

# 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.

## 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 **EPAF Originator Summary**.

#### **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.

**Note: The originator can void a process.**

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

**EPAF Originator Summary**

**Current**      History

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Transactions

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

4. Select **Void**.

You will receive a message, **Transaction successfully completed**.

Delete      Update      Add Comment      Void

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

Adding a comment is optional.

Add Comment

6. Enter Comment.

**Enter Comment**

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Add Comments

Remaining Characters : 4000

Save

7. Click **Save**.

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