

An Overview of the SAP ePAF Process: SAP ePAF Processing for Principals / Asst. Principals / Supervisors / Directors

Type Link in browser: sapepaf.polk-fl.net

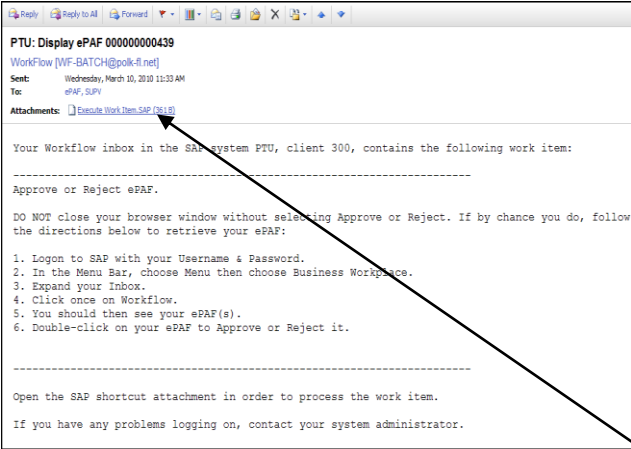
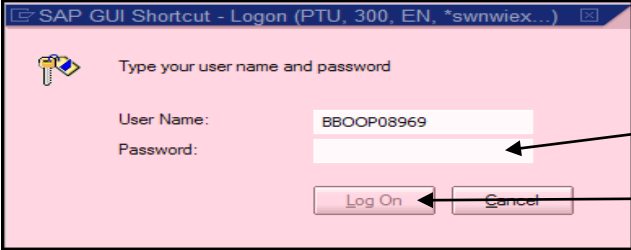
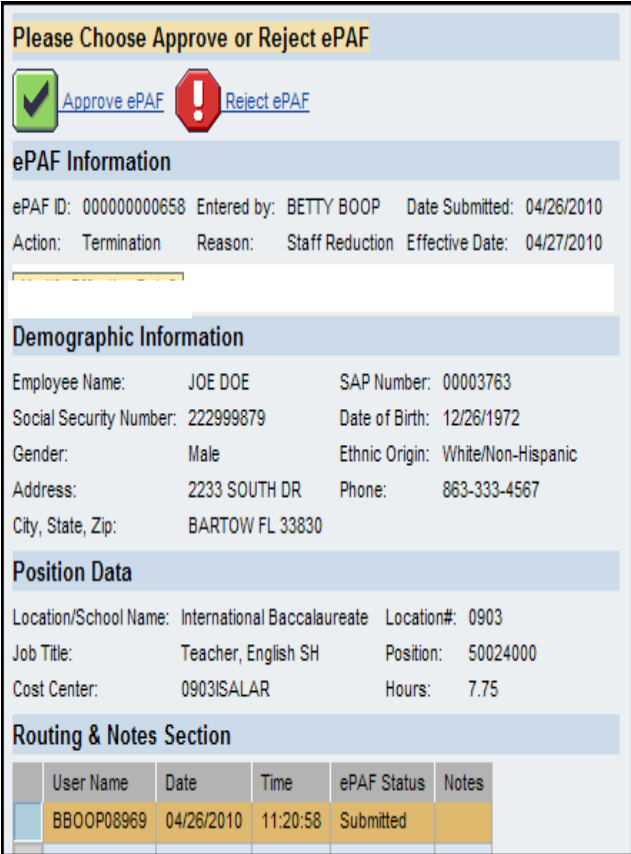
- Once an SAP ePAF is created, a workflow email will be sent to the approving Administrator.
- If Approved the SAP ePAF will proceed through the workflow approval process before the Personnel Assistant receives it.
 - The workflow may include routing the SAP ePAF to: Certification, Employee Relations, Title 1, Retirement, and/or Position Control.
- If Rejected the P.A. and the Approving Supervisor will receive a workflow email in their Outlook inbox.

The SAP ePAF Entry/Search Screen:

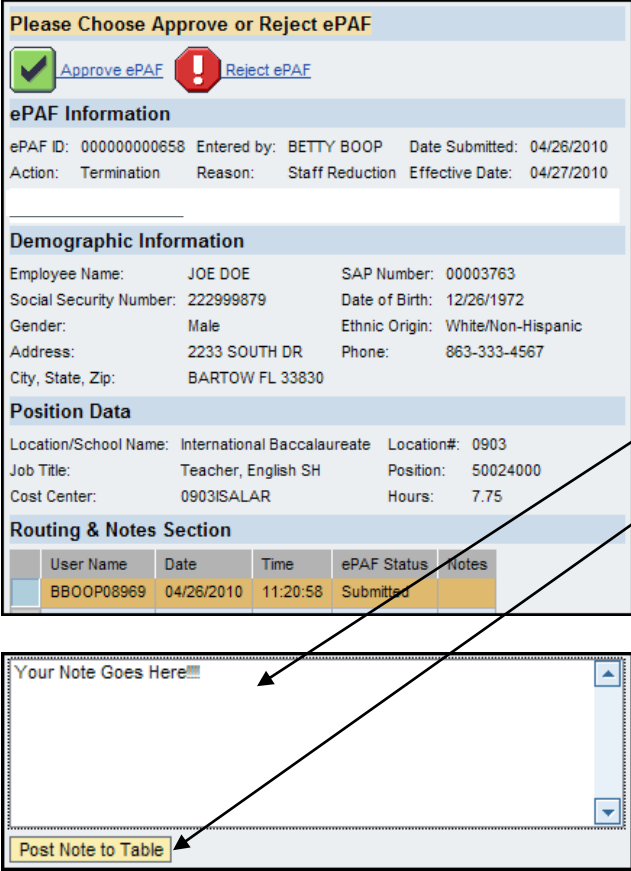
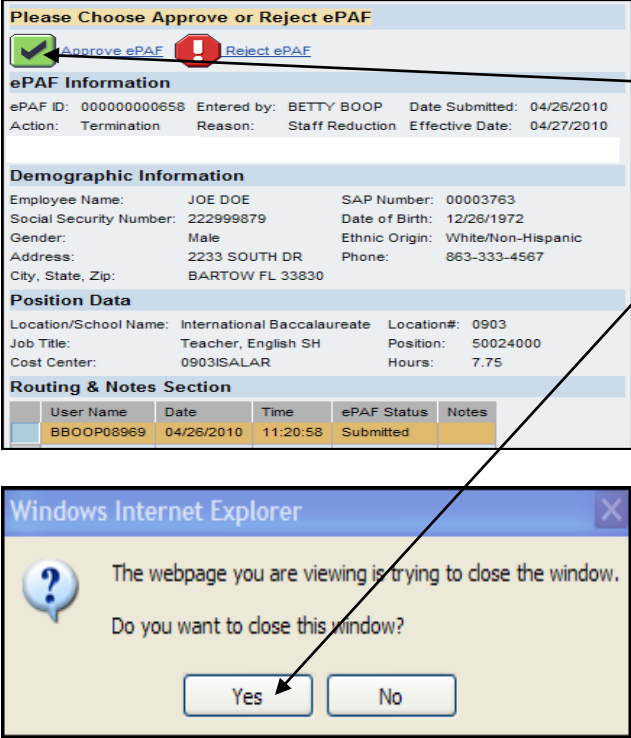


The screenshot shows a web interface titled "SAP ePAF Entry Screen". It is divided into two main sections. The first section, "Create ePAF", features a text input field for "SAP ID#" containing the value "00000000" and a copy icon to its right. Below this is a blue button with a document icon and the text "Create ePAF". The second section, "Search for ePAF", features a blue button with a magnifying glass icon and the text "Search ePAF".

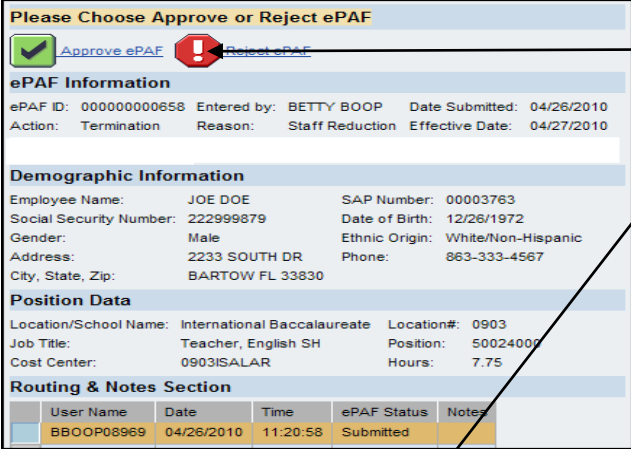
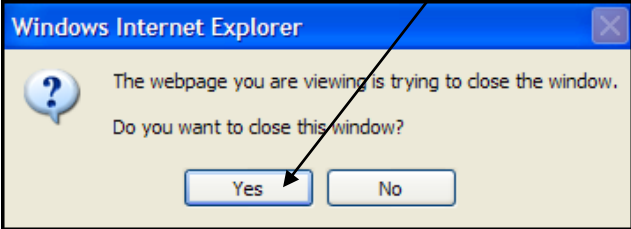
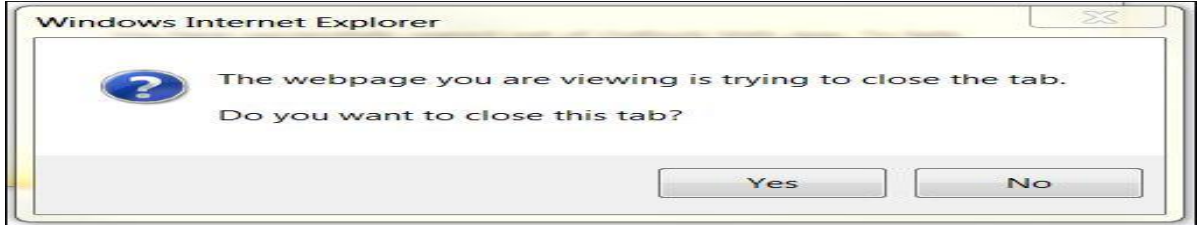
SAP ePAF Processing for Principals / Asst. Principals / Supervisors / Directors

Steps	Screen Displayed	Procedures
<p>1</p>	 	<p>Once the SAP ePAF has been created, the ePAF will go through the appropriate approval workflow and the supervisor will receive a workflow email in their Outlook Mail inbox.</p> <p>Important: The email subject will say "Display".</p> <p>After opening the Workflow email:</p> <ul style="list-style-type: none"> • Double Click on the email attachment and open the attachment • Type your SAP Password in the password field provided • Click the Log On button
<p>2</p>		<p>The Approve or Reject SAP ePAF screen is now displayed.</p> <p>IMPORTANT: Before you Approve or Reject an SAP ePAF:</p> <p>Note: The effective date MUST be the first day not worked for ALL SEPERATIONS.</p>

SAP ePAF Processing for Principals / Asst. Principals / Supervisors / Directors

Steps	Screen Displayed	Procedures
3		<p><u>To Add a note to the SAP ePAF:</u></p> <ul style="list-style-type: none"> • Click the Add Note button • Type your note • Click the Post Note to Table button
4		<p><u>If Approving an SAP ePAF (if rejecting an SAP ePAF refer to step 5):</u></p> <ul style="list-style-type: none"> • Click on Approve ePAF • Click the Yes Button (to close this window) <p><u>Note:</u> Once the Supervisor <i>Approves</i> or <i>Rejects</i> the SAP ePAF, it is recommended that you delete the workflow email from your Outlook Mail inbox.</p> <p><u>NOTE:</u> If you have multiple ePAFs to Approve/Reject, please go to Step #6.</p>

SAP ePAF Processing for Principals / Asst. Principals / Supervisors / Directors

Steps	Screen Displayed	Procedures
5	 	<p><u>If Rejecting an SAP ePAF:</u></p> <ul style="list-style-type: none"> • Click Reject ePAF • Click the Yes Button (to close this window) <p><u>IMPORTANT: If you reject an SAP ePAF then an email will be sent to the Approving Supervisor and to the Personnel Assistant and procedures are finished.</u></p> <p><u>Note:</u> Once the Supervisor <i>Approves</i> or <i>Rejects</i> the SAP ePAF, it is recommended that you delete the workflow email from your Outlook Mail inbox.</p>
6	<p>NOTE: If you have several ePAF's to process, follow the directions below:</p> <ol style="list-style-type: none"> 1. After the first ePAF is Approved/Rejected, the box below appears, <i>select NO</i>  <ol style="list-style-type: none"> 2. Minimize the Internet Browser window. 3. <i>Double Click</i> the next ePAF in the Outlook Inbox to open. 4. Approve/Reject ePAF 5. When the <i>Windows Internet Explorer</i> box appears, <i>click Yes</i> 6. Repeat steps 3-5 until all ePAFs are completed. 	