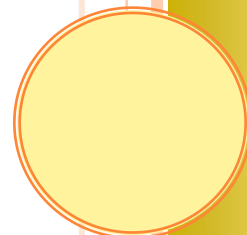




EPAF – VIEW EPAF

This manual provides step by step information on how to view and check the status of your EPAF form.

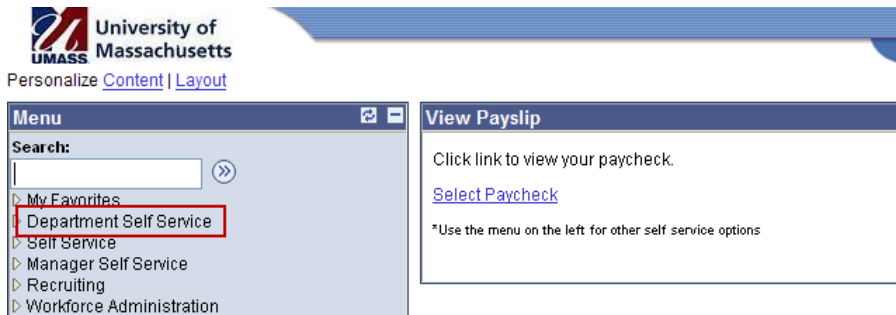
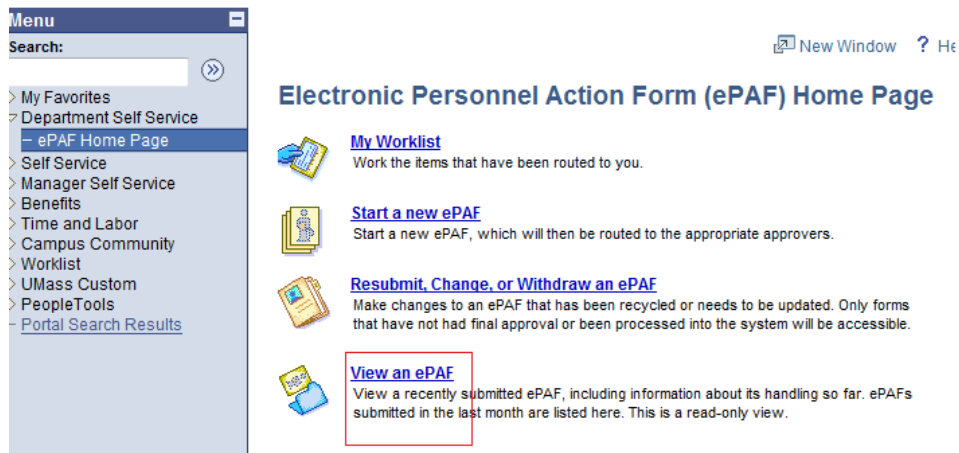
Developed by:
Learning & Development Group
Human Resources Diversity & Inclusion
11/20/2012



EPAF – View EPAF

EPAF AUTOMATED FORM

EPAF (electronic personnel action form) is a module within PeopleSoft that allows for paperless employment transactions such as hiring an employee, job changes and employment status changes. The EPAF is initiated by a department initiator then it is electronically routed for appropriate approvals, notifications and finally entered by HR into the system.

Step	Action
1.	After logging into HR Direct, click on the Department Self Service link. 
2.	Click the EPAF Home Page link. The EPAF Home Page is a useful area for managing PA Forms. Here you will see links to open your <u>worklist</u>, <u>start a new EPAF</u>, <u>resubmit</u>, <u>change or withdraw an EPAF</u>, or <u>view an EPAF</u>. Click the View an EPAF link. 

Step	Action																																																																																																			
3.	Enter eForm ID or search by any of the categories listed below. ePAF Employee History Enter any information you have and click Search. Leave fields blank for a list of all values. Find an Existing Value Limit the number of results to (up to 300): 300 eForm ID: begins with Empl ID: begins with Empl Rcd Nbr: = Name: begins with Last Name: begins with Workflow Form Type: begins with Workflow Form Status: = Original Operator: begins with Originated Date From: >= Originated Date Thru: <= Last Operator: begins with ☐ Case Sensitive Search Clear Basic Search Save Search Criteria Below is an example of searching by dates. This allows you to see dispositions on all your eForms. Select your eForm. Originated Date From: >= 03/01/2013 Originated Date Thru: <= 06/03/2013 Last Operator: begins with ☐ Case Sensitive Search Clear Basic Search Save Search Criteria Search Results View All <table border="1"> <thead> <tr> <th>Empl ID</th><th>Empl Rcd Nbr</th><th>eForm ID</th><th>Name</th><th>Last Name</th><th>Workflow Form Type</th><th>Workflow Form Status</th><th>Original Operator</th><th>Original Date</th></tr> </thead> <tbody> <tr><td>0026158</td><td>0</td><td>3638</td><td></td><td></td><td>JOBCHANGE</td><td>Pending</td><td>TESTGT10084761</td><td>04/11/2013</td></tr> <tr><td>0012359</td><td>8</td><td>3640</td><td></td><td></td><td>JOBCHANGE</td><td>Withdrawn</td><td>TESTGT10084761</td><td>04/11/2013</td></tr> <tr><td>IEW</td><td>0</td><td>3652</td><td></td><td></td><td>HIRE</td><td>Part Apprv</td><td>TESTGT10084761</td><td>04/11/2013</td></tr> <tr><td>0053484</td><td>0</td><td>3665</td><td></td><td></td><td>JOBCHANGE</td><td>Part Apprv</td><td>TESTGT10084761</td><td>04/12/2013</td></tr> <tr><td>0015302</td><td>1</td><td>3666</td><td></td><td></td><td>TERMLVRET</td><td>Pending</td><td>TESTGT10084761</td><td>04/12/2013</td></tr> <tr><td>0026028</td><td>0</td><td>3667</td><td></td><td></td><td>TERMLVRET</td><td>Pending</td><td>TESTGT10084761</td><td>04/12/2013</td></tr> <tr><td>0033042</td><td>0</td><td>3680</td><td></td><td></td><td>JOBCHANGE</td><td>Part Apprv</td><td>TESTGT10084761</td><td>04/25/2013</td></tr> <tr><td>0128363</td><td>1</td><td>3689</td><td></td><td></td><td>JOBCHANGE</td><td>Executed</td><td>TESTGT10084761</td><td>04/26/2013</td></tr> <tr><td>0165450</td><td>0</td><td>3691</td><td></td><td></td><td>HIRE</td><td>Executed</td><td>TESTGT10084761</td><td>04/26/2013</td></tr> <tr><td>0078866</td><td>0</td><td>3692</td><td></td><td></td><td>TERMLVRET</td><td>Executed</td><td>TESTGT10084761</td><td>04/26/2013</td></tr> </tbody> </table>	Empl ID	Empl Rcd Nbr	eForm ID	Name	Last Name	Workflow Form Type	Workflow Form Status	Original Operator	Original Date	0026158	0	3638			JOBCHANGE	Pending	TESTGT10084761	04/11/2013	0012359	8	3640			JOBCHANGE	Withdrawn	TESTGT10084761	04/11/2013	IEW	0	3652			HIRE	Part Apprv	TESTGT10084761	04/11/2013	0053484	0	3665			JOBCHANGE	Part Apprv	TESTGT10084761	04/12/2013	0015302	1	3666			TERMLVRET	Pending	TESTGT10084761	04/12/2013	0026028	0	3667			TERMLVRET	Pending	TESTGT10084761	04/12/2013	0033042	0	3680			JOBCHANGE	Part Apprv	TESTGT10084761	04/25/2013	0128363	1	3689			JOBCHANGE	Executed	TESTGT10084761	04/26/2013	0165450	0	3691			HIRE	Executed	TESTGT10084761	04/26/2013	0078866	0	3692			TERMLVRET	Executed	TESTGT10084761	04/26/2013
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4.	A summary screen will come up of your ePAF form. Scroll to the bottom of the page select “next”. This will bring you to the status page. View Hire Authored by GIDEON TAYLOR Step 2 of 2: Form History View the form data below. Click Next for the Form History page. FormList Fields eForm ID: 4333Workflow Form Status: On Hold Workflow Form Type: HIRE Original Operator: TESTGT10084761Original DateTime: 05/21/2013 2:38:17PM Last Operator: TESTGT10084761Last By Alternate Operator:Last DateTime: 05/21/2013 2:38:17PM Next Approving RoleUser:Next Approving RoleName: Who can work this form? Process Visualizer 1: (TESTGT10084761) 2: HCMU_GT_DEPT_APPV 3: HCMU_GT_CE_ADMIN 4: HCMU_GT_PI 5: HCMU_GT_FIN_DEPT_HO 6: HCMU_GT_HR_REVIEWER 7: HCMU_GT_HR_UPDATE 10: Integration Broker 11: System Transaction Log <table><thead><tr><th></th><th>Current DateTime</th><th>Role Name</th><th>User ID</th><th>User Description</th><th>Form Action</th><th>Workflow Form Status</th></tr></thead><tbody><tr><td>1</td><td>05/21/2013 2:38:17PM</td><td>HCMU_GT_INITIATOR</td><td>TESTGT10084761</td><td></td><td>Hold</td><td>On Hold</td></tr></tbody></table> Form Messages Comments Your Comment: << PreviousNext >> << SearchClose Comment History:		Current DateTime	Role Name	User ID	User Description	Form Action	Workflow Form Status	1	05/21/2013 2:38:17PM	HCMU_GT_INITIATOR	TESTGT10084761		Hold	On Hold
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5.	“Who can work this form” link. Click on this to see who has access to this form. <u>Step 2 of 2: Form History</u> View the form data below. Click Next for the Form History page. FormList Fields <table><tr><td>eForm ID: 4333</td><td>Workflow Form Status:</td><td>On Hold</td></tr><tr><td colspan="3">Workflow Form Type: HIRE</td></tr><tr><td colspan="3">Original Operator: TESTGT10084781</td></tr><tr><td colspan="3">Original DateTime: 05/21/2013 2:38:17PM</td></tr><tr><td colspan="3">Last Operator: TESTGT10084781</td></tr><tr><td colspan="3">Last By Alternate Operator:</td></tr><tr><td colspan="3">Last DateTime: 05/21/2013 2:38:17PM</td></tr><tr><td colspan="2">Next Approving RoleUser:</td><td rowspan="3">Who can work this form?</td></tr><tr><td colspan="2">Next Approving RoleName:</td></tr><tr><td colspan="2"></td></tr></table> New Window ? Help Customize Page http Current Form Worklist Items <table><tr><td>TESTGT10004158</td><td>Gail [REDACTED]</td><td>[REDACTED]</td><td>@umassmed.edu</td></tr><tr><td>TESTGT10008783</td><td>Philip [REDACTED]</td><td>[REDACTED]</td><td>@umassp.edu</td></tr><tr><td>TESTGT10040194</td><td>Nancy [REDACTED]</td><td>[REDACTED]</td><td>@umassmed.edu</td></tr><tr><td>TESTGT10151998</td><td>Cheryl [REDACTED]</td><td>[REDACTED]</td><td>@umassmed.edu</td></tr><tr><td>TESTSC10008888</td><td>Test Alan [REDACTED]</td><td>[REDACTED]</td><td>@umassp.edu</td></tr><tr><td>TESTSC10029700</td><td>Test J [REDACTED]</td><td>[REDACTED]</td><td>@umassp.edu</td></tr><tr><td>TESTSC10084878</td><td>Test Jeff [REDACTED]</td><td>[REDACTED]</td><td>@umassp.edu</td></tr><tr><td>TESTSCC10008888</td><td>Test Alan [REDACTED]</td><td>[REDACTED]</td><td>@umassp.edu</td></tr></table>	eForm ID: 4333	Workflow Form Status:	On Hold	Workflow Form Type: HIRE			Original Operator: TESTGT10084781			Original DateTime: 05/21/2013 2:38:17PM			Last Operator: TESTGT10084781			Last By Alternate Operator:			Last DateTime: 05/21/2013 2:38:17PM			Next Approving RoleUser:		Who can work this form?	Next Approving RoleName:				TESTGT10004158	Gail [REDACTED]	[REDACTED]	@umassmed.edu	TESTGT10008783	Philip [REDACTED]	[REDACTED]	@umassp.edu	TESTGT10040194	Nancy [REDACTED]	[REDACTED]	@umassmed.edu	TESTGT10151998	Cheryl [REDACTED]	[REDACTED]	@umassmed.edu	TESTSC10008888	Test Alan [REDACTED]	[REDACTED]	@umassp.edu	TESTSC10029700	Test J [REDACTED]	[REDACTED]	@umassp.edu	TESTSC10084878	Test Jeff [REDACTED]	[REDACTED]	@umassp.edu	TESTSCC10008888	Test Alan [REDACTED]	[REDACTED]	@umassp.edu
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