

**Electronic Personnel Action Forms (EPAF)
Graduate Assistant Quick Reference**

EPAF Actions (Approval Categories):

	Graduate Assistant Actions
Ret	

Approving an EPAF:

- Select EPAF Approver Summary
- Select the Employee's Name you want to view
- Review EPAF submitted by Originator, select Approve
- Approver can approve, disapprove, return for correction or more information

Voiding a process (Originator):

- Select EPAF Originator Summary
- Select the Employee's Name you want to review
- Select Void and enter a Comment
- Receive a message that the transaction successfully completed
- Note:** The originator can void a process. You will void a process if the position number or date is incorrect, the incorrect approval category, and/or the effective date of the action is after the payroll deadline.

Default routing queue Set-up (Originator):