BANNER HUMAN RESOURCES

PROCESSING PERSONNEL ACTION FORMS INSTRUCTIONS FOR EPAF APPROVERS



BannerHR Processing Personnel Action Forms August 1, 2016

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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; reenter PIN.

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In the Employee menu window, Click Electronic Personnel Action Forms

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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.

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Personal Information Employee Finance Search Go	
Electronic Personnel Act	tion Form
EPAF Approver Summary	
EPAF Approver Summary EPAF Originator Summary	
EPAF Approver Summary EPAF Originator Summary New EPAF	
EPAF Approver Summary EPAF Originator Summary New EPAF EPAF Proxy Records	
EPAF Approver Summary EPAF Originator Summary New EPAF EPAF Proxy Records Act as a Proxy	

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.

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Black, Misty A. Graduate Asst, 000868-00	889900025	43296	Grad Asst State Funded Hire	Jun 04, 2010	Sep 01, 2010	Approve		**Comments
Chase, Christopher Professor, 001193-00	889900002	43293	EPA Temporary Labor Distribution Change	Jun 04, 2010	Jul 01, 2010	Approve		**Comments
Doe, Jack	889900001	43310	EPA Temporary Labor Distribution Change	Jul 27, 2010	Aug 01, 2010	Approve		Comments
Drew, Nancy M. Lecturer, 490135-00	889900015	43309	Faculty & EPA Temp Appointment	Jul 27, 2010	Sep 01, 2010	Approve		Comments Warnings
1 - 4 of 4								
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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
- \blacksquare Use the column heading sort buttons $\textcircled{1}{2}$ to sort the list of personnel actions
- ↓ To view the EPAF detail, click on the employee's name
- **4** To view the PPAF detail, click on the position number

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Search	Go	
EPAF Preview	V	
You are acting as	s an Approver.	
Name and ID:	Nancy Marie Drew, 8899000	15 Job and Suffix: 490135-00, Lecturer
Transaction:	43309	Query Date: Sep 01, 2010
Transaction Status: F	Pending	Last Paid Date:
Approval Category: F	Faculty & EPA Temp Appoint	ment, EOXXTM
Previous		
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to the second		
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EPA Temp Job, 490	0135-00 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	
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Job Termination, 4	90135-00 Lecturer	
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Perconnel Date	12/01/2010	
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Job Change Bergen	ADTN	
Job Change Reason:	APTN	
Routing Queue		
Approval Level Name	e	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 <u>https://banner.uncg.edu/hr/documentation</u>

The query will default into the Effective date and the Job Begin date. Think of it as the <u>Turn On</u> <u>Date</u> – 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 <u>prorate</u> the first paycheck.

If, on the other hand, you have hired an employee to begin on the 9th 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 9th, 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-chairdate" 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 <u>Add</u> <u>Comment</u> 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

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Search Go	RETURN TO EMPLOYE	E MENU SITE MAP HELP EXIT
EPAF Approver Summary	/	
Current In My Queue History		
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Select the link under Name to access of the select the link under Name to access of the select t	etails of the transaction.	
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ጰ No transactions found in your queue		
New EPAF Upd	ate Proxies Search Proxy or Superuser or Filter Transaction	ns
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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^{nd} approval. To work around this issue:

Perform the 1st Approval as outlined above, opening the EPAF for review, and clicking the appropriate button (Return for Correction, Add a Comment, Approve, etc) Perform the 2nd 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]

Statuses 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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Search Go	RETURN TO EMPLOYEE MENU SITE MAP HELP EXIT	
EPAF Preview		=
Vou are acting as an Approver.		
Name and ID: Merry Anne AAData, 886484535	Job and Suffix: 490237-00, Lecturer	
Transaction: 707	Query Date: Mar 17, 2008	۲
Transaction Status: Pending	Last Paid Date:	
Approval Category: 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.
- Inspire. Change. GREENSBORO RETURN TO EMPLOYEE MENU SITE MAP HELP EXI Search Go **EPAF** Preview You are acting as an Approver. 1 Transaction successfully completed. Merry Anne AAData, 886484535 Job and Suffix: 490237-00, Lecturer Name and ID: Transaction: 707 Query Date: Mar 17, 2008 Transaction Status: Disapproved Last Paid Date: Approval Category: Faculty Fall Semester Temp Appt, FFXXTM
- **4 Disapproved** the transaction has been rejected by an Approver

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

- 4 Log into UNCGenie
- **Go to "Employee**" menu
- **4** 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"
- 4 Continue to add User Names until you have added all the proxies for this Approval Level.
- **4** 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: <u>https://banner.uncg.edu/hr/Documentation/</u>

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 25th.

Personnel Action Deadlines are published at 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:

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You hav you wis	e 1 Electro h to view t	nic Appr hem nov	rovals Tran w?	sactions. Do
	Yes)	No	

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

1	🧟 Forms	NOQMENU	7.3.0.1	(UGVAL7)	>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>
	Do you during	ı wish to be the current	notified session	of new tra ?	ensactions
		Yes		<u>No.</u>	

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
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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)
EDA Tomporary Labor Distribution Change EEVVLT
EPA Temporary Labor Distribution Change, EEAALT
EPA Permanent Labor Distribution Change, EEALP
EPA Temporary Labor Distribution Change C&G, EECALI
EPA Permanent Labor Distribution Change C&G, EECXLP
EPA Labor Distribution Change W/Salary [Change], EEXBLS
EFA 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 Dant Student Elet Day, UCDDAE				
Undergrad Dept Student Hat-Pay, UGDPAF				
Undergrad Dept Student Houriy Hire, UGDPHK				
Undergrad Dept Student Employee Termination, UGENTR				
Charlend Dept Stadent Employee Termination, COENTR				
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, GATRR				
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 JOD 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

💋 UNCG Mail - Inbox (2) - mrhughe3@uncg.edu - Windows Internet Explorer pro	ovided by UNCG	
CO V Mhttps://mail.google.com/a/uncg.edu/?AuthEventSource=SSO#	🕫 🔷 🖌 🔛 🗧 Bing	+ م
🙀 Favorites 🛛 🍰 🥸 Weather - Greensboro 🎱 Weather - Yosemite 🔊 is	iSpartan UNCG 🔊 ePrint 🍙 UNCG Fiscal Profiles 🔰 UNCG Home 🔊 BANPRD 🔊 VAL3 🔊 VAL4 🔊 VAL7	>>
M UNCG Mail - Inbox (2) - mrhughe3@uncg.edu	🛅 🔻 🔂 👻 🖃 🖶 Age v Safety v Tool	.s 🕶 🔞 🕶 🎽
Mail Calendar Documents Sites Contacts	mrhughe3@enca.edu 🛓 Settine Help	Sign out
i Spartan	Search Mail Search the Web Show search options Create a filter	

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**

Settings <u>General Labels Accounts</u>	Filters Forwarding and POP/IMAP Chat Web Clips Labs Offline Themes	
Forwarding:	Disable forwarding	
	 Forward a copy of incoming mail to (No verified addresses) and keep UNCG Mail's copy in the Inbox (No verified addresses) 	
	Tip: You can also forward only some of <u>Add new email address</u>	
POP Download: Learn more	P Download: 1. Status: POP is enabled for all mail that has arrived since Mar 25 Im more © Enable POP for all mail (even mail that's already been downloaded)	
	Enable POP for mail that arrives from now on	

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

Add a forwarding address	×
Please enter a new forwarding email address: emailadd@uncg.edu	
	Next Cancel

- Click [Next]
- Click [OK]

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

STEP 2: SET UP A FILTER

• Across the top of the Settings menu, click **<u>Filters</u>**

Settings General <u>Labels</u> Accourt	Filters Forwarding and POP/IMAP Chat Web Clips Labs Offline Themes			
Language:	UNCG Mail display language: English (US) Show all language options			
Maximum page size:	Show 100 💌 conversations per page			
Keyboard shortcuts: Learn more	 Keyboard shortcuts off Keyboard shortcuts on 			
External content:	 Always display external content (such as images) sent by trusted senders - Learn more Ask before displaying external content 			
Browser connection: Learn more	Always use https Don't always use https (option disabled for your domain)			
Superstars:	Drag the superstars between the lists. The superstars will rotate in the order shown below when you press the 's' keyboard shortcut or when you click successively. Note: To learn the name of a superstar for search, hover your mouse over the image. In use: ☆ ☆ ② ① Not in use: ☆ ☆ ② ①			
My picture: Learn more	Select a picture that everyone will see when you email them.			
Contacts' nictures	Show all nictures			

• On the Filters page, click to select <u>Create a new filter</u>

On the first step of the Create Filter screen

Choose search criteria	Specify the criteria you'd like to use for det	ermining what to do with a message as it arrives	. Use "Test Search" to see which n	nessages would have
peen flitered using these From:	criteria, wessages in Spam and Trash will	Has the words:		
To:		Doesn't have:		
Subject:	An EPAE is awaiting your approval		Hac attachment	

- 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	A CONTRACTOR OF THE OWNER
Create a Filter	
Choose action - Now, select the action you'd like to t When a message arrives that matches the search: su	ake on messages that match the criteria you specified. bject:(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 Cancel « Back Create Filter 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