Quick Reference Guide for Reviewers and Approvers

STEP 1: Access the Tool
Access the Additional Pay tool using the ePAC login. The application requires a VUnetID and e-password:
https://webapp.mis.vanderbilt.edu/epac2

STEP 2: Review/Approve Payment
1. Select requested payment to be reviewed for approval
2. Review payment details, business justification, comments, attachment(s), etc...
3. Approve or Reject Payment:

4. Approved Payment will move to next required Reviewer/Approver. If you are the final approver, the payment will move into the payroll system and no longer populate any worklists.
5. Rejected payments require a comment for rejection. After a payment request is rejected, it will be returned to the Initiator’s worklist.