Resubmit, Change or Withdraw ePAF forms

Only forms without final approval and have not yet been processed in the system will be accessible to be Changed and Resubmitted or Withdrawn.

1. Log into HR Direct and navigate to the ePAF Home Page.
   a. Access the NavBar by selecting the Compass and choose the Navigator > Department Self Service and then the ePAF Home Page.

2. Click on the link to Resubmit, Change or Withdraw an ePAF.

3. Search for the eForm ID using the available options and select the eForm to Resubmit, Change or Withdraw.

4. If the ePAF will be withdrawn, jump ahead to Step 7.

5. To change and resubmit, navigate to the sections of the ePAF form you need to change and update the form.

6. Once all changes have been made, navigate to the last page of the form and enter a comment in the Comments section describing the reason for the change and then click the Resubmit button.
   a. This will resubmit the ePAF form through workflow and will begin the approval process again.
7. If you are withdrawing the ePAF, enter a note in the Comments section and click the Withdraw button. This will close out the ePAF and it will not be processed.