How to Review the history of Originator transactions and their statuses:

The Electronic Personnel Action Forms (EPAF) menu can be accessed from the Employee Tab. Within the EPAF Menu, you will see the links to navigate the process. Click on the link labeled **"EPAF Originator Summary"** to review transactions saved but not submitted and those transactions submitted for approval.

You may also review your **EPAF transaction status** by clicking on the **Originator Summary** link. You can look at the **details** for any given employee transaction in the list.

To **preview the EPAF after submission**, click on the EPAF Originators Summary link at the bottom of the screen or return to the EPAF main menu and click the EPAF originator Summary link.

Once at the **EPAF Summary** screen, locate (by transaction number, or date) the recently submitted transaction or any other transaction in your summary and click on the employee name to access the EPAF preview screen.

EPAF Originator Summary

Current | History

Select the link under Name to access details of the transaction, or select the link under Transaction to update the transaction.

Transaction Status: All / Disapproved [Go]

New EPAF | Default Routing Queue | Search | Superuser or Filter Transactions

Use the arrows to sort the columns in ascending or descending order

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EPAF Transactions

Name	ID	Transaction	Type of Change	Submitted Date	Effective Date	Transaction Status	Links
Arlum, Cortez Payroll Specialist, 004111-00	J00738108	1205	Job Salary Adjustment	Jun 10, 2013	Jun 10, 2013	Pending	Comments
Arlum, Cortez SUMMER SCHOOL INSTRUCT, 000303-00	J00738108	1176	Summer Faculty- 2nd Summer Session Compensation	Jun 03, 2013	Jun 03, 2013	Voided	Comments
Arlum, Cortez SUMMER SCHOOL INSTRUCT, 000303-00	J00738108	1175	Summer Faculty- 1st Summer Session Compensation	Jun 03, 2013	Jun 01, 2013	Voided	Comments
Arlum, Cortez Payroll Specialist, 004111-00	J00738108	1174	Job Termination	Jun 03, 2013	Jun 03, 2013	Voided	Comments
Arlum, Cortez Adjunct Faculty, 000505-00	J00738108	1173	Summer Faculty- 1st Summer Session Compensation	Jun 03, 2013	Jun 01, 2013	Voided	Comments
Arlum, Bradley Research Specialist, 207393-00	J00738110	1172	Job-Re-Appointment	Jun 03, 2013	Jun 03, 2013	Voided	Comments
Arlum, Bradley Research Specialist, 207393-00	J00738110	1171	Job-Re-Appointment	Jun 03, 2013	Jun 03, 2013	Voided	Comments
Arlum, Cortez Payroll Specialist, 004111-00	J00738108	1170	Job Title Change	Jun 03, 2013	Jun 03, 2013	Voided	Comments
Arlum, Cortez Payroll Specialist, 004111-00	J00738108	1167	Job Transfer	Jun 03, 2013	Jan 01, 2013	Voided	Comments
Arlum, Cortez Extra Services-FN, 000010-00	J00738108	1166	One Time Payment	Jun 03, 2013	Jun 03, 2013	Voided	Comments
Arlum, Cortez Payroll Specialist, 004111-00	J00738108	1165	Job Salary Adjustment	Jun 03, 2013	Jun 03, 2013	Voided	**Comments

From the Originators Summary Click on the Employee Name to access the EPAF preview

From the **EPAF preview screen** you can review the approval category used, the transaction number generated to uniquely identify the transaction, the transaction history, comments added, routing queue progression as well as a transaction snapshot.

EPAF Preview

St You are acting as an Originator.

Name and ID:	Cortez Arlum, J00738108	**Job and Suffix:**	004111-00, Payroll Specialist
Transaction:	1165	**Query Date:**	Jun 03, 2013
Transaction Status:	Pending	**Last Paid Date:**	
Approval Category:	Job Salary Adjustment, J00009		

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[Return for Correction] [Void]   Add Comment

The name and ID of the employee is provided along with the transaction number and the approval category used.

Note: If the EPAF has not been approved by the first level approver yet, you can click on the [Return for Correction] if you discover a last minute update.

Approval Types | Comments | Routing Queue | Transaction History

- indicates a required field.

Job Salary Adjustment, 004111-00 Payroll Specialist

Enter Changes	Current Value	New Value
Jobs Effective Date:	01/01/2013	06/03/2013
Personnel Date:	01/01/2013	06/03/2013
Salary:	30000	35000
Hourly Rate:	14.422522	
Job Status:	Active	Active
Job Change Reason:		00003

A condensed snapshot of the transaction is also provided for review.

Routing Queue

Approval Level	Name	Required Action	Queue Status	Action Date
Dean_Director, 30	Robin Michele Spann	804 Approve	Pending	
Vice President, 50	Michael Thomas, J0C	Approve	In the Queue	
Budget, 70	Tammiko L. Harrisor	Approve	In the Queue	
Human Resources Approver, 75	Keunta D McPhearso	Approve	In the Queue	
Human Resources Applier, 80	Linda Wilson, J00085	Apply	In the Queue	

Everyone selected in the routing queue can see the up and down stream approval progression in real time.

Comments

Date:	Jun 03, 2013 10:09:00 AM
Made by:	Rodney George Denne', J00017026
Comments:	Merit Pay increase per M. Thomas

Comments can be added to communicate critical information about the transaction. Approvers should always review the comments before approving a transaction.

Transaction History

Action	Date	User Name
Created:	Jun 03, 2013	Rodney George Denne'
Submitted:	Jun 03, 2013	Rodney George Denne'

Who created and submitted the transaction

If you need to update this transaction you can do so by clicking the **"Return for Corrections"** button. After clicking the Return for Corrections button, **click the update link and make the desired changes**. **Once you update the transaction you must Save** and **Submit** again to process your changes.

NOTE: This can be done until the transaction is approved. After that, only the approver can return the EPAF to you for correction. Once returned, click the update link, make the desired corrections then Save and resubmit the transaction for approval.

EPAF Preview

Name and ID:	Antonio Arlum, J00758273	Job and Suffix:	209101-00, Clerical/Secretarial II
Transaction:	6752	Query Date:	Mar 01, 2014
Transaction Status:	Pending	Last Paid Date:	

Approval Category: One Time Payment (Extra Services), J00002

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[Approve] [Disapprove] [Return for Correction] [Void] [More Info]   Add Comment

Approval Types | Account Distribution | Errors | Routing Queue | Comments | Transaction History

EPAF Originator Summary

Return to EPAF Menu

Jump to Bottom

Errors and Warning Messages

Type	Message Type	Description
One-Time Payment Extra Services	WARNING	*WARNING* Annual Salary is outside the Table/Grade range.

* - indicates a required field.

One-Time Payment Extra Services, 209101-00 Clerical/Secretarial II

Enter Changes	Current Value	New Value
Job Begin Date:		03/01/2014
Jobs Effective Date: *		03/01/2014
Personnel Date: *		03/01/2014
Salary: *		2000.00
Step: *		0
Factor: *		1.0
Pays: *		1.0
Contract Type: *		Secondary
Job Change Reason:		00011
Job Status:		Active