

UNIVERSITY OF HARTFORD

**CORRECTING
or
CHECKING STATUS
ePAF**

SEPTEMBER 2023

ACCESSING AN EPAF RETURNED FOR CORRECTION

As an originator you are the only person who can make a change/correction to the ePAF you created. ePAFs are returned for various reasons by someone in the level of approvals, or if you notice an error after submitting it.

Log onto the Self Service Center (SSC) -

1. Select the Employee tab
2. Select the EPAFs
3. Click on Electronic Personnel Action Forms (EPAF) link from the Employee Dashboard
4. Select EPAF Originator Summary box

There are two tabs – Current and History – which electronically store the ePAFs you’ve originated.

- **The Current tab displays ePAFs that you have not yet submitted for approval or those that have been returned to you for correction.** You should check your Current tab regularly to ensure that all pending ePAFs are submitted in a timely manner.
 - **The History tab displays ePAFs that you have submitted.** Check your History tab to determine status of submitted ePAFs still not completed.
5. ‘Current’ tab shows ePAFs that have been returned for correction, or ones that you saved, but did not submit. **Select/Click name to access the ePAF.** Transaction Status definitions on pg 3.
 6. Scroll to the VERY bottom of the page and click “Return for Correction” to edit/update an epaf you have already submitted; click “Void” if you need to remove the record.
 - a. If your epaf has been returned to you for correction, please view the comments in the lower portion of the epaf
 7. “Save” and “Submit” after you have made your corrections.

please note, if you used the wrong epaf or wrong position number, your ePaf will be in a disapproved status since you must start over and the epaf cannot be modified.

8. If comments indicate ePAF must be voided and a new ePAF category selected, click ePAF Originator Summary link, select the ePAF again, click VOID.

CHECKING STATUS OF A SUBMITTED EPAF

To view the status of an ePAF:

1. From the ePAF menu, Click “EPAF Originator Summary”
2. Click “History”

3. In the transaction Status box, choose either “Pending” to check the status of ePAFs still moving through the approval cycle or “Completed” to see past ePAFs that have been applied or “Disapproved” for returned ePAFs with comments.
4. Click on the name of the employee to open the ePAF; you can view the Routing Queue (towards the bottom of the page) to check on where the Epaf is in the approval cycle.
5. Note: there is a “Transaction Search” at the bottom of the page if you need to search by name for an employee
6. Comments and Transaction History are located at the bottom of the page.

ePAF Queue Status Definitions

Transaction Statuses	Definition	Queue Statuses	Definition
Waiting	The transaction has been initiated, but not submitted.	Pending	The transaction is pending in the approvers queue.
Pending	The transaction has been submitted by the initiator and is pending review by an approver.	FYI	A person in the approval queue who receives the EPAF action for information purposes only.
Approved	The transaction has been approved.	Approved	The transaction has been approved.
Disapproved	The transaction has been disapproved by an approver.	Disapproved	The transaction has been disapproved by the current approver.
Completed	The transaction has been submitted and approved at all levels.	In the queue	The transaction is in the routing queue waiting for the previous approval level to be completed.
Voided	The transaction was voided.	Voided	The transaction was voided.
Partially Completed	The transaction requires some fields to be corrected.	More information	An approver has requested additional information before the EPAF can proceed.
Cancelled	The transaction was cancelled.	Acknowledge	An FYI approver has reviewed the EPAF and acknowledged receipt.
		Return for Correction	The EPAF was returned to the originator for correction. Please review the Comment field for specific instructions.

		Overridden	A super user has overridden one or more approval levels.
		Removed from queue	The transaction was removed from the approval queue
		All	Includes all queue statuses
		Applied	All approvals in the routing queue are complete and HRIS or payroll has applied the changes to the system.