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**.

**Electronic Personnel Action Form**

- EPAF Approver Summary
- EPAF Originator Summary
- New EPAF
- EPAF Proxy Records
- Act as a Proxy
3. Enter UIN or select search.
   Type Effective Date of action.
   Click down arrow to select approval category.
   Click Go.

New EPAF Person Selection

Enter an ID, select the link to search for an ID, or generate an ID. Enter the Query Date and select the Approval Category. Select Go.
* Refer to Payroll or Human Resources EPAF website for the semester chart and payroll schedule.

* - Indicates a required field.

ID: [ ] [ ] [ ]

Query Date: MM/DD/YYYY [ ] 03/11/2015
Approval Category: [ ] Not Selected

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.

Electronic Personnel Action Form

EPAF Approver Summary
EPAF Originator Summary
New EPAF
EPAF Proxy Records
Act as a Proxy
2. The EPAF Originator Summary appears.

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.

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.