



EAPF Originator Summary

1. Access EAPF Originator Summary under the **Employee** tab.
2. Select **Electronic Personnel Action Form**.
3. Then select **EAPF Originator Summary**.
4. Locate EAPFs under one of the two tabs described below.

Current Select the Current tab to view EAPFs that have been created and saved, but not submitted.

Name	ID	Transaction	Type of Change	Submitted Date	Effective Date	Transaction Status	Links
Fiasco, Lupe Student Hourly Special, B59999-00	20155328	1313	Student Salary	May 13, 2008	Jun 06, 2008	Return for Correction	Comments
Possible, Kim Adjunct Professor, S77901-00	20155262	1314	Student Salary		Jun 06, 2008	Waiting	Comments

This is also the originator's "inbox" for EAPFs that have been Returned For Correction.

EAPFs can be of the following **Transaction Status**:

Waiting EAPF has been created and saved – but not submitted.

Return for Correction EAPF has been returned to you for correction. Revise and resubmit the EAPF. Or void the EAPF.

History Select the History tab to view EAPFs that have been submitted.

Name	ID	Transaction	Type of Change	Submitted Date	Effective Date	Transaction Status	Links
Marie, Anna Student Hourly Special, B59999-00	20155333	1311	Student Salary	May 13, 2008	Jun 06, 2008	Pending	Comments Warnings
McFadden, Darren Student Hourly Special, B59999-00	20155327	1312	Student Salary	May 13, 2008	May 21, 2008	Approved	Comments
Possible, Kim Administrative Assistant, H99983-00	20155262	1288	SH Staff Assignments	May 13, 2008	May 21, 2008	Pending	Comments

EAPFs can be of the following **Transaction Status**:

Approved EAPF has been approved at all levels and has been applied to the payroll file.

Pending EAPF is waiting for approval.

Return For Correction EAPF has been returned to the Originator for correction.

View or Revise a Submitted EAPF

Submitted EAPFs can be viewed by selecting the **History** tab and clicking on the EAPF. EAPFs with any transaction status can be viewed.

To revise a submitted EAPF, click on the EAPF. If the EAPF has not been approved, the originator may select **Return For Correction** then click **Update**. Once update is saved, the EAPF must be submitted again.

Note: An Originator may add comments to the EAPF at any level in the approval process. Click on the EAPF and select **Add Comment**.