## **EPAF Originator Summary**

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

| Personal Information Student Financial Aid Employee  |
|--|
| Search Go  |
| Electronic Personnel Action Form   |
| EPAF Approver Summary<br>EPAF Originator Summary<br>New EPAF<br>EPAF Proxy Records<br>Act as a Proxy |
|  |

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



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

| Current n My Queue History<br>Select the link under Name to access | details of the   | transaction.       |                             |                       |                                    |                                     |          |                             |
|--|------------------|--------------------|-----------------------------|-----------------------|------------------------------------|-------------------------------------|----------|-----------------------------|
| Queue Status: All Go<br>Pending Go                                 |                  |                    |                             |                       |                                    |                                     |          |                             |
| Select All Reset Save  |                  |                    |                             | New EP                | <b>'AF</b>   <u>Update Proxies</u> | <u>Search</u>   <u>Proxy or Sup</u> | eruser ( | <u>r Filter Transaction</u> |
| A Name   | ори оридина<br>С | A Transaction<br>▼ | ▲ Type of Change<br>▽       | A Submitted Date<br>▼ | ▲ Effective Date<br>▼              | A Required Action<br>▼              | Action   | Links                       |
| Ackuayi, Gabriel K.<br>FWS Exempt Student, P71001-00               | R01044606        | 42502              | Federal Work Study New Hire | Mar 27, 2014          | Jan 08, 2014                       | Approve                             |          | <u>Comments</u>             |
| Dickerson, Ciara N.<br>EWS Exempt Student, P71001-00               | R01044660        | 42126              | Ending Student Jobs         | Jan 31, 2014          | Jan 31, 2014                       | Approve                             |          | Comments                    |

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   |   |                                     |   |   |  |  |           |
|---|---|-------------------------------------|---|---|--|--|-----------|
| Select the link under Name to access  | details of the                                  | transaction, or s                   | elect the link under Transac  | tion to update the tra                                | ansaction.                                   |  |           |
| 1 - 15 of 15  | 0   |                                     |   | New   | EPAF   Default Routin                        | ng Queue   Search   Super              | user or l |
| · · · · · · · · · · · · · · · · · · ·   |   |                                     |   |   |  |  |           |
| PAF Transactions  | A   | ۸                                   | A   | A   | A  | A                                      | Linke     |
| EPAF Transactions<br>▲ Name<br>▼  | <b>∠</b> ID                                     | ∆ Transaction<br>▼                  | ▲ Type of Change  | ▲ Submitted Date                                      | ▲ Effective Date<br>▽                        | ∆ Transaction Status<br>▽              | Links     |
| PAF Transactions Aname Roz, Eric J. Student Employee - Pooled, P97543-01  | <b>▲ 10</b><br>▼<br>R00684686                   | Transaction                         | ▲ Type of Change<br>▼<br>Rehire Student Employee  | Aug 22, 2011  | Aug 20, 2011                                 | ▲ Transaction Status<br>▼<br>Completed | Links     |
| PAF Transactions Name Troz. Eric J. Student Employee - Pooled, P97543-01 iroz. Eric J. Student Employee - Pooled, P97543-00   | <b>D</b><br>R00684686<br>R00684686              | Transaction<br>5943<br>3565         | Type of Change     Type of Change     Rehire Student Employee New Hire Student Employee | Aug 22, 2011<br>May 18, 2011                          | Aug 20, 2011<br>May 14, 2011                 | Completed                              | Links     |
| PAF Transactions Name Transactions Stocker Law Contempose - Pooled, P97543-01 Student Employee - Pooled, P97543-00 Calloway, Juana S. Student Employee - Pooled, P97543-00 Student Employee - Pooled, P97543-00 | <b>D</b><br>R00684686<br>R00684686<br>R00332351 | Transaction<br>5943<br>3565<br>5950 | Type of Change Type of Change Chire Student Employee Rehire Student Employee            | Submitted Date Aug 22, 2011 May 18, 2011 Aug 22, 2011 | Aug 20, 2011<br>May 14, 2011<br>Aug 20, 2011 | Transaction Status                     | Links     |

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.