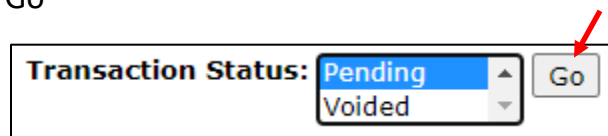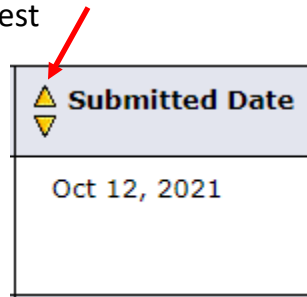# How to Confirm Your ePAF has been Approved

Originators must ensure that their submitted ePAF has been fully approved before a student starts working. Originators are copied on the approval emails that get sent to each approver. ePAFS must be submitted timely; refer to the Payroll calendar to confirm the due date of your ePAF.

1) Log into the ePAF Main Menu

2) Click on ePAF Originator Summary

3) Click on your History tab

4) Filter your transactions – select "Pending" from the Transaction Status drop-down and click Go

5) Click on the arrow shown below on the Submitted Date column to organize the ePAFs from oldest to newest

6) Click on a name to open the ePAF

7) Click on the Routing Queue link

8) Check to see who the ePAF is currently assigned to – the queue status will be "Pending" for the approver. Reach out to the current approver as a reminder to approve the ePAF. **If your student enters hours in web time entry and is unable to post hours because there is no timesheet, please contact Payroll.**