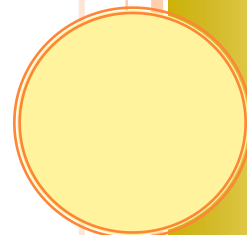




## **EPAF – RESUBMIT OR WITHDRAW**

This manual provides step by step information on how to resubmit or withdraw an EPAF form.

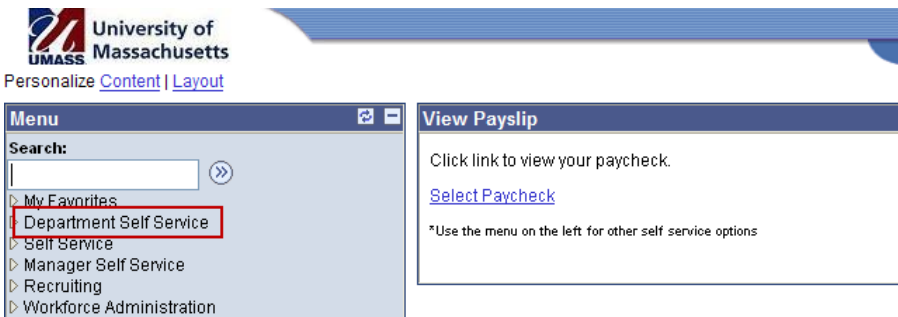

**Developed by:**  
**Learning & Development Group**  
**Human Resources Diversity & Inclusion**  
**11/20/2012**







# EPAF – Resubmit or Withdraw

## EPAF AUTOMATED FORM

EPAF (electronic personnel action form) is a module within PeopleSoft that allows for paperless employment transactions such as hiring an employee, job changes and employment status changes. The EPAF is initiated by a department initiator then it is electronically routed for appropriate approvals, notifications and finally entered by HR into the system.

Step	Action
1.	<p>After logging into HR Direct, click on the <b>Department Self Service</b> link.</p> 
2.	<p>Click the <b>EPAF Home Page</b> link.</p> <p>The <b>EPAF Home Page</b> is a useful area for managing PA Forms. Here you will see links to open your <u>worklist</u>, <u>start a new EPAF</u>, <u>resubmit</u>, <u>change or withdraw an EPAF</u>, or <u>view an EPAF</u>.</p> <p>Click the <b>Resubmit, Change or Withdraw an ePAF</b> link.</p>  <p><b><u>Resubmit, Change, or Withdraw an ePAF</u></b> Make changes to an ePAF that has been recycled or needs to be updated. Only forms that have not had final approval or been processed into the system will be accessible.</p>

Step	Action																																																																																																			
3.	<p>Enter eForm ID or search by any of the categories listed below.</p> <p><b>ePAF Employee History</b></p> <p>Enter any information you have and click Search. Leave fields blank for a list of all values.</p> <p><b>Find an Existing Value</b></p> <p>Limit the number of results to (up to 300): <input type="text" value="300"/></p> <p><b>eForm ID:</b> <input type="text"/> <b>begins with</b> <input type="text"/></p> <p><b>Empl ID:</b> <input type="text"/> <b>begins with</b> <input type="text"/></p> <p><b>Empl Rcd Nbr:</b> <input type="text"/> <b>=</b> <input type="text"/></p> <p><b>Name:</b> <input type="text"/> <b>begins with</b> <input type="text"/></p> <p><b>Last Name:</b> <input type="text"/> <b>begins with</b> <input type="text"/></p> <p><b>Workflow Form Type:</b> <input type="text"/> <b>begins with</b> <input type="text"/></p> <p><b>Workflow Form Status:</b> <input type="text"/> <b>=</b> <input type="text"/></p> <p><b>Original Operator:</b> <input type="text"/> <b>begins with</b> <input type="text"/></p> <p><b>Originated Date From:</b> <input type="text"/> <b>&gt;=</b> <input type="text"/></p> <p><b>Originated Date Thru:</b> <input type="text"/> <b>&lt;=</b> <input type="text"/></p> <p><b>Last Operator:</b> <input type="text"/> <b>begins with</b> <input type="text"/></p> <p><input type="checkbox"/> Case Sensitive</p> <p><input type="button" value="Search"/> <input type="button" value="Clear"/> <a href="#">Basic Search</a> <input type="button" value="Save Search Criteria"/></p> <p>Below is an example of searching by dates. This allows you to see dispositions on all your eForms. Select your eForm.</p> <p><b>Originated Date From:</b> <input type="text"/> <b>&gt;=</b> <input type="text" value="03/01/2013"/></p> <p><b>Originated Date Thru:</b> <input type="text"/> <b>&lt;=</b> <input type="text" value="06/03/2013"/></p> <p><b>Last Operator:</b> <input type="text"/> <b>begins with</b> <input type="text"/></p> <p><input type="checkbox"/> Case Sensitive</p> <p><input type="button" value="Search"/> <input type="button" value="Clear"/> <a href="#">Basic Search</a> <input type="button" value="Save Search Criteria"/></p> <p><b>Search Results</b></p> <p><a href="#">View All</a></p> <table border="1"> <thead> <tr> <th>Empl ID</th> <th>Empl Rcd Nbr</th> <th>eForm ID</th> <th>Name</th> <th>Last Name</th> <th>Workflow Form Type</th> <th>Workflow Form Status</th> <th>Original Operator</th> <th>Original Date</th> </tr> </thead> <tbody> <tr> <td>0026158</td> <td>0</td> <td>3638</td> <td></td> <td></td> <td>JOBCHANGE</td> <td>Pending</td> <td>TESTGT10084761</td> <td>04/11/2013</td> </tr> <tr> <td>0012359</td> <td>8</td> <td>3640</td> <td></td> <td></td> <td>JOBCHANGE</td> <td>Withdrawn</td> <td>TESTGT10084761</td> <td>04/11/2013</td> </tr> <tr> <td>0012359</td> <td>0</td> <td>3652</td> <td></td> <td></td> <td>HIRE</td> <td>Part Apprv</td> <td>TESTGT10084761</td> <td>04/11/2013</td> </tr> <tr> <td>0053484</td> <td>0</td> <td>3665</td> <td></td> <td></td> <td>JOBCHANGE</td> <td>Part Apprv</td> <td>TESTGT10084761</td> <td>04/12/2013</td> </tr> <tr> <td>0015302</td> <td>1</td> <td>3666</td> <td></td> <td></td> <td>TERMLVRET</td> <td>Pending</td> <td>TESTGT10084761</td> <td>04/12/2013</td> </tr> <tr> <td>0026028</td> <td>0</td> <td>3667</td> <td></td> <td></td> <td>TERMLVRET</td> <td>Pending</td> <td>TESTGT10084761</td> <td>04/12/2013</td> </tr> <tr> <td>0033042</td> <td>0</td> <td>3680</td> <td></td> <td></td> <td>JOBCHANGE</td> <td>Part Apprv</td> <td>TESTGT10084761</td> <td>04/25/2013</td> </tr> <tr> <td>0128363</td> <td>1</td> <td>3689</td> <td></td> <td></td> <td>JOBCHANGE</td> <td>Executed</td> <td>TESTGT10084761</td> <td>04/26/2013</td> </tr> <tr> <td>0165450</td> <td>0</td> <td>3691</td> <td></td> <td></td> <td>HIRE</td> <td>Executed</td> <td>TESTGT10084761</td> <td>04/26/2013</td> </tr> <tr> <td>0078866</td> <td>0</td> <td>3692</td> <td></td> <td></td> <td>TERMLVRET</td> <td>Executed</td> <td>TESTGT10084761</td> <td>04/26/2013</td> </tr> </tbody> </table>	Empl ID	Empl Rcd Nbr	eForm ID	Name	Last Name	Workflow Form Type	Workflow Form Status	Original Operator	Original Date	0026158	0	3638			JOBCHANGE	Pending	TESTGT10084761	04/11/2013	0012359	8	3640			JOBCHANGE	Withdrawn	TESTGT10084761	04/11/2013	0012359	0	3652			HIRE	Part Apprv	TESTGT10084761	04/11/2013	0053484	0	3665			JOBCHANGE	Part Apprv	TESTGT10084761	04/12/2013	0015302	1	3666			TERMLVRET	Pending	TESTGT10084761	04/12/2013	0026028	0	3667			TERMLVRET	Pending	TESTGT10084761	04/12/2013	0033042	0	3680			JOBCHANGE	Part Apprv	TESTGT10084761	04/25/2013	0128363	1	3689			JOBCHANGE	Executed	TESTGT10084761	04/26/2013	0165450	0	3691			HIRE	Executed	TESTGT10084761	04/26/2013	0078866	0	3692			TERMLVRET	Executed	TESTGT10084761	04/26/2013
Empl ID	Empl Rcd Nbr	eForm ID	Name	Last Name	Workflow Form Type	Workflow Form Status	Original Operator	Original Date																																																																																												
0026158	0	3638			JOBCHANGE	Pending	TESTGT10084761	04/11/2013																																																																																												
0012359	8	3640			JOBCHANGE	Withdrawn	TESTGT10084761	04/11/2013																																																																																												
0012359	0	3652			HIRE	Part Apprv	TESTGT10084761	04/11/2013																																																																																												
0053484	0	3665			JOBCHANGE	Part Apprv	TESTGT10084761	04/12/2013																																																																																												
0015302	1	3666			TERMLVRET	Pending	TESTGT10084761	04/12/2013																																																																																												
0026028	0	3667			TERMLVRET	Pending	TESTGT10084761	04/12/2013																																																																																												
0033042	0	3680			JOBCHANGE	Part Apprv	TESTGT10084761	04/25/2013																																																																																												
0128363	1	3689			JOBCHANGE	Executed	TESTGT10084761	04/26/2013																																																																																												
0165450	0	3691			HIRE	Executed	TESTGT10084761	04/26/2013																																																																																												
0078866	0	3692			TERMLVRET	Executed	TESTGT10084761	04/26/2013																																																																																												

Step	Action
4.	<p>The ePAF form you selected will open. If you are withdrawing the ePAF form, go to Step 6.</p> <p>To change and resubmit the ePAF form, navigate to the section of the form you need to change. In this example, the effective date was changed.</p> <div data-bbox="349 478 1414 1472"> <div> <div>Update Job Change</div> <div> <small>Authorized by</small>   </div> </div> <div> <input type="checkbox"/> <u>Step 1 of 5: Update Job Change</u> </div> <div> <div>Current Job Info</div> <div> <div>Name:</div> <div>Empl ID:</div> </div> <div> <div>Empl Group: Professional (W60) Non Unit</div> <div>Empl Rcd#: 0</div> </div> <div> <div>Empl Status: Active</div> </div> <div> <div>Position:</div> </div> <div> <div>Department: W404500 Neurobiology</div> </div> <div> <div>eForm ID: 3638</div> </div> <div> <a href="#">View Original Job Data</a> </div> <div> <div>Job Data</div> <div> <div>*Effective Date: 05/01/2013 </div> <div>*Employee Group: Professional (W60) Non Unit </div> <div>*Is this a Positioned No </div> </div> </div> </div> </div>

Step	Action																						
5.	<p>Use the “Next” button to continue navigating through the form, making any needed changes.</p> <div><div>&lt;&lt; Previous</div><div>Next &gt;&gt;</div><div>&lt;&lt; Search</div><div>Save for Later</div><div>Close</div></div>																						
6.	<p>Once all changes have been made and you are on the last page of the ePAF form, complete the “Comments” section as to why you are resubmitting the form. Then click the <div>Resubmit</div> button.</p> <p>This will resubmit the ePAF form to workflow and will begin the approval process again.</p> <p>If you are withdrawing the ePAF form, you should still complete the “Comments” section but then click the <div>Withdraw</div> button.</p> <p>This will close out the ePAF form.</p> <div><div>eForm ID: 3638</div><div><div>Actions &amp; Action Reasons</div><table><tr><th>Action Code</th><th>Action Description</th><th>Reason Code</th><th>Action Reason Description</th><th></th><th></th></tr><tr><td>1 DTA</td><td>Data Change</td><td>DTA</td><td>Data Change</td><td>+</td><td>-</td></tr></table></div><div><div>File Attachments</div><div>Customize   Find   First 1 of 1 Last</div><table><tr><th>Upload</th><th>View</th><th>Description</th><th>Attachment Id</th><th></th></tr><tr><td>1 Upload</td><td>View</td><td></td><td></td><td>Delete</td></tr></table><div>Add File Attachment</div></div><div><div>Comments</div><div>Your Comment:<div>changed the effective date from 4/1/13 to 5/1/13</div></div><div><div>Resubmit</div><div>Withdraw</div><div>&lt;&lt; Previous</div><div>Next &gt;&gt;</div><div>Save for Later</div></div></div></div>	Action Code	Action Description	Reason Code	Action Reason Description			1 DTA	Data Change	DTA	Data Change	+	-	Upload	View	Description	Attachment Id		1 Upload	View			Delete
Action Code	Action Description	Reason Code	Action Reason Description																				
1 DTA	Data Change	DTA	Data Change	+	-																		
Upload	View	Description	Attachment Id																				
1 Upload	View			Delete																			