Thank you for your time in the EEP approval process for your department. To help you better navigate the Educational Program process, we have created this guide to assist you with the Manager and Director approval process.

1. Click on the link to the approval queue, received in the notification email:

EMPLOYEE EDUCATION	
PROGRAM	
Dear ,	
The employee listed below has a pending application for the Employee Education Program.	
UFID:	
Name:	
Classification: TEAMS	
Job Title: EDUCATION SUPPORT SPECIALIST Hire Date: Department:	
School: UNIVERSITY OF FLORIDA	
Semester: SPRING, 2024	
Please review the application and verify this employee meets all criteria for the Employee Ec	ducation Program, such as hire date and employment status, the
To access the approval queue:	
http://docs.erp.ufl.edu/appnet/Workflow/WFLogin.aspx?LifeCycleID=145&QueueID=190&D	DocID=46365096
You may also view the EEP Approval Instruction guide located at: <u>https://it.ufl.edu/media/it</u>	ufledu/edm/EEP-Approval-Instructions.pdf
For more information on the EEP, including the Policy and Frequently Asked Questions, plea	se explore our website at: <u>https://learn-and-grow.hr.ufl.edu/ed</u>
You may also contact the Education Coordinator at (352) 273-0149 or eep@admin.ufl.edu.	
	*This is an automated message - P

Note: You may need to sign-in with your Gatorlink to view the approval queue if you haven't done it already.

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2. If the application hasn't been approved yet, you should see it in the approval queue:

3. Select the EEP form by clicking on the row with the requestor's information, as indicated above.



Note: It is possible that the forms will be grouped by attending school, like in the screenshot below:

In that case, click on the arrow next to the EEP Attending school name to display the form:

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🗎 Manager Appro	val					
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🗎 Registrar Proble	em Queue					
🗎 General Probler	m Queue					
🗎 Duplicate Appli	cations Queue					
> 😪 EEP Grades Due No	tification LC					
> 😪 ERP Budget Reques	st Approval					
> 😪 HEO - Current Applic	cations	Items: 1			FFP	
> 😪 HEO - Grades Due N	lotification LC	Send to	S	iend EEP	Admin Sot	
> 😪 HEO - New Applicati Acceptance LC	ion/Parent	Applications Applications A	pproval Z Application R	leminder Director	Director Proxy Approver	

4. Once the application is selected, click on "Director Approval"/"Manager Approval" (depending on the queue) to approve the EEP request.

At this point, you will have approved the request. The EEP form will then proceed to the next queue in the workflow.