Electronic Personnel Action Forms (EPAF)  
Approve 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](image)

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

**Electronic Personnel Action Form**

- EPAF Approver Summary
- EPAF Originator Summary
- New EPAF
- EPAF Proxy Records
- Act as a Proxy
3. List of employees with actions waiting for approval will appear. Click on Employee’s name.

**EPAF Approver Summary**

- **Queue Status:**
  - Select the link under Name to access details of the transaction.

- **EPAF Transactions**
  - **Name:** TRADES TECHNICIAN I, HR0481-00
  - **ID:** 30034
  - **Type of Change:** Rate Change for Hourly
  - **Submitted Date:** Mar 21, 2017
  - **Effective Date:** Mar 16, 2017
  - **Required Action:** Approve

  - **Name:** HSIP B/ER APPAREL WNR I, HR2412-00
  - **ID:** 30513
  - **Type of Change:** Terminate Job Record/Hourly
  - **Submitted Date:** Mar 22, 2017
  - **Effective Date:** Nov 15, 2016
  - **Required Action:** Filing

4. Review EPAF submitted by the Originator.
   Select Approve, Disapprove, Return for Correction, or More Info.

**EPAF Preview**

- **Name and ID:** TRADES TECHNICIAN I, HR0481-00
- **Transaction:** 30034
- **Job and Suffix:** HR0481-00, TRADES TECHNICIAN I
- **Query Date:** Mar 16, 2017
- **Last Paid Date:** Oct 31, 2016

- **Approval Category:** Rate Change for Hourly, PAYHR

- **Next**
  - **Approve**
  - **Disapprove**
  - **Return for Correction**
  - **More Info**
  - **Add Comment**

  - **Approve** – Moves EPAF to next person in the queue
  - **Disapprove** – Stops the EPAF
  - **Return for Correction** – Type in the comments field what Originator needs to change
  - **Request More Info** – Type in the comments field the additional information needed
Select **EPAF Approver Summary**.

**Electronic Personnel Action Form**

- EPAF Approver Summary
- EPAF Originator Summary
- New EPAF
- EPAF Proxy Records
- Act as a Proxy

The **Current** tab displays EPAF transactions that are current actions waiting for the approver. The **In my Queue** tab displays EPAF transactions that will require action by the approver in the future. The **History** tab displays EPAF transactions that you have previously taken action on as an approver within the past 24 months. No action required.