Electronic Personnel Action Forms (EPAF)
Originate an EPAF

1. Select **Electronic Personnel Action Forms (EPAF)** under My Activities. If you do not see the EPAF link and completed the electronic approval access form, please contact Human Resources.

2. The main Electronic Personnel Action Form (EPAF) menu appears. Select **New EPAF**.
3. Enter **UIN** under New EPAF Person Selection
   OR
   Enter **First Name** and **Last Name**, Click **Search**.
   Click Calendar and Select Effective Date of action.
   Click down arrow to select approval category.
   Click Go.

   ![](image)

   **New EPAF Person Selection**

   **ID** *

   [Input field]

   Generate new ID

   **Query Date** *

   [Input field: 10/16/2020]

   **Approval Category** *

   [Select dropdown]

   [Submit button: Go]

   Refer to the instructions for the selected approval category.
EPAF Originator Summary

1. The main Electronic Personnel Action Form (EPAF) menu. Select EPAF Originator Summary.

2. The EPAF Originator Summary appears.

   EPAF Originator Summary
   Displays only those EPAF transactions that you have originated.

   New EPAF
   Allows you to create a new transaction.

   Act as a Proxy
   Available to all self-service EPAF users who have been given proxy privilege.

   EPAF Proxy Records
   Allows you to specify and authorize one or more users to approve EPAF in your absence.

   Transaction Status  Waiting

   Transactions

<table>
<thead>
<tr>
<th>Name</th>
<th>ID</th>
<th>Transaction</th>
<th>Type of Change</th>
</tr>
</thead>
<tbody>
<tr>
<td>ASKEW, WILLIAM M. SECURITY OFFICER III, HR3471-00</td>
<td>00412626</td>
<td>69648</td>
<td>Rate Change for Hourly</td>
</tr>
</tbody>
</table>
Click on Employee’s name to view/access EPAF.

The **Current tab** displays EPAF transactions that require action by you as the Originator. Transaction statuses of **Waiting** or **Return for Correction**.

The Originator can either **Delete**, **Void**, **Update**, or **Add a Comment** to the EPAF.

**EPAF Originator Summary**

Current  History

**Transaction Status** Approved

Transactions

<table>
<thead>
<tr>
<th>Name</th>
<th>ID</th>
<th>Transaction</th>
<th>Type of Change</th>
</tr>
</thead>
<tbody>
<tr>
<td>ABREU, TAYLOR M.</td>
<td>008000270</td>
<td>69838</td>
<td>Terminate Job Record/Hourly</td>
</tr>
</tbody>
</table>

Click on Employee’s name to view/access EPAF.

The **History Tab** displays EPAF transactions that have already been submitted by you as the Originator within the past 24 months and no longer require action.