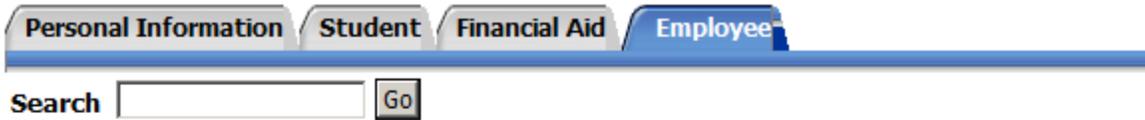## EPAF Originator Summary

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

2. Locate EPAFs one of the two tabs described below
   a. Current
   b. History
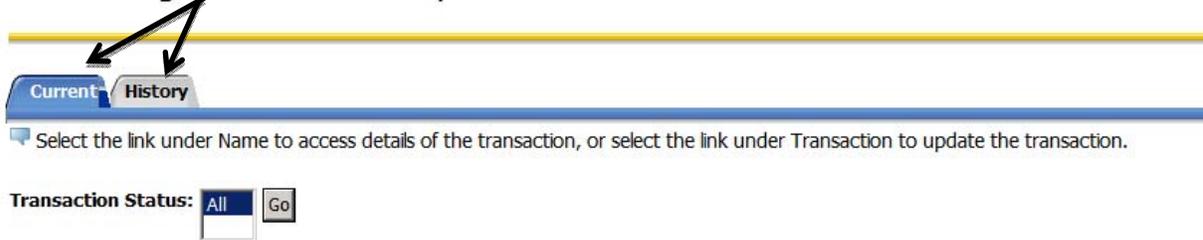
Current – Select the Current tab view EPAFs, these have been created and saved, but not submitted.

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

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.