Overview
This job aid outlines how to view a funding change ePAF (electronic personnel action form). ePAF’s are created by department initiators and are electronically routed for approvals.

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

2. Click on the View an ePAF link.

3. Search for an ePAF by entering the EForm ID, Employee ID or any of the other search options on the page.
For example search using a date range in the Originated field to view a list of ePAFs including the workflow status.

4. Click on the link to view the form.
5. The summary screen displays for the selected ePAF. Scroll to the bottom of the page and click next to view the status page.

6. The status page includes a summary of the workflow information, the process visualizer and a transaction log.
7. To view a list of users who have access to this form, click on the link **Who can work this form?**

The list will open in a new window.