

UNIVERSITY OF HARTFORD

**CORRECTING
or
CHECKING STATUS
ePAF**

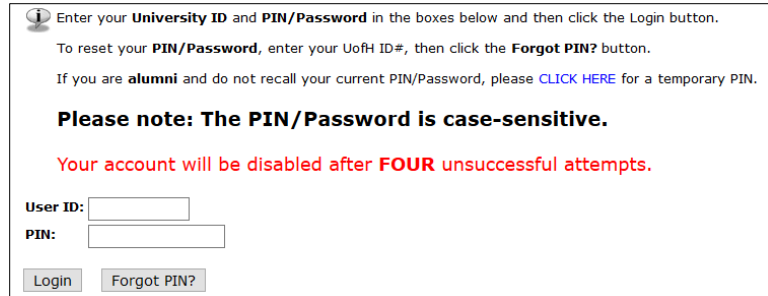
OCTOBER 2018

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 (Note: You can **set up a Proxy** to have a backup for this process). 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), (<http://www.hartford.edu/selfserve/default.aspx>) to get started

1. Enter your User ID and PIN/Password for SSC



Enter your **University ID** and **PIN/Password** in the boxes below and then click the Login button.
To reset your **PIN/Password**, enter your UofH ID#, then click the **Forgot PIN?** button.
If you are **alumni** and do not recall your current PIN/Password, please [CLICK HERE](#) for a temporary PIN.

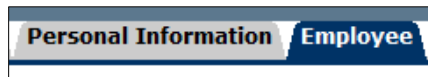
Please note: The PIN/Password is case-sensitive.

Your account will be disabled after **FOUR** unsuccessful attempts.

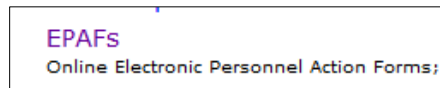
User ID:
PIN:

Login Forgot PIN?

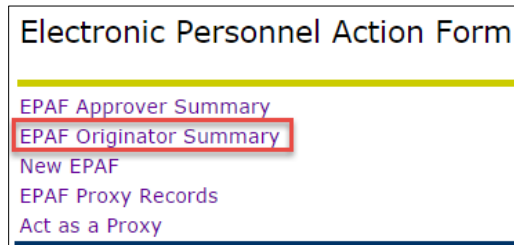
2. Select the Employee tab



3. Select the EPAFs link from the menu



4. Select EPAF Originator Summary



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. 4.

EPAF Originator Summary

Current History

Select the link under Name to access details of the transaction, or select the link under Transaction to update the transaction.

Transaction Status: All Return for Correction Go

[New EPAF](#) | [Default Routing Queue](#) | [Search](#) | [Superuser or Filter Transactions](#)
[Return to EPAF Menu](#)

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[Jump to Bottom](#)

Name	ID	Transaction	Type of Change	Submitted Date	Effective Date	Transaction Status	Links
Joseph Christopher Berrier, 198... Student Labor FWS, ST3450-00	198...	82082	Additional Job (Non-Exempt)	10/16/2018	10/16/2018	Return for Correction	**Comments

6. Click 'Update' to make the necessary changes to the ePAF.

EPAF Preview

Name and ID: Joseph Christopher Berrier, 198... **Job and Suffix:** ST3450-00, Student Labor

Transaction: 82082 **Query Date:** 10/16/2018

Transaction Status: Return for Correction **Last Paid Date:**

Approval Category: Additional Job (Non-Exempt), NWJOBN

Void Update | Add Comment

7. Scroll to bottom of ePAF, read Comments to determine what correction(s) must be made, fix errors (if possible), Save, and Submit.
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. Be sure you really want/need the ePAF to be voided as this is immediate and irreversible. Click Return to EPAF Menu to begin correct ePAF.

Enter the information for the EPAF and either Save or Submit

Name and ID: Joseph Christopher Berrier, 198... **Job and Suffix:** ST3450-00, Student Labor FWS

Transaction: 82082 **Query Date:** 10/16/2018

Transaction Status: Return for Correction **Last Paid Date:**

Approval Category: Additional Job (Non-Exempt), NWJOBN

Save Submit

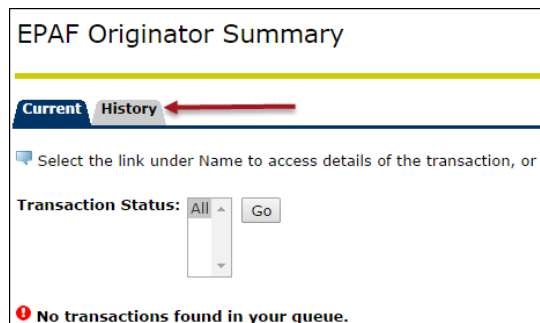
[Approval Types](#) | [Account Distribution](#) | [Routing Queue](#) | [Comments](#)
[New EPAF](#) | [EPAF Originator Summary](#)
[Return to EPAF Menu](#)

CHECKING STATUS OF A SUBMITTED EPAF (ALSO RETURNING AN EPAF YOU FOUND AN ERROR ON)

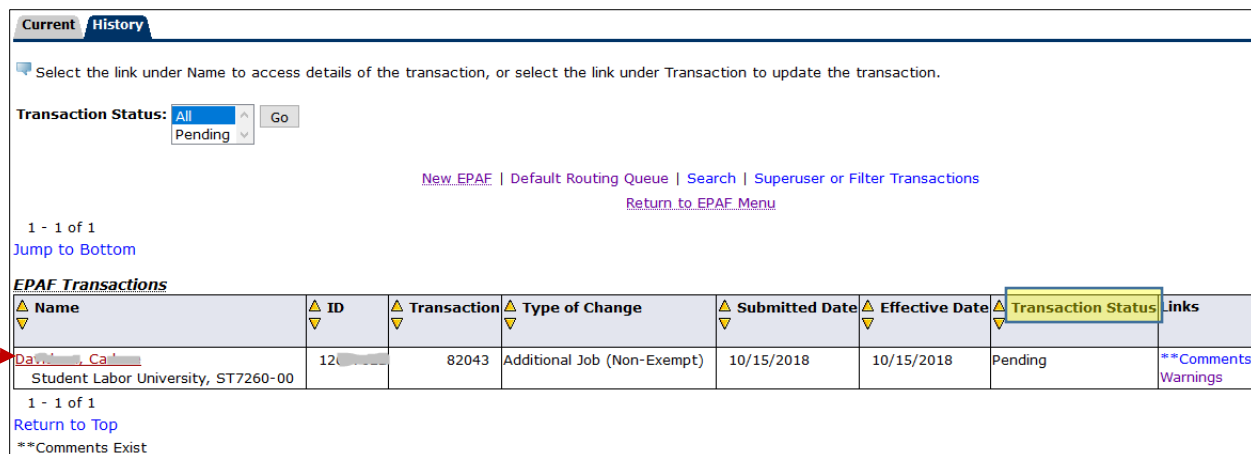
Log on to SSC, Select Employee tab, click on EPAF, and then click EPAF Originator Summary (as detailed on page 1).

To view the status of an ePAF:

1. Click on the 'History' Tab to view the list of your submitted transactions.



2. Click on the appropriate transaction (Name is a clickable link to access the ePAF)



3. On the 'EPAF Preview' Page, scroll to the bottom of the page to the 'Routing Queue' section to view the status of ePAF. **Please give 5-7 business days before contacting an approver.** (Queue & Transaction Status definitions can be found on next page).

Routing Queue				
Approval Level	Name	Required Action	Queue Status	Action Date
Human Resources Development, 10	Tina J Berrien, BERRIEN	Approve	Pending	
Budget Approval, 20	William Donald Nowitzke, NOWITZKE	Approve	In the Queue	
Human Resources Final Review, 45	Denise K Limberger, LIMBERGER	Approve	In the Queue	
Department Head/Chair, 50	Lisa A Belanger-Buoniconti, BELANGER	Approve	In the Queue	
EPAF Applier, 98	Denise K Limberger, LIMBERGER	Apply	In the Queue	

ePAF Queue Status Definitions

Transaction Statuses	Definition
Waiting	The transaction has been initiated, but not submitted.
Pending	The transaction has been submitted by the initiator and is pending review by an approver.
Approved	The transaction has been approved.
Disapproved	The transaction has been disapproved by an approver.
Complete	The transaction has been submitted and approved at all levels.
Void	The transaction was voided.
Partially Completed	The transaction requires some fields to be corrected.
Cancelled	The transaction was cancelled.

Queue Statuses	Definition
Pending	The transaction is pending in the approvers queue.
FYI	A person in the approval queue who receives the EPAF action for information purposes only.
Approved	The transaction has been approved.
Disapproved	The transaction has been disapproved by the current approver.
In the queue	The transaction is in the routing queue waiting for the previous approval level to be completed.
Void	The transaction was voided.
More information	An approver has requested additional information before the EPAF can proceed.
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.