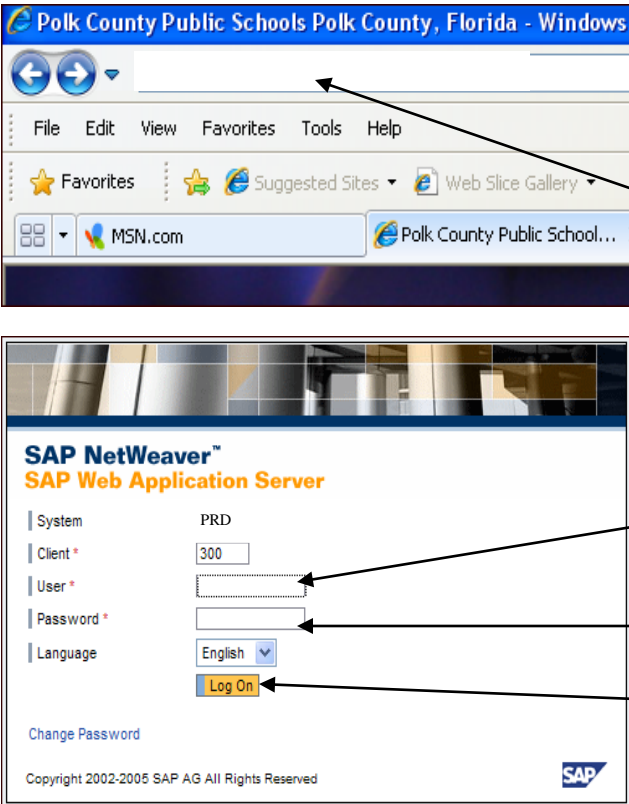
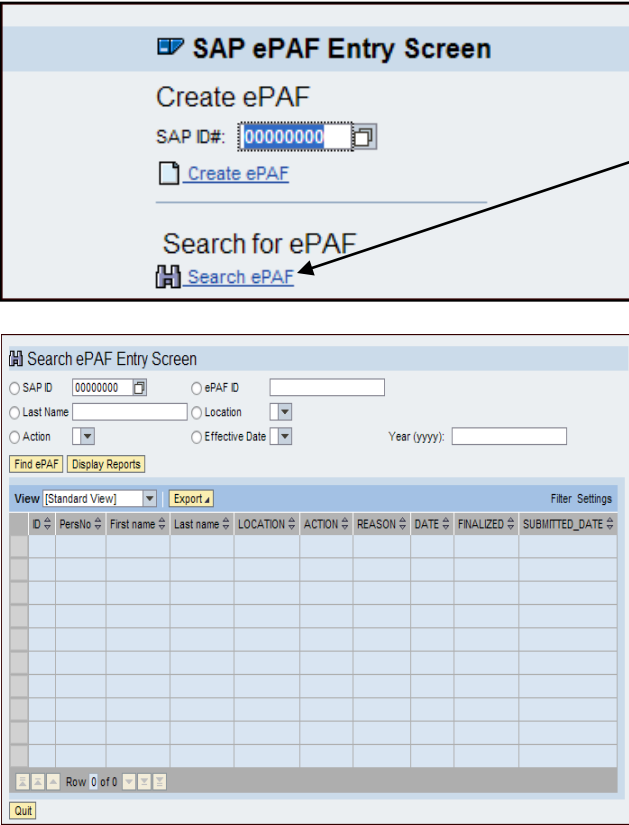
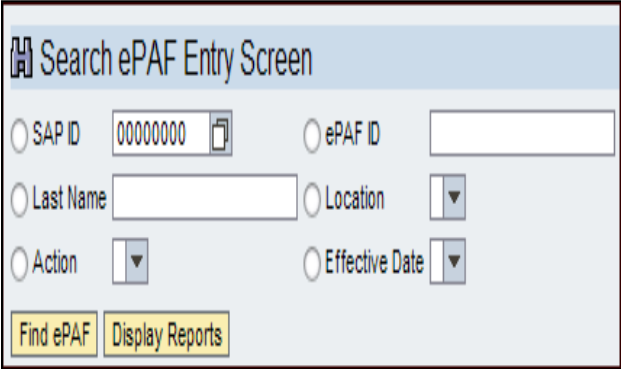
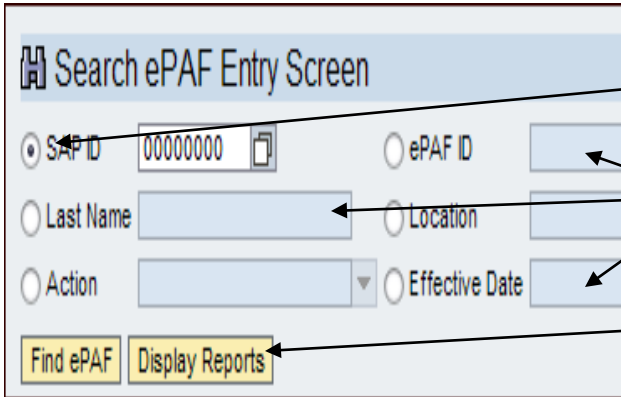
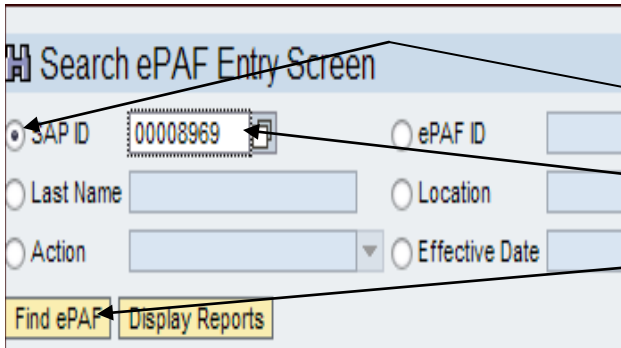
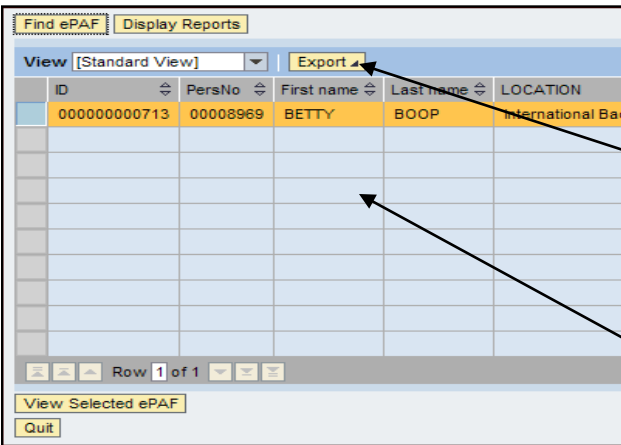
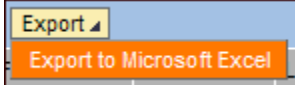


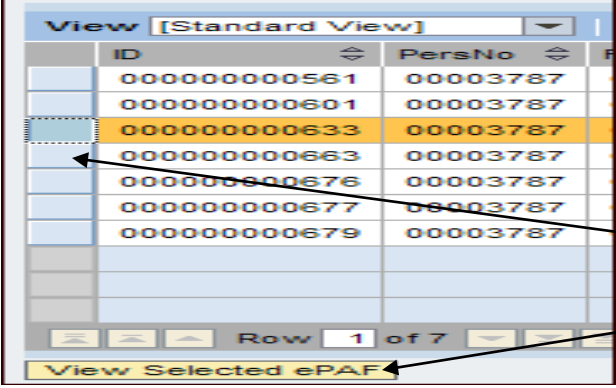
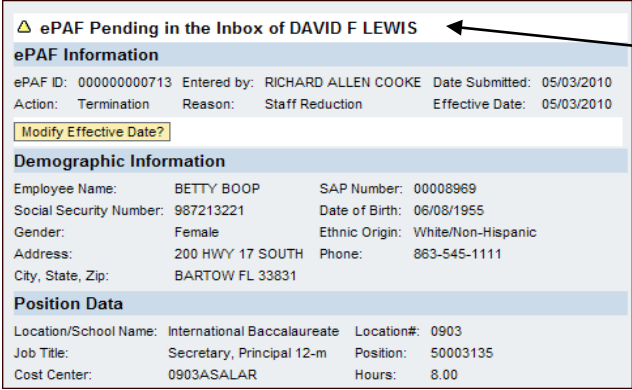
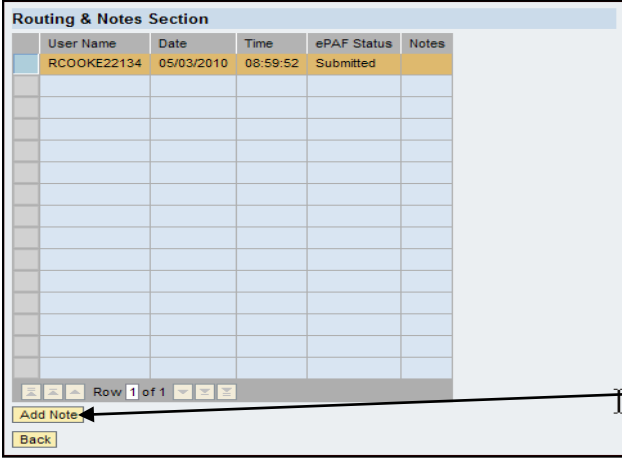
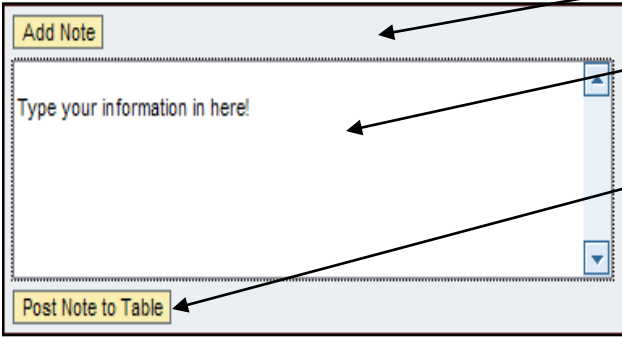
SAP ePAF- HOW TO SEARCH FOR AN ePAF

Steps	Screen Displayed	Procedures
1		<p><u>HOW TO LOGIN TO THE SAP NetWeaver EPAF SYSTEM:</u></p> <ul style="list-style-type: none"> • Open Internet Explorer • Type sapepaf.polk-fl.net • Press Enter key <p><u>After the web page loads:</u></p> <ul style="list-style-type: none"> • Type your SAP User ID (Example: ASMITH01234) • Type your SAP Password • Press Log On button
2		<p><u>SEARCHING FOR AN EPAF:</u></p> <ul style="list-style-type: none"> • Click on the Search ePAF link <p><u>The EPAF Search screen appears:</u></p> <p><u>IMPORTANT NOTE:</u></p> <p>When the ePAF is in the Finalized status or the Rejected Status the ePAF CANNOT be modified.</p> <p>That will be noted at the top of the ePAF in place of the “ePAF Pending in....” status line.</p> <div style="border: 1px solid black; padding: 5px; margin-top: 10px;"> <p>⚠ ePAF Pending in the Inbox of PERSONNEL ASSISTANTS</p> </div>

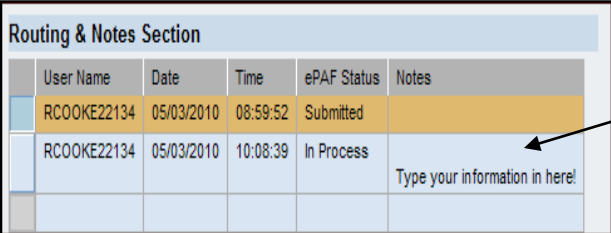
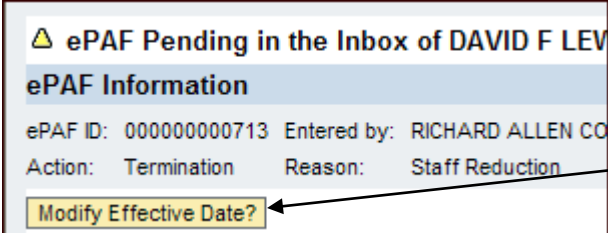
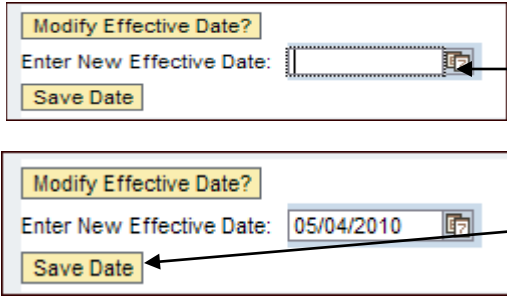
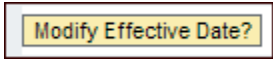
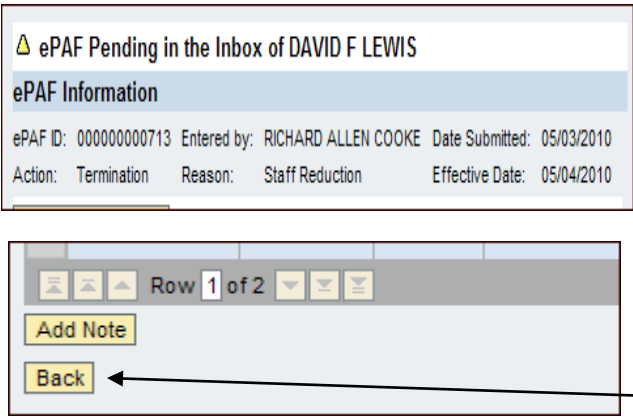
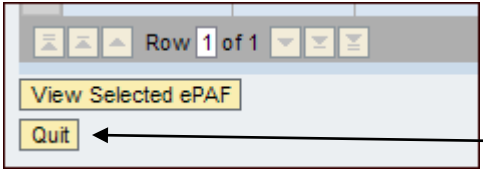
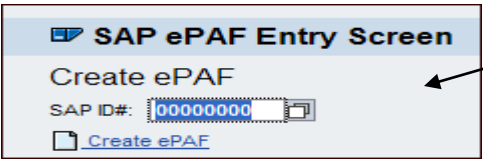
SAP ePAF- HOW TO SEARCH FOR AN ePAF

Steps	Screen Displayed	Procedures
3	 	<p><u>METHODS OF SEARCHING FOR AN ePAF:</u></p> <p>Note: You can only use one method at a time.</p> <ul style="list-style-type: none"> • SAP ID • Last Name • Action • ePAF ID • Location • Effective Date <p>Click on any Radio Button to begin Search</p> <p>All other available Search Options will be <i>grayed out</i>.</p> <p>NOTE: The DISPLAY REPORTS button will appear on Personnel Assistants screen.</p>
4	 	<p><u>SEARCHING BY SAP ID:</u></p> <ul style="list-style-type: none"> • Click on the SAP ID Radio Button to begin Search • Type the Employee's SAP number in the Search Box • Click the Find ePAF button <p><u>The Employees Name and Information will appear in the Grid Screen:</u></p> <p>Available Options:</p> <ul style="list-style-type: none"> • Export • Click the Export button  <ul style="list-style-type: none"> • Click Export to Microsoft Excel • An Excel Spreadsheet will open all information found in the grid.

ePAF- HOW TO SEARCH FOR AN ePAF

Steps	Screen Displayed	Procedures
5	 	<p><u>The Employees Name and Information will appear in the Grid Screen (Cont'd):</u></p> <p>Available Options:</p> <ul style="list-style-type: none"> • Click on the Box in front of the ID Column to Select • Click View Selected ePaf button <p>The ePaf Information is displayed:</p> <ul style="list-style-type: none"> • The Current Status • The top section displays <ul style="list-style-type: none"> ○ ePAF Information ○ Demographic Information ○ Position Data
6	 	<ul style="list-style-type: none"> • The lower section displays <ul style="list-style-type: none"> ○ Routing & Notes Section <p><u>To Add a Note:</u></p> <ul style="list-style-type: none"> • Click Add Note button • The Add Note Window appears • Type the Text in the Window Area • Click the Post Note to Table button

ePAF- HOW TO SEARCH FOR AN ePAF

Steps	Screen Displayed	Procedures
7	  	<p><u>Adding a Note (Cont'd):</u></p> <ul style="list-style-type: none"> Your Note Information now appears in the Routing & Notes Section <p><u>Modifying the Effective Date: ONLY HR WILL BE ALLOWED TO MODIFY THE EFFECTIVE DATE!</u></p> <ul style="list-style-type: none"> Click the Modify Effective Date button  <ul style="list-style-type: none"> Click the Calendar Icon Click the Date you want to use Click Save Date button
8	  	<p><u>Modifying the Effective Date: (Cont'd)</u></p> <p>The ePAF Information section now shows the Change of the Effective Date.</p> <p>If you are done making changes or viewing the ePaf:</p> <ul style="list-style-type: none"> Scroll to the bottom of the current window Click the back button Begin a New Search <p style="text-align: center;">OR</p> <ul style="list-style-type: none"> Click Quit button SAP ePAF Entry Screen appears Close Internet Explorer to <i>Exit</i>