

# Electronic Personnel Action Forms (EPAF)

## Approve an EPAF

1. Select **Electronic Personnel Action Forms (EPAF)** under My Activities.  
If you do not see the EPAF link and completed the electronic approval access form, please contact Human Resources.

### My Activities

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Enter Time


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[Approve Time](#)

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[Approve Leave Report](#)

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[Electronic Personnel Action Forms \(EPAF\)](#) 

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2. The main Electronic Personnel Action Form (EPAF) menu appears.  
Select **EPAF Approver Summary**.

<b>EPAF Approver Summary</b>  All EPAFs that you need to currently act upon are displayed in the Current tab. The queue status will be Pending, FYI, or More Information.	<b>EPAF Originator Summary</b> Displays only those EPAF transactions that you have originated.
<b>New EPAF</b> Allows you to create a new transaction.	<b>Act as a Proxy</b> Available to all self-service EPAF users who have been given proxy privilege.
<b>EPAF Proxy Records</b> Allows you to specify and authorize one or more users to approve EPAFs in your absence.	

- List of employees with actions waiting for approval will appear.  
Click on **Employee's name**.

### Approver Summary

Current
In My Queue
History

Transactions

	Name	ID	Transaction	Type of Change
📄	<b>BURGESS, THERESA C.</b> CDS SATELLITE OFFICE COORD- HR, HR2651-00	00733435	69850	Rehire New Position/Hourly
📄	<b>WITHROW, VICTORIA B.</b> GRADUATE RESEARCH ASST, RA5150-MS	01086521	68659	Rehire New Position/Grad

- Review EPAF submitted by the Originator.  
Select **Approve, Disapprove, Return for Correction, or More Info**.

Add Comment

Approve

Disapprove

Return for Correction

More Info

**Approve** – Moves EPAF to next person in the queue

**Disapprove** – Stops the EPAF

**Return for Correction** – Type in the comments field what Originator needs to change

**Request More Info** – Type in the comments field the additional information needed

# EPAF Approver Summary

Select **EPAF Approver Summary**.

<b>EPAF Approver Summary</b> ←	<b>EPAF Originator Summary</b>
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<b>New EPAF</b>	<b>Act as a Proxy</b>
Allows you to create a new transaction.	Available to all self-service EPAF users who have been given proxy privilege.
<b>EPAF Proxy Records</b>	
Allows you to specify and authorize one or more users to approve EPAFs in your absence.	

## Approver Summary

**Current**

In My Queue

History

The **Current** tab displays EPAF transactions that are current actions waiting for the approver.

The **In my Queue** tab displays EPAF transactions that will require action by the approver in the future.

The **History tab** displays EPAF transactions that you have previously taken action on as an approver within the past 24 months. No action required.