**ELECTRONIC CONTRACT SIGNING**

**(EPAF-Electronic Personnel Action Form)**

**STEP-BY-STEP**

Attached is a demonstration and explanation of the electronic contract signing.  You will need to log in to your ATLAS account to complete this electronic signing.

The EPAF system (Electronic Personnel Action Form), is the tool that allows full-time faculty to confirm contracts to process payment for courses taught at the college. An email will be sent to you requiring your acknowledgement for the entry. **Please note**: Until the acknowledgment has been completed payment(s) will not process.

To acknowledge your class(es):

* Login to Atlas
* Select the Employee Tab
* Select Time, Leave, & Personnel Action Processing
* Select Electronic Personnel Action Form (EPAF) processing (1st bullet item)
* Click "EPAF Approver Summary"
* Read EPAF Approver Summary. Scroll down to the "Queue Status"
* Click on "All" , then “GO”
* Scroll down until you see your name under “EPAF Transaction”
* Click on your name to review your contract(s). You may have multiple contracts depending on when your class(es) starts/ends.
* Please read & verify the entire contract including the Comment section toward the end of the contract. This section includes your course, crn and total pay amount per class.
* After reviewing your contract, select “Approve,” “Disapprove,” or “Return for Correction.” (if you select “Return for Correction” please send your department an e-mail with an explanation of your concerns).
* After you select “Approve” your contract is considered electronically signed!