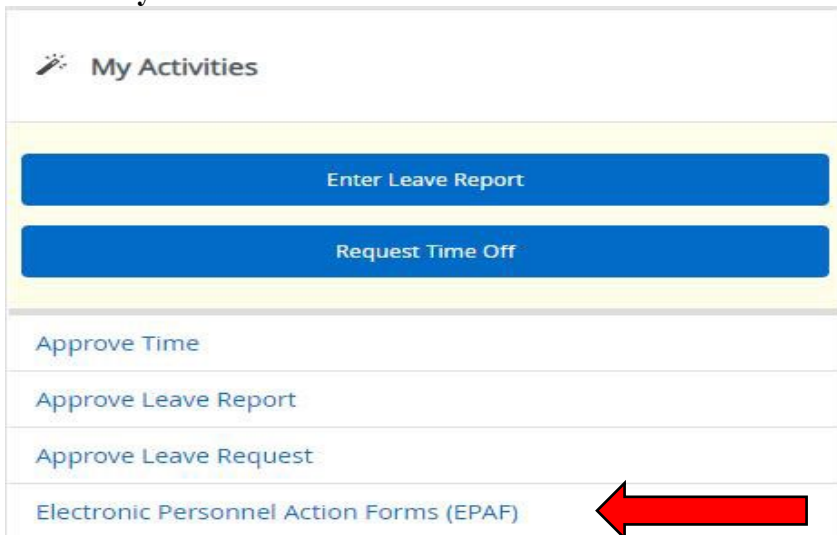


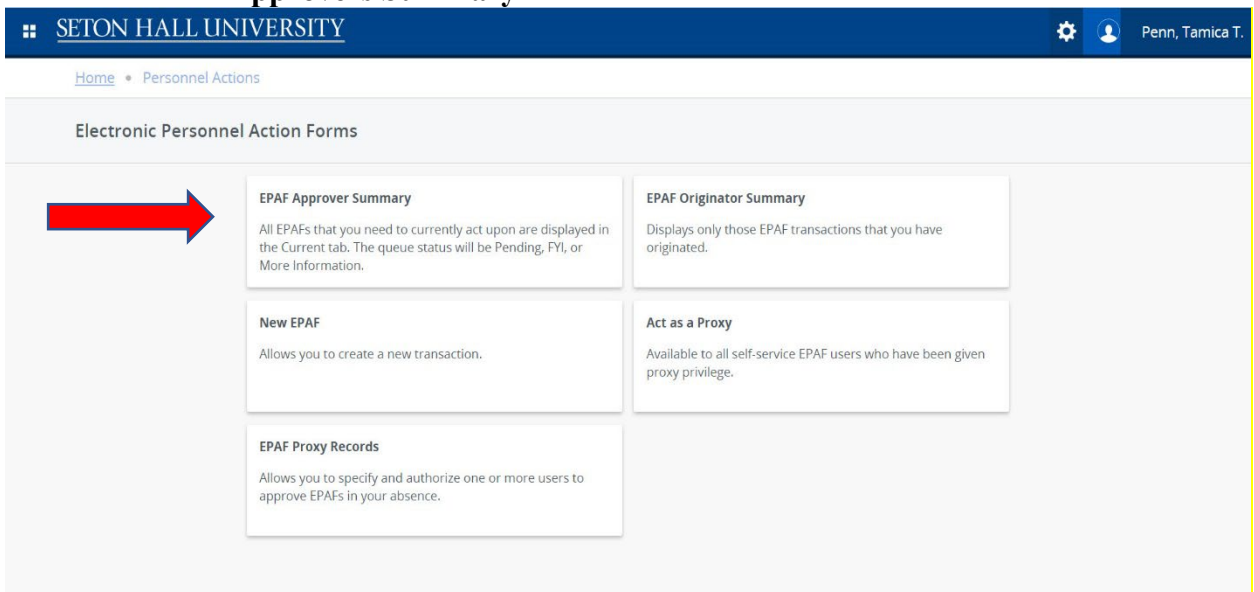
Approver instructions ePAFs

Navigating to the Approver Summary: This is for Approvers only*

1. Log into PirateNet
2. Click on Self Service Banner
3. Choose Employee Dashboard
 - Click view employee dashboard.
4. Under “My Activities” Select **Electronic Personnel Action Forms (EPAF)**



5. Click on “**EPAF Approver Summary**”.



6. **Approve** the ePAF

Additional Earnings, ADEARN-00	11202351	206543	One-Time Earning Payment	05/01/2026	05/01/2026	Approve	<input checked="" type="checkbox"/>		
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7. Click **Save** after Toggling the ones you want to Approve.

[New EPAF](#) · [EPAF Proxy Records](#) · [Transaction Search](#) · [Superuser or Filter Transactions](#)

Last Note: Once saved the Transition will move to the next Approver in Sequence and so on till submitted to HREPAF