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.

   ## ⚡ My Activities

   Enter Time

   Approve Time

   Approve Leave Report

   Electronic Personnel Action Forms (EPAF) ⬅

2. The main Electronic Personnel Action Form (EPAF) menu appears.
   Select **New EPAF.**

   EPAF Approver Summary

   All EPAFs that you need to currently act upon are displayed in the Current tab. The queue status will be Pending, FYI, or More Information.

   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 EPAFs in your absence.

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.

First Name	Last Name		ID	SSN/SIN/TIN	
		☑ Is an employee or		or	Search

New EPAF Person Selection

ID *

Generate new ID

Query Date *

10/16/2020   🔲

Approval Category *

⌄

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**.

EPAF Approver Summary	EPAF Originator Summary ⬅
All EPAFs that you need to currently act upon are displayed in the Current tab. The queue status will be Pending, FYI, or More Information.	Displays only those EPAF transactions that you have originated.
New EPAF	**Act as a Proxy**
Allows you to create a new transaction.	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 EPAFs in your absence.	

2. The EPAF Originator Summary appears.

EPAF Originator Summary

Current   History

Transaction Status   Waiting ⌄

Transactions

Name		ID		Transaction		Type of Change
ASKEW, WILLIAM M. SECURITY OFFICER III, HR3471-00		00412626		69848		Rate Change for Hourly

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**
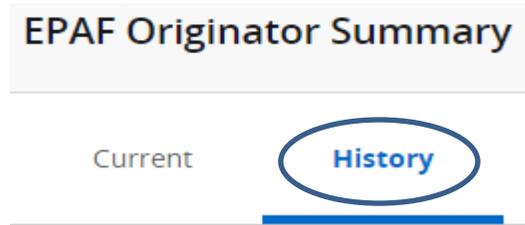
Transaction Status   Approved ⌄

Transactions

Name		ID		Transaction		Type of Change
ABREU, TAYLOR M. PR & MARKETING SPEC II HR, HR2561-00	⌄	00806270	⌃⌄	69838	⌃⌄	Terminate Job Record/Hourly

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.