ePAF Notifications

The ePAF system application from Ellucian does not provide notifications to users when work is pending. Since many people who will be accessing the ePAF system will only be occasional users, the ePAF implementation team decided to have electronic notifications sent to users with work pending. Therefore, we have built notifications into the eAPF system using Work Flow. It is not necessary to have a Work Flow account, or to know anything about Work Flow to receive notifications.

Our Work Flow System will send an email notifying you of any work that needs to be done in ePAFs. Currently we will send notifications for the following:

- Pending work
- Disapproved
- FYI
- completed
- returned for correction

Example email:

From: its@hartford.edu
Title: EPAF:Pending: John Starks 17643232

You have an EPAF pending for work.

Epaf Specifics:

Activity Date: 04-JUN-13
Transaction #: 141
Name: John Starks
Employee ID: 17643232
Originator Email: hrdepaf@hartford.edu
Acat Desc: Hourly Staff/NonWorkStudy Stdn
In Queue: BUDGET
Queue Status: P - Pending
Email Setup

The notification system also has several options for receiving emails. If you wish to be personally notified via email for pending ePAF work, no setup is required. Emails will be sent to your University of Hartford email address automatically. If you belong to a department that processes emails everyday and you do not wish to be notified of any pending ePAFs, you must do the following:

To Turn OFF Email Notifications
From Self-Service – Update Email Address –
    general department EPAF email
    enter an invalid email such as “invalid.hartford.edu”

ePAF currently pushes work to individuals, not departments, but there is a work around:

To Push Notifications to a Department and Not an Individual
From Self-Service – Update Email Address –
    general department EPAF email
    enter a department email address (example: payroll.hartford.edu)

To Push Work To a Department and Not an Individual
Have ITS create a generic account for your department. All setup and work should be completed with this account as a “shared” department EPAF account.

Audit System
The ePAF Audit System, along with our other audit systems, can be accessed as follows:
http://webform.hartford.edu - Audit Systems – EPAFS or directly here:
http://banweb.hartford.edu/pls/prod/epafsmainmenu.

The audit system provides login, documentation, forms and reports. While the reports may be used to view information regarding a particular account, they are more focused on the overall work pending by department.