### Approving PAFs

**University of Northern Iowa**

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**Oracle Applications Home Page**

**Windows Internet Explorer**

**Oracle Workflow**

**Worklist**

- **View**: Open Notifications
- **Select Notifications**: Open, Delegate, Close
- **Select All**
- **Select None**

<table>
<thead>
<tr>
<th>Select Subject</th>
<th>Sent</th>
<th>Due - Fin Level</th>
<th>From Type</th>
</tr>
</thead>
<tbody>
<tr>
<td>NEEDS APPROVAL, NEW PAF (65487) for Fleming, Margaret L. (UNI 473332)</td>
<td>01-Mar-2010</td>
<td>04-Mar-2010, 1</td>
<td>UNI Personnel Action Form</td>
</tr>
<tr>
<td>NEEDS APPROVAL, CHG PAF (65506) for Leno, Jason R. (UNI 473334)</td>
<td>01-Mar-2010</td>
<td>04-Mar-2010, 2</td>
<td>UNI Personnel Action Form</td>
</tr>
<tr>
<td>NEEDS APPROVAL, CHG PAF (65507) for Pasrami, Mildred E. (UNI 473366)</td>
<td>01-Mar-2010</td>
<td>04-Mar-2010, 2</td>
<td>UNI Personnel Action Form</td>
</tr>
</tbody>
</table>

**TIP**: Vacation Rules - Redirct or auto-responder to notifications
About Approving PAFs

In an effort to improve the processing of personnel changes, a new system has been implemented to replace the manual paper PAF process with electronic submissions and approvals. This will enable the University to achieve the goal of processing personnel actions more accurately and efficiently. PAFs will now be created online and electronically routed to the next appropriate person for approval. This will continue until all approvals are obtained and the form reaches its final destination in HRS. Some benefits of this new process include:

- 100% electronic approval
- Ability to access the PAF at any time
- No lost paper forms
- Ability to track PAFs
- Reduction in processing time
- Increased security

Accessing e-Business Suite

1. Please read http://www.vpaf.uni.edu/ebusiness/qrg.shtml to learn how to access e-Business Suite.

Approving PAFs in e-Business Suite

Approvers will receive notifications via email twice a day and can also view the notifications once they have logged into e-Business Suite.

1. To view and approve the PAF, click on a “NEEDS APPROVAL…” link (A).

♫ Special Note: If you will be absent for more than three days, please redirect your notifications to an appropriate delegate by using the Vacation Rules (B).
2. The PAF will appear within e-Business Suite, use scroll down (C) the web page to view the Approve/Reject Reason text field (D).

3. Click once in the Approve/Reject Reason text field (D) and add a comment. 🔄 NOTICE: This field is required; please indicate an approval or rejection reason.

4. - If you approve of the PAF, click the Approve button (E).
   - If you do not approve of the PAF, click the Reject button (F).
   - If you need to delegate the approval to another employee, click the Delegate button (G).
   - If you would like to request more information from someone in the PAF workflow, or another employee, click on the Request Information button (H).
     A message form will appear and you can send an e-Business Suite notification requesting more information.

For questions regarding PAF preparation, send a message to paf-support@uni.edu