

# **BANNER HUMAN RESOURCES**

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## **PROCESSING PERSONNEL ACTION FORMS INSTRUCTIONS FOR EPAF APPROVERS**



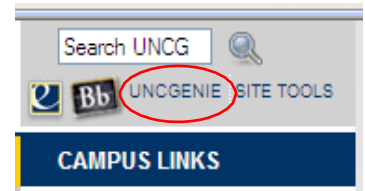
**BannerHR**  
**Processing Personnel**  
**Action Forms**  
**August 1, 2016**

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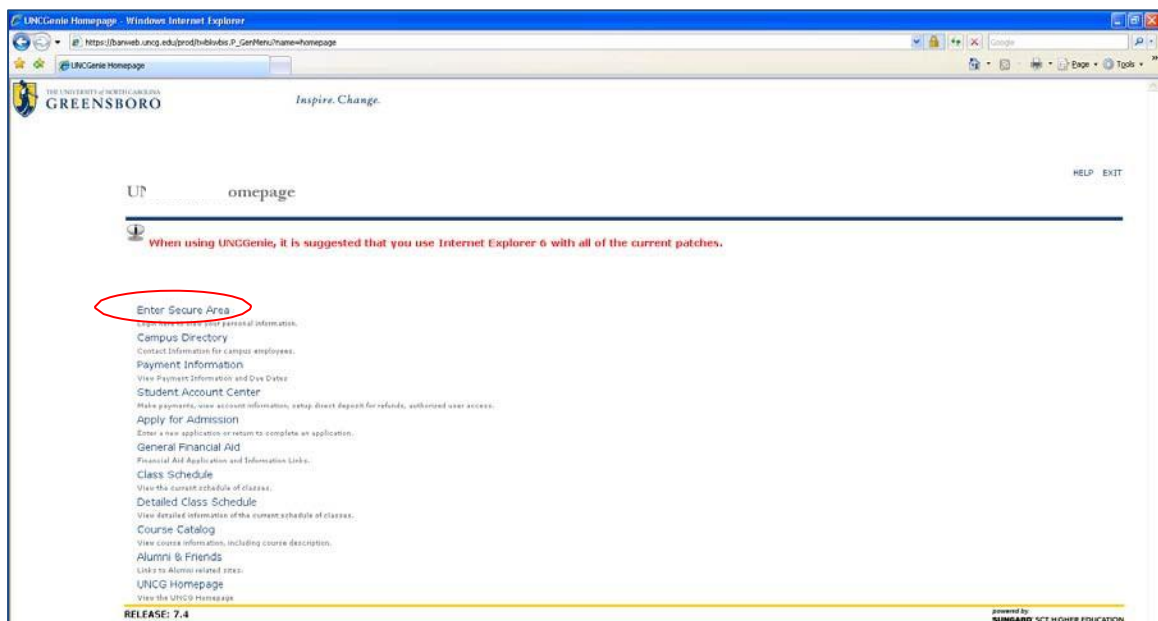
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## ACCESSING THE EPAF MENU

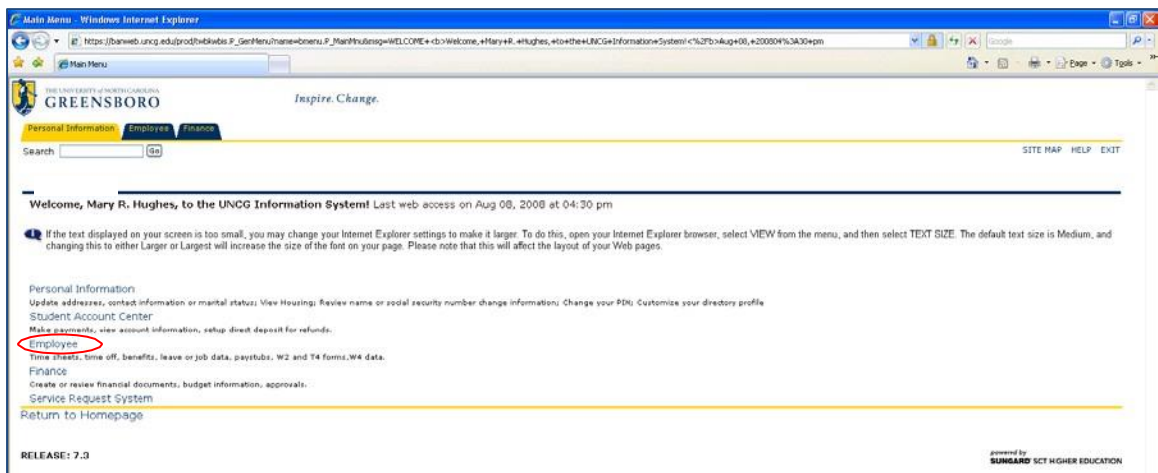
- Log onto the **Internet** and go to **www.uncg.edu**.
- Click on the **UNCGENIE** icon in the upper right hand corner.
- Click on **Enter Secure Area**.
- Enter your **9-digit University ID and PIN\*\***
- Click **Login**.



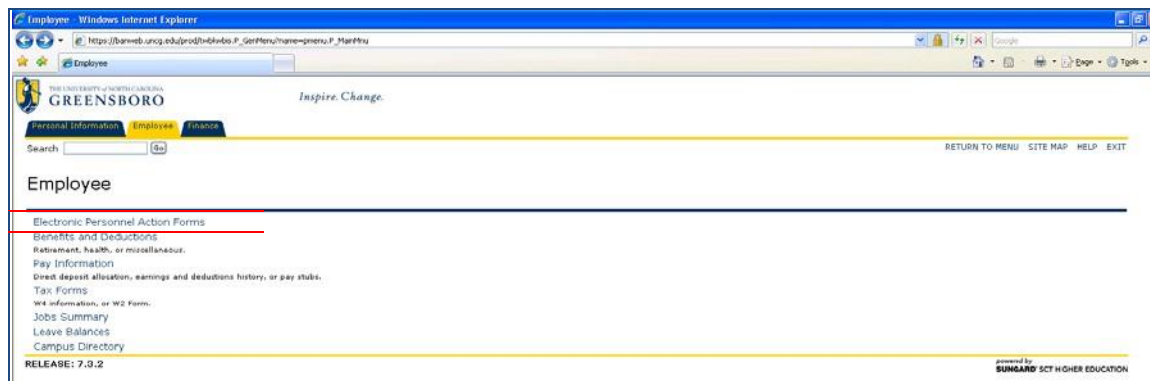
**\*\* The very first time you log into UNCGenie (Banner Self Service) your PIN will be your birth date backwards (yyddmm). If you have forgotten your PIN, enter your User ID and Click [Forgot PIN?]. Answer your security question, click Submit Answer. Then enter a new PIN; re-enter PIN.**



At the next window, Click **Employee**



In the Employee menu window, Click **Electronic Personnel Action Forms**






The Electronic Personnel Action Form window provides a portal to the five functions of EPAFs. If you are designated an Originator, or Approver of personnel actions, or are a Proxy for an Originator or Approver, you will navigate to your routing queues from this window.

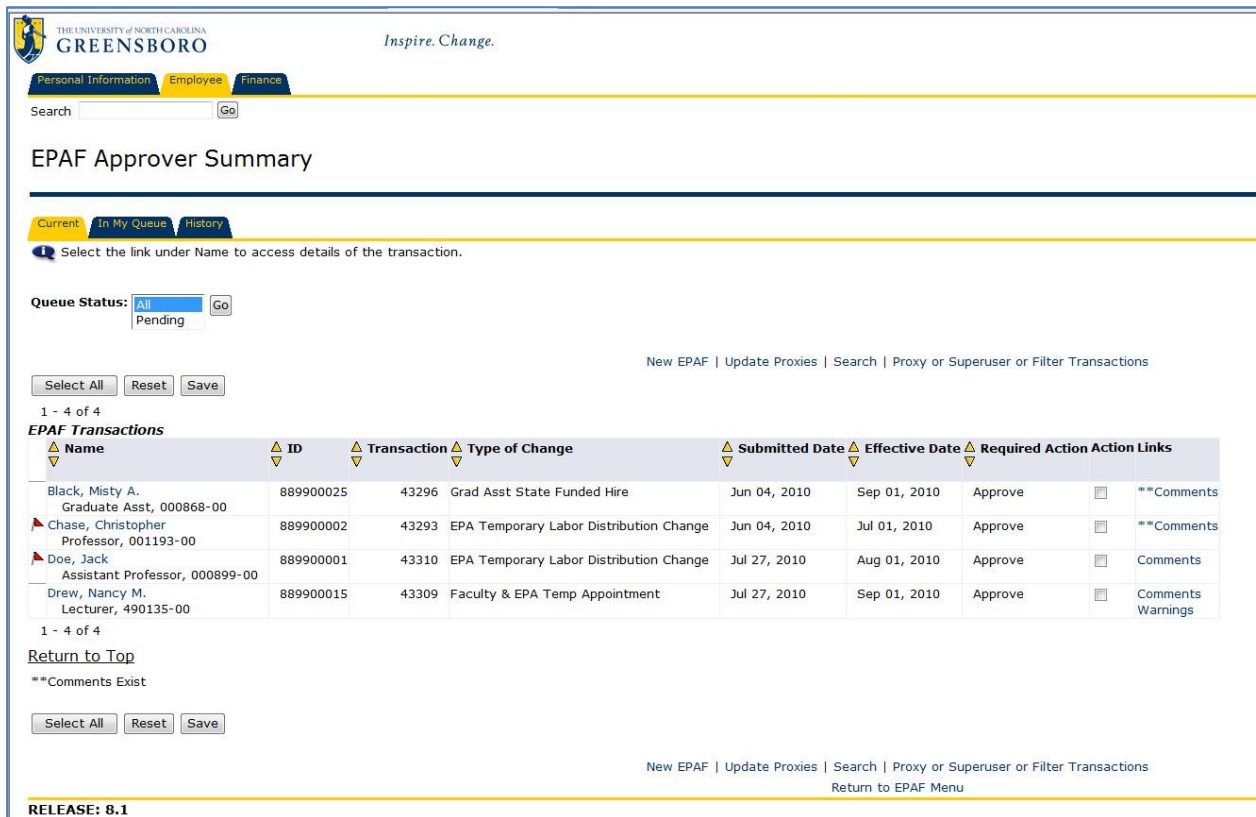
## MANAGING EPAF SUMMARY QUEUES

The Electronic Personnel Action Form window is the Main Menu of EPAFs. From here, you can review your Originator or Approval Summary, check your FYI notices, or consult the archives of past actions you have completed.



## EPAF Approver Summary






-  **For Approvers:** This is where actions await your intervention. Click on [EPAF Approver Summary](#) to be presented a list of personnel actions for your review and approval.
-  **For Interested Parties:** This is where actions await your notice. Click on [EPAF Approver Summary](#) to be presented a list of FYI's regarding personnel actions.
-  **For Appliers:** Banner is programmed to run a process every 10 minutes that picks any EPAF sitting at the Apply level, and applies them to Banner INB. This means within 10 minutes of the last functional office clicking 'Approve', your personnel action is created within Banner.




The screenshot shows the 'EPAF Approver Summary' page of The University of North Carolina Greensboro Banner system. The page includes a navigation bar with 'Personal Information', 'Employee', and 'Finance' tabs. Below the navigation bar is a search field and a 'Go' button. The main heading is 'EPAF Approver Summary'. There are tabs for 'Current', 'In My Queue', and 'History'. A message states: 'Select the link under Name to access details of the transaction.' Below this is a 'Queue Status' filter with 'All' and 'Pending' options and a 'Go' button. At the top right of the table area are links: 'New EPAF | Update Proxies | Search | Proxy or Superuser or Filter Transactions'. The table has columns: Name, ID, Transaction, Type of Change, Submitted Date, Effective Date, Required Action, and Action Links. There are 4 rows of data. Below the table are 'Select All', 'Reset', and 'Save' buttons. At the bottom right are links: 'New EPAF | Update Proxies | Search | Proxy or Superuser or Filter Transactions' and 'Return to EPAF Menu'. The footer says 'RELEASE: 8.1'.

Name	ID	Transaction	Type of Change	Submitted Date	Effective Date	Required Action	Action Links
Black, Misty A. Graduate Asst, 000868-00	889900025	43296	Grad Asst State Funded Hire	Jun 04, 2010	Sep 01, 2010	Approve	<a href="#">**Comments</a>
Chase, Christopher Professor, 001193-00	889900002	43293	EPA Temporary Labor Distribution Change	Jun 04, 2010	Jul 01, 2010	Approve	<a href="#">**Comments</a>
Doe, Jack Assistant Professor, 000899-00	889900001	43310	EPA Temporary Labor Distribution Change	Jul 27, 2010	Aug 01, 2010	Approve	<a href="#">Comments</a>
Drew, Nancy M. Lecturer, 490135-00	889900015	43309	Faculty & EPA Temp Appointment	Jul 27, 2010	Sep 01, 2010	Approve	<a href="#">Comments</a> <a href="#">Warnings</a>

Approvals of EPAFs occur in the order specified by the Routing Queue for that specific EPAF. Each level of approval must be completed before the subsequent approver can take action.

-  Filter the list of personnel actions by selecting a **Queue Status** of **All** to view all actions, or **Pending** to view actions awaiting
-  Use the column heading sort buttons  to sort the list of personnel actions
-  To view the EPAF detail, click on the employee's name
-  To view the PPAF detail, click on the position number


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[Personal Information](#)
[Employee](#)
[Finance](#)

Search

## EPAF Preview

☒ You are acting as an Approver.

**Name and ID:** Nancy Marie Drew, 889900015      **Job and Suffix:** 490135-00, Lecturer  
**Transaction:** 43309      **Query Date:** Sep 01, 2010  
**Transaction Status:** Pending      **Last Paid Date:**  
**Approval Category:** Faculty & EPA Temp Appointment, EOXXTM

[Approval Types](#) | [Errors](#) | [Comments](#) | [Routing Queue](#) | [Transaction History](#)

### Errors and Warning Messages

Type	Message Type	Description
EPA Temp Job	WARNING	*WARNING* Total FTE for this position is greater than budgeted FTE.

#### EPA Temp Job, 490135-00 Lecturer

Enter Changes	Current Value	New Value
Jobs Effective Date:		09/01/2010
Job Begin Date:		09/01/2010
Personnel Date:		08/25/2010
Title:		Lecturer
Annual Salary:		12000
FTE:		1
Factor:		4
Pays:		4
Contract Type:		Primary
Job Change Reason:		APTB
Accrue Leave:		No

#### Job Termination, 490135-00 Lecturer

Enter Changes	Current Value	New Value
Jobs Effective Date:		12/31/2010
Personnel Date:		12/10/2010
Job Status:		Terminated
Job Change Reason:		APTN

#### Routing Queue

Approval Level Name	Required Action	Queue Status	Action Date
---------------------	-----------------	--------------	-------------

Review the personnel action details.

### Header:

The header displays the

- Employee Name & Banner ID number, the
- position to which the employee is being hired, and the
- effective date for the Banner payroll system (Query Date)

### Query Date:

A handy guide to Query Dates is published at <https://banner.uncg.edu/hr/documentation>

The query will default into the Effective date and the Job Begin date. Think of it as the Turn On Date – when do we want this action to “turn on” in BannerHR? Since EPAFs are ultimately controlling the *payroll actions* for an employee, we must set this date in terms of BannerHR Payroll functions.

Banner thinks in very strict blocks of time called ‘A Payroll Period’ – a one-month division of time. If you want your employee to receive an entire paycheck, you must “turn on” BannerHR

for the entire month (beginning on the first day of the month). Setting a date other than the first day of the month will cue BannerHR to prorate the first paycheck.

If, on the other hand, you have hired an employee to begin on the 9<sup>th</sup> of the month, and you do not want the employee paid for the first 8 days of the month (because they didn't yet work here), you would set the Query Date to be the 9<sup>th</sup>, and BannerHR will prorate their first paycheck to exclude days 1 through 8.

Students and other hourly personnel do not get salaried checks that are based on a Payroll Period, so query dates for those EPAFs should be set to their first day of employment.

### **Errors and Warning Messages:**

Warning messages are generated by Banner whenever a conflict is found in some default settings. Warnings can be ignored.

### **Jobs Effective Date:**

#### **Job Begin Date:**

These fields are Banner system dates, and must always match the Query Date in the EPAF header.

#### **Personnel Date:**

The actual first date worked by the employee. This is commonly referred to as the "butt-in-chair-date" and is used by the HR department to begin the 30-day period for benefits options, so make it as close to the first day worked as you can.

#### **Title:**

This is usually the title that defaults from the Position information already in Banner, though it can be very important for data reporting later. For instance, hiring a research assistant uses a graduate assistant position, so if your employee really is a *research* assistant, be sure the title reflects that.

#### **Annual Salary:**

For short-term jobs, this is the total amount to be paid. For ongoing jobs, it's the annual salary.

#### **Factor/Pays:**

These fields are always the same, and they indicate the total number of paychecks

#### **Labor Distribution:**

Some EPAFs show a grid called "Labor Distribution" that designates the fund/account from to which the salary will be charged. **It is absolutely *critical* that this information be correct.**

#### **Jobs Termination:**

For short-term jobs, Banner must have an end-date or it will continue to try and issue paychecks to the employee. The termination date is the last day of the last month the employee is to be PAID.







## Comments:

Comments are free-entry text entered by the Originator or other Approvers that provide extra detail regarding the personnel action. They are displayed in reverse chronological order, and each has a name & date stamp. You may add your own comments by clicking the [Add Comment](#) link. (There is no spell-check for the Comment block, and no way to bold, underline or italicize text).

## Taking Action on an EPAF

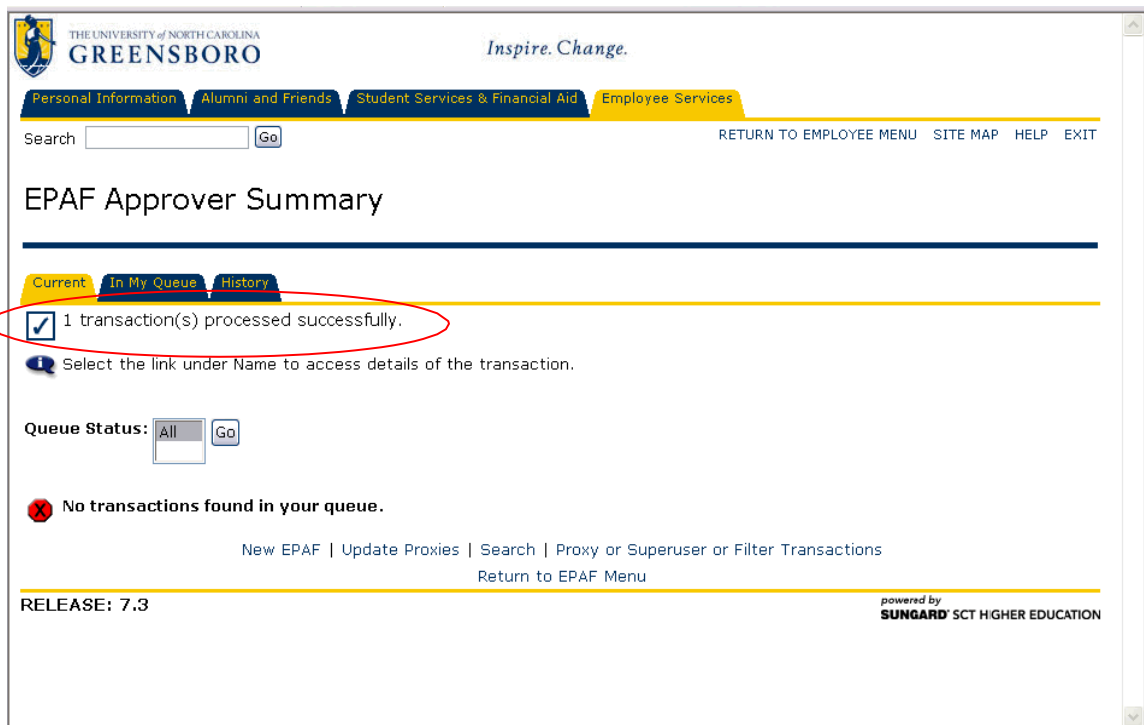


The second section of the EPAF Preview screen contains buttons for

-  **Approve** – completes your step in the routing queue and changes the status of the EPAF in the next approver's queue to "Pending". The status will remain "Approved" until the person defined in the queue with apply privileges applies the transaction to the database.
-  **Disapprove** – stops the EPAF from applying to the database, and changes the status to "Disapproved". The individuals defined in subsequent levels no longer need to take action.
-  **Return for Correction** – This status will allow you to return the transaction to the Originator for correction when an error is detected prior to final approval or application to the database. The EPAF can be updated and again submitted to the approval queue. If the transaction is resubmitted to the approval queue, all individuals defined as Approver or Applier will be required to take action on the transaction again. When an electronic approvals transaction is in "Return for Correction" status, it is as if the transaction was never submitted to the approval queue.
-  **More Information** – **NOT USED AT UNCG.** Individuals defined in the approval queue with a required action of Approval may need more information about the transaction prior to taking positive action. If this is the case, the approver can change the status to "More Information". This identifies to the other individuals in the approval queue that some action is being taken.
-  **Add Comment** – allows the Approver or Applier to add pertinent information that will help clarify their intended action.
-  **Acknowledge**– this action is only available to persons in the queue as FYI-Interested Parties. Clicking "Acknowledge" indicates that person has seen the transaction. Failing to acknowledge a transaction will not impede its application to the database.

When you have taken action on the transactions in your queue, Banner returns a verification message





## EPAF Notification Emails

An additional software program called WorkFlow creates an email notification for the first Approver when an EPAF is submitted. The email message lists the type of EPAF, and the employee name, and provides a hyperlink to the UNCGenie login screen.

Managing and organizing the EPAF email notices is achieved with the use of Lotus Notes or Gmail message filters or email forwarding rules. If you have designated a Proxy to act on all of your EPAFs, you'll need to forward the EPAF notifications to your Proxy. See 'Setting up Email Notifications Forwarding' at the end of this booklet for full instructions.

As each Approver completes their task, WorkFlow generates an email notice to the next Approver in the Routing Queue. If the EPAF is disapproved or returned for correction, the originator is notified.

## Duplicate Approvers on One EPAF

There are instances when the same Approver is listed twice on one EPAF. Banner doesn't handle this well, but if, for instance, the Principal Investigator and the Department Head are the same person in your department, you will find yourself forced to list them twice in the Routing Queue of some EPAFs. As an Approver, you'll find that Banner balks when you try to perform the 2<sup>nd</sup> approval. To work around this issue:

- ✚ Perform the 1<sup>st</sup> Approval as outlined above, opening the EPAF for review, and clicking the appropriate button (Return for Correction, Add a Comment, Approve, etc)

- ✚ Perform the 2<sup>nd</sup> Approval directly from the summary grid. Do NOT open the EPAF for review. Instead, click the check-box in the Action column of the summary. Then click [Save]

## Statutes on an EPAF

The Transaction Status is an indicator of the current state of the EPAF's progression through approval levels to the final approval and application to the database. When an EPAF is submitted, it is viewable to everyone specified in the Routing Queue, but the Transaction Status indicates whether or not a specific individual can take action.

- ✚ **Waiting** – The transaction has not been submitted to the approval queue. Only the Originator can see this EPAF. Only EPAFs that are in status Waiting can be deleted.
- ✚ **Pending** – Indicates the transaction requires positive action by the approver(s). The transaction remains at this status until action is taken by next person in the queue.

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Personal Information Alumni and Friends Student Services & Financial Aid **Employee Services**

Search  Go RETURN TO EMPLOYEE MENU SITE MAP HELP EXIT

### EPAF Preview

☒ You are acting as an Approver.

<b>Name and ID:</b> Merry Anne AADData, 886484535	<b>Job and Suffix:</b> 490237-00, Lecturer
<b>Transaction:</b> 707	<b>Query Date:</b> Mar 17, 2008
<b>Transaction Status:</b> Pending	<b>Last Paid Date:</b>
<b>Approval Category:</b> Faculty Fall Semester Temp Appt, FFXXTM	

- ✚ **Return for Correction** – the transaction has been returned to the Originator and is treated by Banner as if it had never been submitted.
- ✚ **Disapproved** - the transaction has been rejected by an Approver

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Search  Go RETURN TO EMPLOYEE MENU SITE MAP HELP EXIT


### EPAF Preview

☒ You are acting as an Approver.

☒ Transaction successfully completed.

<b>Name and ID:</b> Merry Anne AADData, 886484535	<b>Job and Suffix:</b> 490237-00, Lecturer
<b>Transaction:</b> 707	<b>Query Date:</b> Mar 17, 2008
<b>Transaction Status:</b> Disapproved	<b>Last Paid Date:</b>
<b>Approval Category:</b> Faculty Fall Semester Temp Appt, FFXXTM	

- ✚ **Approved** – positive action has been taken by the Approver.

 **Complete** – The transaction has been applied to the database.

## OTHER EPAF MENU OPTIONS

**New EPAF** – This document covers the New EPAF function entirely.

**EPAF Proxy Records**- If you are acting as a Proxy for an Approver, actions awaiting your attention will be found by clicking EPAF Proxy Records.

**Act as a Proxy** – This EPAF function allows an Approver to designate a Proxy to act on their behalf to acknowledge and/or approve personnel actions. The chosen Proxy must have BannerHR Security access to the same employees as the Approver.










## SETTING UP PROXIES

When you are unavailable to act (as an Approver or an Interested Party) on the items in your EPAF Summary, a Proxy may act for any or all of the approval levels, on your behalf. The selected Proxy cannot initiate this designation, you must do it while logged in to UNCGenie. You and the Proxy must have the same security level in BannerHR.

To designate someone to act on your behalf as an EPAF Approver or Interested Party, you must register them in BannerHR. Understand that actions taken by your Proxy will bear *your name*. Banner does not display the name of the proxy on any screen, but it is recorded in the database tables and can be retrieved if ever necessary.

The menu selections ‘Approver Summary’ and ‘EPAF Proxy Records’ do not display for new users until an EPAF is submitted that requires your intervention.

### Assigning a Proxy

-  Log into UNCGenie
-  Go to “**Employee**” menu
-  Go to “**Electronic Personnel Action Forms**” Menu
-  Click “**EPAF Proxy Records**”
-  Select the **Approval Level (The EPAF)** for which you wish to assign a proxy. The “Approval Level” list will include all the levels for which you are an approver. Proxies can be assigned for any or all of them.
-  Select the **User Name** of the person to be the proxy and check the “Add” checkbox.
-  Click “**Save**”
-  Continue to add User Names until you have added all the proxies for this Approval Level.
-  Repeat these actions for all applicable EPAFs

**EPAF Originators do not assign a Proxy.** In Banner, EPAFs are the sole property of the Originator - no one is allowed to modify an EPAF that they didn’t initiate. So, there is no need for a Proxy.

## WHAT TO DO WHEN AN ORIGINATOR TERMINATES

Banner considers an EPAF to be the sole property of the Originator. Only the Originator can log into UNCGenie and see the EPAFs in their Originator Summary and only they can correct, edit or void existing EPAFs. So what happens when an Originator quits their job, or transfers to another department? We've already explained that Banner doesn't allow a Proxy for Originators, so what happens to the EPAFs in progress for that person?

Most abandoned EPAFs will proceed thru approval and apply without a problem, but some may be returned for correction, returned with a request to be voided, or disapproved.

A process is in place to transfer ownership of PENDING EPAFs from one EPAF originator to another. Requests for transfer of EPAF ownership will only be honored in cases of turnover of position, or permanent reassignment of EPAF duties within a department. The form to request transfer of EPAF ownership can be found at: <https://banner.uncg.edu/hr/Documentation/>

## MONTHLY PROCESSING DEADLINES

Timing is everything! To get everything processed before payroll begins, deadlines have been established.

- **EPAFs must be submitted by the end of the month** (for actions effective the following month). Need something to happen in October? You have to submit it by September 25<sup>th</sup>.

Personnel Action Deadlines are published at  
[http://banner.uncg.edu/hr/Dates\\_Deadlines/](http://banner.uncg.edu/hr/Dates_Deadlines/)

- **There are occasions when errors are found, or changes need to be made, *after* the deadline has passed. These situations are handled individually, depending on the circumstances. Please contact the appropriate HR office when you need a personnel action entered after a deadline has passed.**

### Entering EPAFs for future dates:

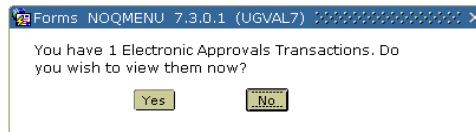
Using EPAFs allows departmental staff to create personnel actions far in advance. This is helpful for the Originator because you don't have to leave yourself tickler-notes to fill out an EPAF at some future date. *However*, the functional offices that analyze & approve EPAFs deal only with those most immediately dated, so your future action may sit in queue until the month it is to

become effective. Don't stress! It isn't going to disappear from Banner. Too many circumstances can change between the time you originate the EPAF and the months later that it should be effective to make it efficient to apply so early. You'd end up changing way too many jobs.

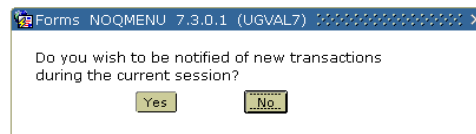
In fact, it may happen that an EPAF, created for a future date, that you have already approved, is later returned for corrections. That means it will reappear in your Approver Summary when it is re-submitted with corrections made, and you will have to re-approve the action.

## NOTICES IN INB-INTERNET NATIVE BANNER

**Banner Notices in INB:** When you log in to Banner INB, and you have EPAF actions waiting in your Approval Summary, you receive a Banner Pop-Up:



Click [**Yes**] to be taken to your Approval Summary  
Click [**No**], and Banner asks a second question:



Click [**Yes**] to be periodically reminded by a Banner Pop-Up while in the INB session  
Click [**No**] to bypass all EPAF actions for this INB session

## EPAFs AVAILABLE in BANNERHR as of July 2, 2010

Faculty & EPA Temp Appointment, EOXXTM
Faculty & EPA Temp Appointment C&G, EOCXTM
Faculty & EPA Temp Appointment w/Position Change, EOXBTM
Faculty & EPA Temp Appointment C&G w/Position Change, EOCBTM
Faculty & EPA Temp Reactivate Appt, ERXXTM
Faculty & EPA Temp Reactivate Appt C&G, ERCXTM
Faculty & EPA Temp Reactivate Appt w/Position Change, ERXBTM
Faculty & EPA Temp Reactivate Appt C&G w/Position Change, ERCBTM
Faculty & EPA Ongoing Appointment, EBXXON
Faculty & EPA Ongoing Appointment C&G, EBCXON
Faculty & EPA Ongoing Appointment w/Position Change, EBXBON
Faculty & EPA Ongoing Appointment C&G w/Position Change EBCBON
Faculty & EPA Term Appointment, EBXXTR
Faculty & EPA Term Appointment C&G, EBCXTR
Faculty & EPA Term Appointment w/ Position Change, EBXBTR
Faculty & EPA Term Appointment C&G w/Position Change, EBCBTR
Faculty & EPA Term Reactivate Appt, ERXXTR
Faculty & EPA Term Reactivate Appt C&G, ERCXTR
Faculty & EPA Term Reactivate Appt w/Position Change, ERXBTR
Faculty & EPA Term Reactivate Appt C&G w/Position Change, ERCBTR
EPA Add Pay, EADPYX
EPA Add Pay C&G, EADPYC
Summer School EPA Add Pay, SSADPY (DCL use only)
EPA Reactivate Add Pay, EADPXR
EPA Reactivate Add Pay C&G, EADPCR
Summer School EPA Add Pay Reactivate, SSADPR (DCL use only)
EPA Temporary Labor Distribution Change, EEXXLT
EPA Permanent Labor Distribution Change, EEXXLP
EPA Temporary Labor Distribution Change C&G, EECXLT
EPA Permanent Labor Distribution Change C&G, EECXLP
EPA Labor Distribution Change w/Salary [Change], EEXBLS
EPA Labor Distribution Change w/Salary [Change] C&G, EECBLS
EPA Terminate Job & Employee, EEXTRM
EPA Terminate Job & Employee C&G, EECTRM
EPA Terminate Job, EJXTRM

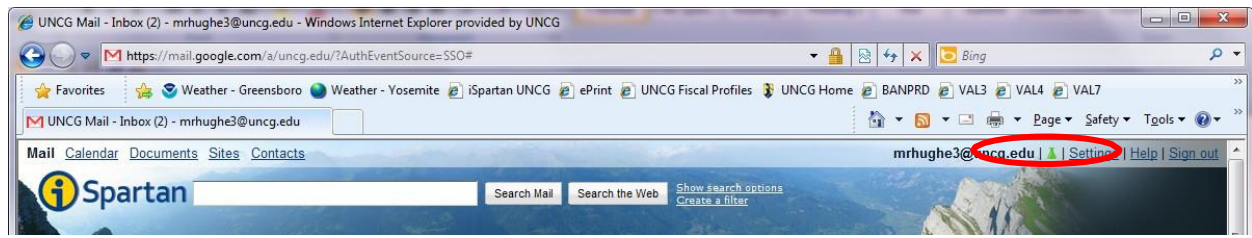
EPA Terminate Job C&G, EJCTRM
EPA Terminate Employee Only, EEETRM
EPA New Employee Record, EPANEW
EPA Title Change, ETITLE
Undergrad Dept Student Flat-Pay, UGDPAF
Undergrad Dept Student Hourly Hire, UGDPHR
Undergrad Dept Student Job Termination, UGDPTR
Undergrad Dept Student Employee Termination, UGEMTR
Grad Dept Student Hourly Hire, GRDPHR
Grad Dept Student Job Termination, GRDPTR
Grad Asst State Funded Hire, GAST
Grad Asst C&G Funded Hire, GACG
Grad Asst Trust Funded Hire, GATR
Grad Asst State Funded Reactivation, GASTR
Grad Asst C&G Funded Reactivation, GACGR
Grad Asst Trust Funded Reactivation, GATTR
Grad Asst State Funded Add Pay, GASTAP
Grad Asst C&G Funded Add Pay, GACGAP
Grad Asst Trust Funded Add Pay, GATRAP
Grad Asst State Funded Reactivate Add Pay, GASTAR
Grad Asst C&G Funded Reactivate Add Pay, GACGAR
Grad Asst Trust Funded Reactivate Add Pay, GATRAR
Grad Asst Rank Change, GARANK
SPA Probation to Permanent, SPAPTP
SPA Job Termination, SJXTRM
SPA Job Termination C&G, SJCTRM
SPA Labor Distribution Change, SPXLDH
SPA Labor Distribution Change C&G, SPCLDH
SPA Labor Distribution Change w/Salary [Change], SPXLDA
SPA Labor Distribution Change w/Salary [Change] C&G, SPCLDA
SPA Job Status Change, SPAJSX
SPA Job Status Change C&G, SPAJSC

## FORWARDING EPAF APPROVAL EMAILS in Gmail

THESE STEPS MUST BE DONE BY THE DEAN/DEPARTMENT HEAD THAT IS RECEIVING THE ORIGINAL EMAIL NOTICES, BECAUSE THEY ARE SELECTED IN THE ROUTING QUEUE OF AN EPAF.

Open an Internet Browser (Firefox, Internet Explorer or Chrome)  
Browse to your email page (<http://ispartan.uncg.edu>)  
Log in to your UNCG Gmail account

In the upper right-hand corner of the Gmail page, click **Settings**

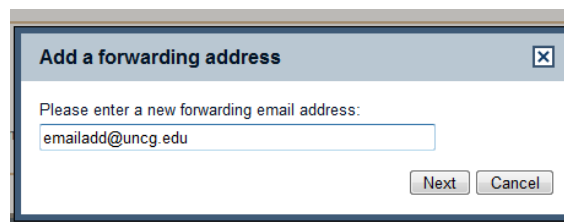


### STEP 1: ADD A FORWARDING EMAIL ADDRESS

- Across the top of the Settings menu, click **Forwarding and POP/IMAP**
- In the **Forwarding** section, click the drop-down arrow beside (No verified addresses) and select **Add new email address**



- Enter the email address to which you will forward EPAF notifications



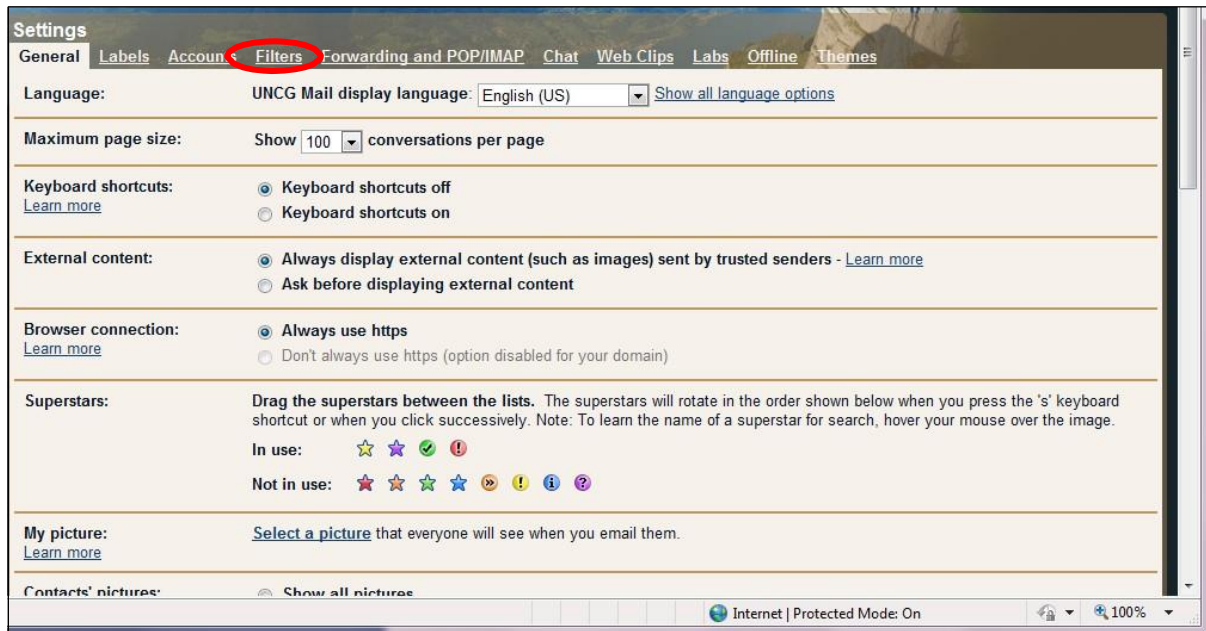
- Click [Next]
- Click [OK]

Leave the option [**Disable forwarding**] selected.



## STEP 2: SET UP A FILTER

- Across the top of the Settings menu, click **Filters**



- On the Filters page, click to select **Create a new filter**

On the first step of the Create Filter screen

A screenshot of the 'Create a Filter' screen. The title bar says 'Create a Filter' and there is a 'Hide filter options' link. The main text says 'Choose search criteria Specify the criteria you'd like to use for determining what to do with a message as it arrives. Use "Test Search" to see which messages would have been filtered using these criteria. Messages in Spam and Trash will not be searched.' There are input fields for 'From:', 'To:', and 'Subject:'. The 'Subject:' field contains the text 'An EPAF is awaiting your approval'. There are also input fields for 'Has the words:', 'Doesn't have:', and a checkbox for 'Has attachment'. At the bottom, there are buttons for 'Show current filters', 'Cancel', 'Test Search', and 'Next Step »'.

- Type "An EPAF is awaiting your approval" into the Subject field
- Click [Next Step]

## On the second step of the Create Filter screen



Mail Calendar Documents Sites Contacts

**Spartan**

**Create a Filter**

Choose action - Now, select the action you'd like to take on messages that match the criteria you specified.  
When a message arrives that matches the search: **subject:(An EPAF is awaiting your approval)**, do the following:

- ☐ Skip the Inbox (Archive it)
- ☐ Mark as read
- ☐ Star it
- ☐ Apply the label: Choose label...
- ☒ Forward it to: emailadd@uncg.edu [Manage your forwarding addresses](#)
- ☐ Delete it
- ☐ Never send it to Spam

Note: old mail will not be forwarded

[Show current filters](#)    ☐ Also apply

- Check the box to **Forward it to [xxx@uncg.edu)** [the email you added in Step1]
- Click **Create Filter**

NOTE: If Gmail finds existing email messages with the same subject text “An EPAF is awaiting your approval”, you will be given the option to forward a copy of them

