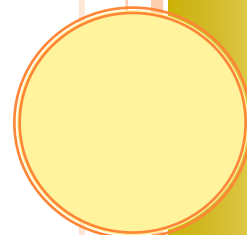




EPAF – VIEW EPAF

This manual provides step by step information on how to view and check the status of your EPAF form.

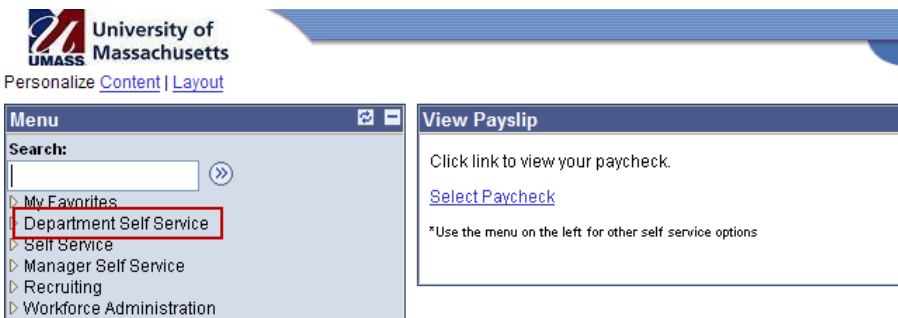
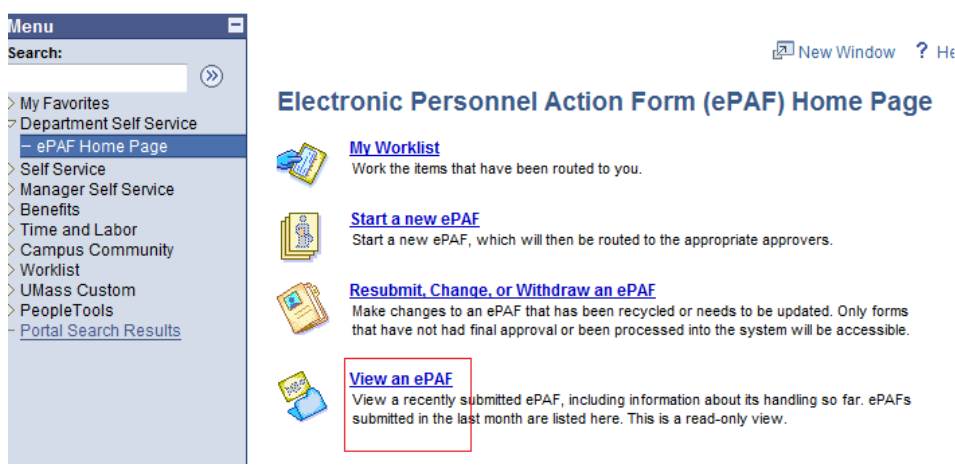
Developed by:
Learning & Development Group
Human Resources Diversity & Inclusion
11/20/2012



EPAF – View EPAF

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 Department Self Service link.</p> 
2.	<p>Click the EPAF Home Page link.</p> <p>The EPAF Home Page 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, change or withdraw an EPAF</u>, or <u>view an EPAF</u>.</p> <p>Click the View an EPAF link.</p> 

Step	Action																																																																																																			
3.	<p>Enter eForm ID or search by any of the categories listed below.</p> <p>ePAF Employee History</p> <p>Enter any information you have and click Search. Leave fields blank for a list of all values.</p> <p>Find an Existing Value</p> <p>Limit the number of results to (up to 300): <input type="text" value="300"/></p> <p>eForm ID: <input type="text"/> begins with <input type="text"/></p> <p>Empl ID: <input type="text"/> begins with <input type="text"/></p> <p>Empl Rcd Nbr: <input type="text"/> = <input type="text"/></p> <p>Name: <input type="text"/> begins with <input type="text"/></p> <p>Last Name: <input type="text"/> begins with <input type="text"/></p> <p>Workflow Form Type: <input type="text"/> begins with <input type="text"/></p> <p>Workflow Form Status: <input type="text"/> = <input type="text"/></p> <p>Original Operator: <input type="text"/> begins with <input type="text"/></p> <p>Originated Date From: <input type="text"/> >= <input type="text"/></p> <p>Originated Date Thru: <input type="text"/> <= <input type="text"/></p> <p>Last Operator: <input type="text"/> begins with <input type="text"/></p> <p><input type="checkbox"/> Case Sensitive</p> <p><input type="button" value="Search"/> <input type="button" value="Clear"/> Basic Search <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>Originated Date From: <input type="text"/> >= <input type="text" value="03/01/2013"/></p> <p>Originated Date Thru: <input type="text"/> <= <input type="text" value="06/03/2013"/></p> <p>Last Operator: <input type="text"/> begins with <input type="text"/></p> <p><input type="checkbox"/> Case Sensitive</p> <p><input type="button" value="Search"/> <input type="button" value="Clear"/> Basic Search <input type="button" value="Save Search Criteria"/></p> <p>Search Results</p> <p>View All</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
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4.	<div><div>A summary screen will come up of your ePAF form. Scroll to the bottom of the page select “next”. This will bring you to the status page.</div><div><div><div>View Hire</div><div><div>Authored by GIDEON TAYLOR</div></div><div><div>Step 2 of 2: Form History</div><div>View the form data below. Click Next for the Form History page.</div></div><div><div>FormList Fields</div><div><div><div>eForm ID: 4333</div><div>Workflow Form Status: On Hold</div></div><div><div>Workflow Form Type: HIRE</div></div></div><div><div><div>Original Operator: TESTGT10084761</div><div>Original DateTime: 05/21/2013 2:38:17PM</div></div><div><div>Last Operator: TESTGT10084761</div><div>Last By Alternate Operator:</div><div>Last DateTime: 05/21/2013 2:38:17PM</div></div><div><div>Next Approving RoleUser:</div><div>Next Approving RoleName:</div><div>Who can work this form?</div></div></div><div><div>Process Visualizer</div><div><div><div>1 (TESTGT10084761)</div><div>2 HCMU_GT_DEPT_APPR</div><div>3 HCMU_GT_CE_ADMIN</div><div>4 HCMU_GT_PI</div><div>5 HCMU_GT_FIN_DEPT_HO</div><div>6 HCMU_GT_HR_REVIEWER</div><div>7 HCMU_GT_HR_UPDATE</div><div>10 Integration Broker</div><div>11 System</div></div></div><div><div>Transaction Log</div><div><table><thead><tr><th></th><th>Current DateTime</th><th>Role Name</th><th>User ID</th><th>User Description</th><th>Form Action</th><th>Workflow Form Status</th></tr></thead><tbody><tr><td>1</td><td>05/21/2013 2:38:17PM</td><td>HCMU_GT_INITIATOR</td><td>TESTGT10084761</td><td></td><td>Hold</td><td>On Hold</td></tr></tbody></table></div></div><div><div>Form Messages</div><div><div>Comments</div><div><div>Your Comment:</div><div>Comment History:</div></div><div><div><< Previous</div><div>Next >></div><div><< Search</div><div>Close</div></div></div></div></div></div></div></div></div>		Current DateTime	Role Name	User ID	User Description	Form Action	Workflow Form Status	1	05/21/2013 2:38:17PM	HCMU_GT_INITIATOR	TESTGT10084761		Hold	On Hold
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