, click “Acknowledge”.