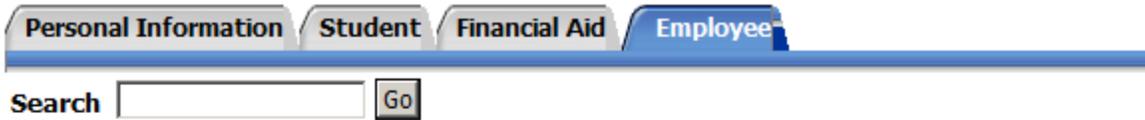


## EPAF Originator Summary

1. Access EPAF Originator Summary In MyUT under the Employee tab-Employment Resources-Student Electronic Personnel Action (ePAF).



## Electronic Personnel Action Form

[EPAF Approver Summary](#)

[EPAF Originator Summary](#)

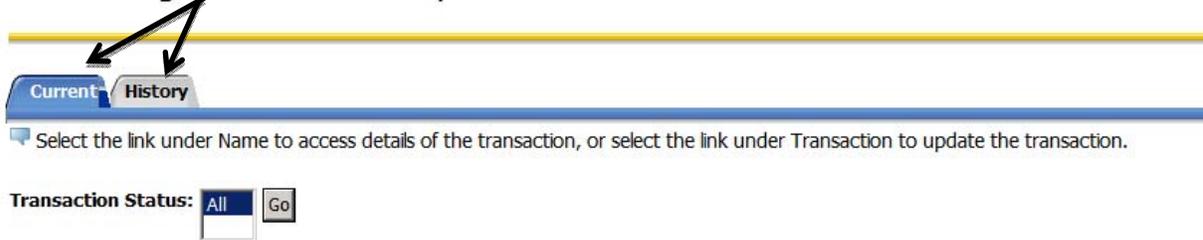
[New EPAF](#)

[EPAF Proxy Records](#)

[Act as a Proxy](#)

2. Locate EPAFs one of the two tabs described below
  - a. Current
  - b. History

## EPAF Originator Summary



**Current** – Select the Current tab view EPAFs, these have been created and saved, but not submitted.

[Current](#) | [In My Queue](#) | [History](#)

Select the link under Name to access details of the transaction.

Queue Status:

1 - 5 of 5

**EPAF Transactions**

Name	ID	Transaction	Type of Change	Submitted Date	Effective Date	Required Action	Action Links
<a href="#">Ackuayi, Gabriel K.</a> FWS Exempt Student, P71001-00	R01044606	42502	Federal Work Study New Hire	Mar 27, 2014	Jan 08, 2014	Approve	<input type="checkbox"/> <a href="#">Comments</a>
<a href="#">Dickerson, Clara H.</a> FWS Exempt Student, P71001-00	R01044660	42126	Ending Student Jobs	Jan 31, 2014	Jan 31, 2014	Approve	<input type="checkbox"/> <a href="#">Comments</a>

This is also the originator's "inbox" for EPAFs that have been returned for correction.

EPAFs can be of the following **Transaction Status**:

- 1) **Waiting**- EPAF has been created and saved –but not submitted
- 2) **Return for correction**- EPAF has been returned to you for correction. Revise and resubmit the EPAF, or void the EPAF.

History- Select the History tab to view EPAFs that have been submitted.

### 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:

|  |  |

1 - 15 of 15

**EPAF Transactions**

Name	ID	Transaction	Type of Change	Submitted Date	Effective Date	Transaction Status	Links
<a href="#">Broz, Eric J.</a> Student Employee - Pooled, P97543-01	R00684686	5943	Rehire Student Employee	Aug 22, 2011	Aug 20, 2011	Completed	
<a href="#">Broz, Eric J.</a> Student Employee - Pooled, P97543-00	R00684686	3565	New Hire Student Employee	May 18, 2011	May 14, 2011	Completed	
<a href="#">Calloway, Juana S.</a> Student Employee - Pooled, P97543-00	R00332351	5950	Rehire Student Employee	Aug 22, 2011	Aug 20, 2011	Completed	

EPAFs can be of the following **Transactions Status**:

- 1) **Approved**- EPAF has been approved at all levels and has been applied to the payroll file.
- 2) **Pending**- EPAF is waiting for approval.
- 3) **Return for Correction**- EPAF has been returned to the Originator for correction.