EPAF Notification Setup

This setup will allow EPAF users to be notified when a transaction is awaiting action.

Open a browser and enter my.unm.edu into the address field.

1. Click on the Content Layout link in the upper left-hand corner of the myunm page.

2. Select the Tab where you want the channel to be placed.
3. Click on the New Channel button at the location where you want the channel to be added.

4. Select Auto-Published from the drop down menu.
5. Click on the go button.

6. Select Personnel Action Notices from the Category list.

7. Click on the Add Channel button.

8. Verify the notification channel has been added to your home tab.

9. Click on the individuals name to access the EPAF.
This process will allow you to select the type of statuses you would like to view in your Personnel Action Notices Channel.

1. Click on the **Edit** button.

2. Check the boxes next to the **statuses** you want to view in your channel.
3. Select the **Sort Option** you prefer. This will sort by Last Name or Effective Date.
4. Enter the number of rows you want displayed in your channel.
5. Click on the **Apply** button.
6. Click on the **minimize/maximize** button twice to reset your notifications.

<table>
<thead>
<tr>
<th>Employee</th>
<th>Type of Change</th>
<th>Effective Date</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>Nectarine, Norma</td>
<td>Staff UNTemps Job Ext</td>
<td>Dec 05, 2012</td>
<td>Pending</td>
</tr>
<tr>
<td>Admin Assistant 1, TS0377 - 00</td>
<td>Staff Exempt Change Apt %</td>
<td>Dec 01, 2012</td>
<td>Return for Correction</td>
</tr>
<tr>
<td>Louie, Lobo</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Mgr, Hr Service Center, SO2101 - 00</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

7. The selections made in #2, #3 and #4 have been applied.