Electronic Personnel Action Forms (EPAF) Originate an EPAF

1. Select Electronic Personnel Action Forms (EPAF) under My Activities.

3.

EPAF Originator Summary

1. The main Electronic Personnel Action Form (EPAF) menu. Select **EPAF Originator Summary**.

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2. The EPAF Originator Summary appears.

EPAF <u>Originator</u> Summarv	
Current History	
Transaction Status Waiting	v v
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410000 USE / PCD 00040	ASKEW, WILLIAM M.

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.

EPAF Origin	ator Summary		
Historý			
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Name		Transaction	Uppe of Change
ABREU, TAYLOR M.	-4410-00006070	<u> </u>	Terminate lab Dagard Waur

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.