

**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):