


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:




Dear [REDACTED],

The employee listed below has a pending application for the Employee Education Program.

UFID: [REDACTED]  
Name: [REDACTED]  
Classification: TEAMS  
Job Title: EDUCATION SUPPORT SPECIALIST Hire Date: [REDACTED] Department:  
School: UNIVERSITY OF FLORIDA  
Semester: SPRING, 2024

Please review the application and verify this employee meets all criteria for the Employee Education 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&DocID=46365096>  **Click Here!**

You may also view the EEP Approval Instruction guide located at: <https://it.ufl.edu/media/ituffedu/edm/EEP-Approval-Instructions.pdf>

For more information on the EEP, including the Policy and Frequently Asked Questions, please explore our website at: <https://learn-and-grow.hr.ufl.edu/edu>

You may also contact the Education Coordinator at (352) 273-0149 or [eep@admin.ufl.edu](mailto:eep@admin.ufl.edu).

\*This is an automated message - Pl

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

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

OnBase

Inbox

Drag a column header here to group by that column.

UFID	First Name	Last Name	Document Date	EEP Semester	EEP Year
[REDACTED]	[REDACTED]	[REDACTED]	11/21/2023	SPRING	2024

No items to display

Items: 1

Items: 0

Template: None

Send to Duplicate Applications Queue

Director Approval

Deny Application

Send Director Reminder Notification

EEP Admin - Director Approval

EEP Admin Set Director Proxy Approver

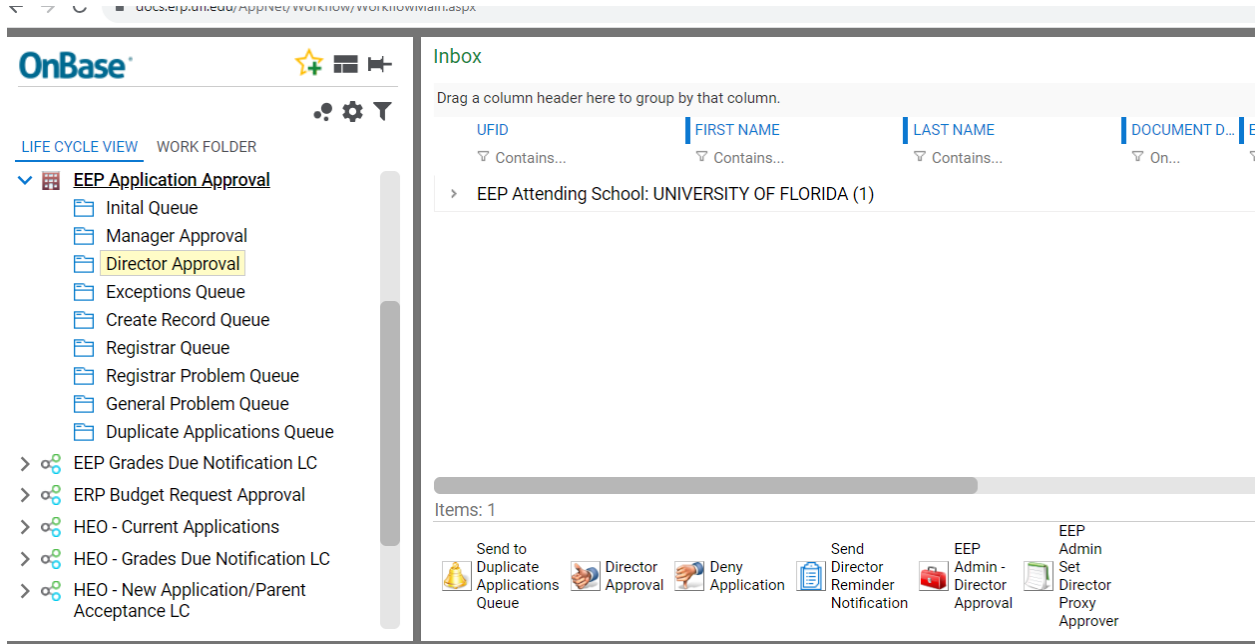
UF UNIVERSITY of FLORIDA

The Foundation for The Gator Nation

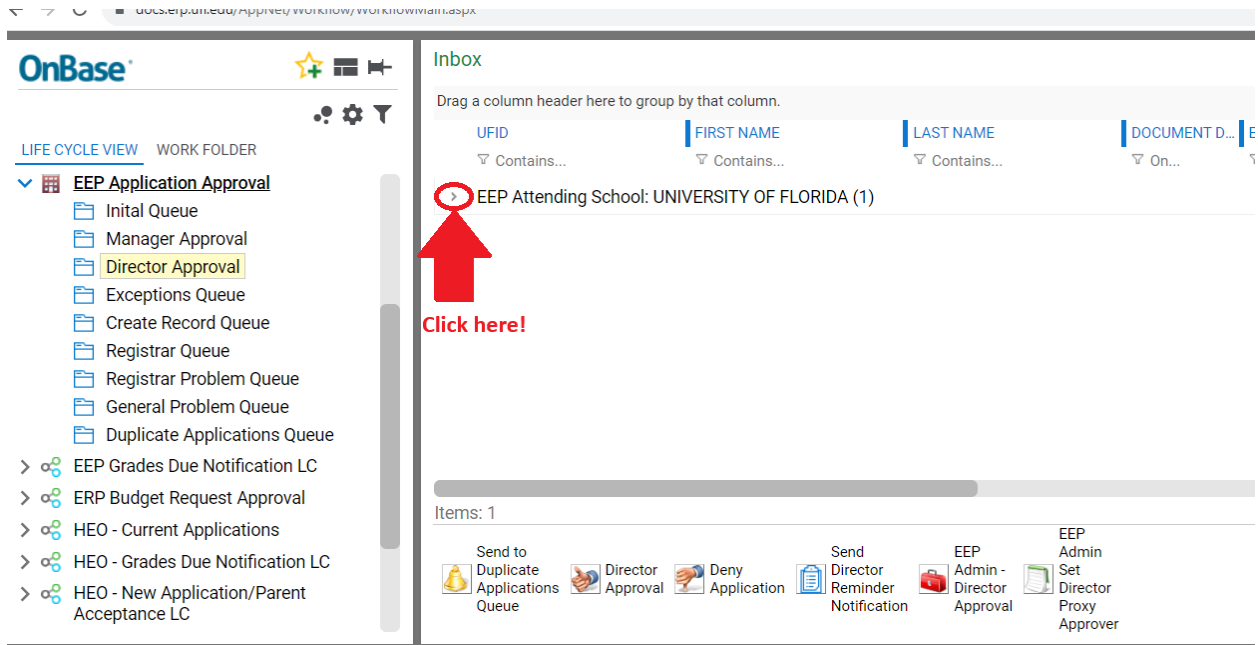
Application Instructions Application

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:



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.