Quick ePAF Guide for Reviewers Using the URL

Step 1. Log On to ePAF: (See Reviewer Manual page 6 for more information)

https://enterprisehr.us.adp.com/bv2p/v5bv2p.html

Step 2. Navigate to ePAF: (See Reviewer Manual page 7 for more information)
USG Personnel Action Form > Personnel Action Form (ePAF) > Personnel Action Form (Epaf) (next to ADD)

Step 3. Search for ePAF: (See Reviewer Manual page 7 for more information)
Enter Search Criteria and Select Ok
Search options include entering ePAF # in the Personnel Action Form ID box, or Name, or Department #.

Step 4. Review ePAF for Accuracy: (See Reviewer Manual pages 8-10 for more information)

Note: Change From is the employee’s current Payroll information
Change To describes the change to the current Payroll information

Tabs:

<table>
<thead>
<tr>
<th>PAF Data 1</th>
<th>PAF Data 2</th>
<th>PAF Distribution</th>
<th>PAF Work</th>
<th>PAF Misc</th>
<th>PAF Authorization</th>
</tr>
</thead>
<tbody>
<tr>
<td>PAF Data 1- Employee’s general information including: Name, Action, Effective Date (date action starts), Department</td>
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<td>PAF Data 2- Employee’s salary information</td>
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<td>PAF Distribution- Employee’s salary distribution</td>
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<td>PAF Work- Et ime Work Schedule only for Non Exempt employees that do not work 8:30-5:15 M-F</td>
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<tr>
<td>PAF Misc- Information about Stipend, Extra Compensation, Fee Based, Supplemental pay, Prior Period Adjustment</td>
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<td>PAF Authorization- Information about approval history of the ePAF and possible actions</td>
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</tbody>
</table>

Step 5. Select an Action on the PAF Authorization Tab: (See Reviewer Manual page 10 for more information)

A. Select Magnify Glass next to Action Status and select Appropriate Response
- Approve: Selecting approve means that the information is correct and you authorize further action.
- Recycle: Selecting Recycle will open the ePAF for changes and start the approval process over.
  Note: Notify the Initiator to correct the mistakes.
- Cancel: Selecting Cancel will end the ePAF and it will not be processed
- On Hold: Selecting On Hold will create email reminders to the initiator if it sits more the 10 days without activity and will be canceled by the system if left for 21 days on hold.

B. Select Save at Top of Page to Record Action

Step 6. Notify Next Approver (See Reviewer Manual page 11 for more information)
The ePAF has been left flexible for you to determine who needs to review the ePAF next. Send an email to the next reviewer and let them know it is ready for their review and approval. An Email option is described on page 11.