Electronic Personnel Action Forms (EPAF)
Void 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 **EPAF Originator Summary.**

Note: The originator can void a process.

3. Click on **Employee's name**.

4. Select **Void**.
You will receive a message, **Transaction successfully completed**.

5. Select **Add Comment** to enter a reason why the action needed to be voided.
Adding a comment is optional.

6. Enter Comment.

7. Click **Save**.

The Voided EPAF will show in your History in the EPAF Originator Summary.