

Managing Your Approver Summary

1. Your work area has tabs:
Current pending my approval; **In My Queue** are routing to me;
History for completed ePAFs.

2. You can **sort** your transactions **by status** of Waiting, Pending, etc.

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My Personal Information | **Employment Information** | Finance

Search [] Go

RETURN TO EMPLOYEE MENU | SITE MAP | HELP

EPAF Approver Summary

Current | In My Queue | History

Select the link under Name to access details of the transaction.

Queue Status: All Go

No transactions found in your queue.

New EPAF | Update Proxies | Search | Proxy or Superuser or Filter Transactions
Return to EPAF

Your ePAF transactions will be listed here.

3. You can **Search** for transactions by Name, R# ID, or transaction number!

4. You can appoint **Proxy(s)** to review and approve on your behalf (below)!!
-OR- From the ePAF Menu, choose "EPAF Proxy Records"

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EPAF Proxy Record

Approval Level: Department TTU, DPTTTU

Name: Not Selected Remove Add

Save

EPAF Approver Summary
Return to EPAF Menu

4a. Choose the **Routing Approval Level**.

4b. Select the **Name**, click the **Add** box and **SAVE**.