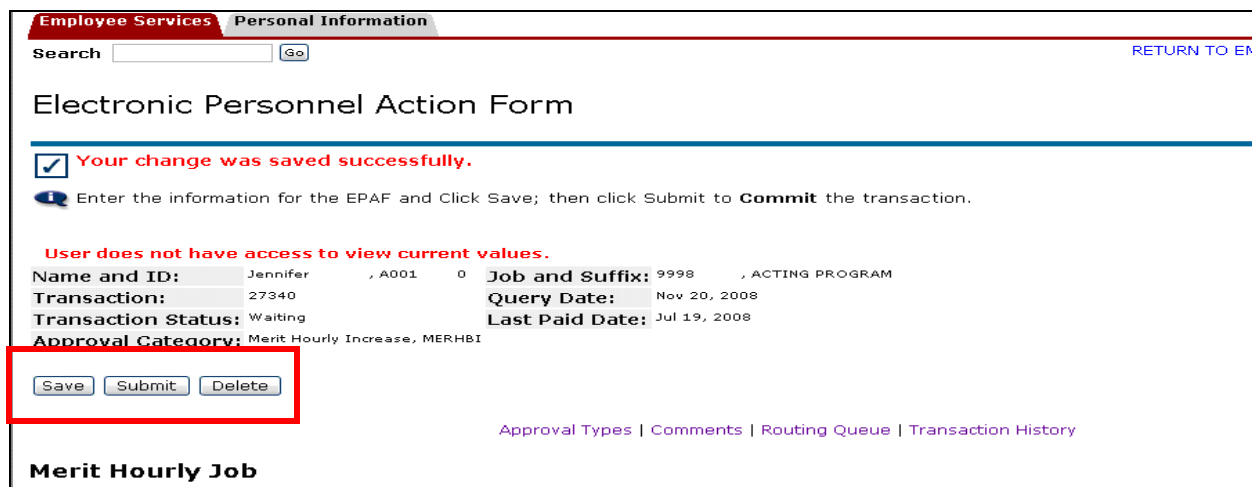


## HOW TO DELETE AN EPAF TRANSACTION

If you have not submitted a transaction, you can delete any EPAF. The Transaction status should show “Waiting”. (**Reminder: Only the Originator can delete an EPAF**).

Steps	Instructions	Comments
1	Once you have clicked on Save to save your values, the system will generate a transaction number and status the transaction as “Waiting”.	
2	At this point, you will have three options. (Save, Submit, or Delete)	
3	If at this point, a decisions was made to not continue with the transaction or if you are using the incorrect Approval Category then the transaction should be deleted. Click on the “Delete” button.	



**Employee Services** | **Personal Information**

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### Electronic Personnel Action Form

**Your change was saved successfully.**

**i** Enter the information for the EPAF and Click Save; then click Submit to **Commit** the transaction.

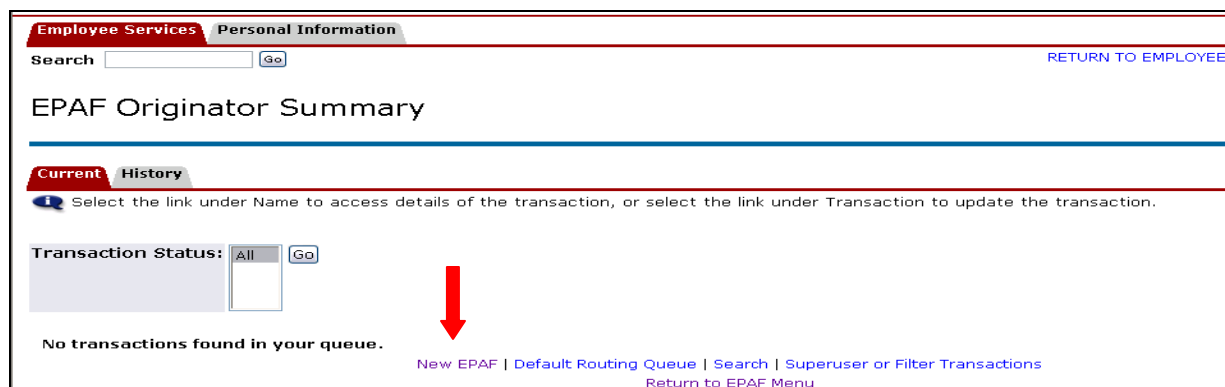
**User does not have access to view current values.**

**Name and ID:** Jennifer , A001 0     **Job and Suffix:** 9998 , ACTING PROGRAM  
**Transaction:** 27340     **Query Date:** Nov 20, 2008  
**Transaction Status:** Waiting     **Last Paid Date:** Jul 19, 2008  
**Approval Category:** Merit Hourly Increase, MERHBI

[Approval Types](#) | [Comments](#) | [Routing Queue](#) | [Transaction History](#)

**Merit Hourly Job**

Steps	Instructions	Comments
4	Once you click on “Delete”, the system will take you to the Originator Summary page.	
5	To create a new EPAF, click on the “New EPAF” link to start over again.	



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### EPAF Originator Summary

**Current** | **History**

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

**Transaction Status:** All

No transactions found in your queue.

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

## HOW TO VOID AN EPAF TRANSACTION

Originators can void their own transactions if they no longer want that transaction to be processed. You can only void a transaction **AFTER** it has been submitted. **(Reminder: Only the Originator can void an EPAF).**

Steps	Instructions	Comments
1	Once you are in the EPAF Menu, click on the “EPAF Originator Summary” link. It will take you to the Originator Summary page.	
2	Click on the History Tab for a list of transactions.	
3	To find a transaction or to look for a specific transaction you can sort the columns or use the Search feature. (see first picture below)	
4	Once you have found the transaction, click on the “Name”. It will bring you to an EPAF Preview Page. (see second picture below)	


**Employee Services** Personal Information

Search   [RETURN TO EMPLOYEE MENU](#) [SITE MAP](#) [HELP](#)


### 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:



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

1 - 3 of 3

**EPAF Transactions**

Name	ID	Transaction Number	Type of Change	Submitted Date	Effective Date	Transaction Status	Messages
<a href="#">Sylvia</a> PROJ MGR, 97 00	A00113	27339	Merit Salary and Lump Sum	Nov 13, 2008	Oct 26, 2008	Pending	<a href="#">**Comments</a>
<a href="#">Phyllis A.</a> LPN, 99 -00	A0011	27338	Merit Lump Sum		Oct 26, 2008	Voided	<a href="#">**Comments</a>
<a href="#">Gerald W.</a> MGR GRANTS & CONTRACTS, 99 -00	A0012	27337	Merit Salary and Lump Sum	Oct 23, 2008	Oct 26, 2008	Pending	<a href="#">**Comments</a>

Steps	Instructions	Comments
5	Once you are on the EPAF Preview page, you can Void the transaction if a decision was made to stop transaction.	
6	You can also Return the transaction back to yourself as the Originator to make corrections to the values.	
7	To exit out of the Preview page, scroll down to the bottom of the page and select Originator Summary or EPAF Menu to start over again.	

**Employee Services** **Personal Information**

Search   [RETURN TO EMP](#)

### EPAF Preview

**You are acting as an Originator.**  
User does not have access to view current values.

**Name and ID:** Sylvia , A0011      **Job and Suffix:** 97 -00, PROJ MGR  
**Transaction:** 27339      **Query Date:** Oct 26, 2008  
**Transaction Status:** Pending      **Last Paid Date:** Jul 19, 2008  
**Approval Category:** Merit Salary and Lump Sum, MERCLS

Next

[Add Comment](#)

[Approval Types](#) | [Default Earnings](#) | [Comments](#) | [Routing Queue](#) | [Transaction History](#)

**Merit Salary and Lump Sum**

Enter Changes	Current Value	New Value
Jobs Effective Date:		10/26/2008
Personnel Date:		07/01/2008
Step:		
Annual Salary:		75000
Job Change Reason:		ME&LS

**Effective Date Earnings**      **Hours or Units Per Pay Deemed Hours Special Rate Shift End Date**

26-OCT-2008	172, Merit Lump Sum Payment	1.00	5000.00	1
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**Routing Queue**

Approval Level	Name	Required Action	Queue Status	Action Date
Department Approvers, 20	Kishor K. Train, TRAIN11	Approve	Approved	Nov 13, 2008 01:26:04 PM
Budget, 50	Wilmer Train, TRAIN22	Approve	Pending	
Payroll, 70	Christine Santangelo, SANTANC FYI		In the Queue	
HR Data Administration, 90	Daisy Maxwell, MAXWELD	Approve	In the Queue	
Apppliers, 99	Daisy Maxwell, MAXWELD	Apply	In the Queue	

**Comments**

**Date:** Oct 24, 2008 12:12:19 PM  
**Made by:** Ta-Shaan L Train, TRAIN01  
**Comments:** TESTING TESTING. PLEASE DO NOT PROCESS. TESING THE EPAF.

**Transaction History**

Action	Date	User Name
Created:	Oct 24, 2008	Ta-Shaan L Train
Submitted:	Nov 13, 2008	Ta-Shaan L Train

[Approval Types](#) | [Default Earnings](#) | [Comments](#) | [Routing Queue](#) | [Transaction History](#)

[Add Comment](#)

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