



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



4. Select **Void**.

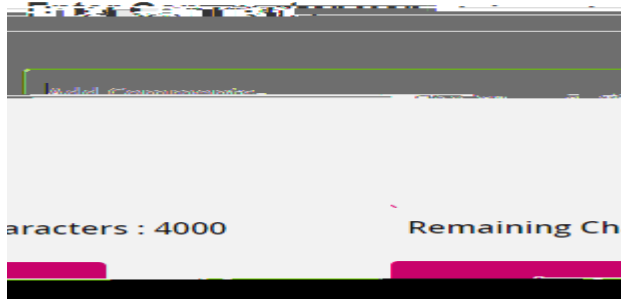
You will receive a message, **Transaction successfully completed.**



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.