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

EPA	F <u>Originator</u> Summary	v _
Curre	nt History	
Transac	itions	
<u> </u>		
412626	1614 / P.Ch	ASKEW, WILLIAM M.

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.



7. Click Save.

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