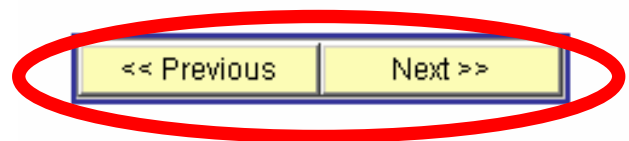
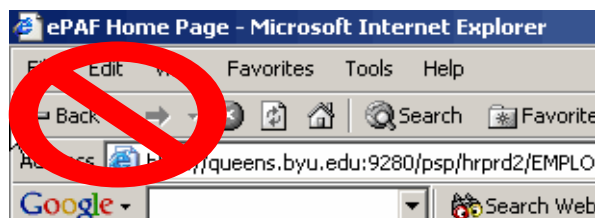

EPAF UPDATES

May 2005

1. Using the browser's back and forward buttons

Never, under any circumstances, should the browser's forward or back button be used when working with ePAF. As those buttons are used with ePAF, the system loses or forgets information that was previously known about the request. This then leads to inappropriate routing, approvals, incorrect compensation pages, etc.

Instead, please use the "previous" and "next" buttons provided on the ePAF pages. The navigation menu on the left can also be used at any time to go to a particular page.



2. Submitting the same request multiple times

Please do not start a new ePAF more than once for a particular hire. If you need to make a change to a request you submitted, please use the "Resubmit, Change or Withdraw an ePAF" link on the ePAF Home Page. Look up the request you already submitted, make any necessary changes and then click "resubmit". This will then pull the previously submitted request out of the system. If you are concerned that a request did not go through, please use "View an ePAF" to review the status of the request and follow-up where necessary.

Electronic Personnel Action Form (ePAF) Home Page



[My Worklist](#)

Work the items that have been routed to you.



[Start a New ePAF](#)

Start a new ePAF, which will then be routed to the appropriate approvers.



[Resubmit, Change, or Withdraw an ePAF](#)

Make changes to an ePAF that has been recycled or needs to be updated. Only forms that have not had final approval or been processed into the system will be accessible.



[View an ePAF](#)

View a recently submitted ePAF, including information about its handling so far. ePAFs submitted in the last month are listed here. This is a read-only view.



[Look Up an Archived ePAF](#)

Find and review an old ePAF. ePAFs submitted more than a month ago will be listed here. This is a read-only view.

3. Viewing approvals

Just a reminder that you can always view the status of a form or the form approvals through “View an ePAF” found on the ePAF Home Page. The first page shows the information you entered. The second page shows a transaction log as well as indicating who the next approving role user is (in other words, what role currently has the worklist item awaiting approval).

View Hire

Step 2 of 3: Form History

This page has a history of all the actions that have been taken on the form, and what actions are pending, if any.

FormList Fields							
Workflow Form ID: 2731		Workflow Form Status: Executed					
Workflow Form Type: HIRE							
Original Operator: LIZ		Liz Bentley					
Original DateTime: 05/10/2005 10:15:36AM							
Last Operator: GTC'SBO		GTC's Student Back Office User					
Last By Alternate Operator:							
Last DateTime: 05/10/2005 10:28:31AM							
Next Approving RoleUser:							
Next Approving RoleName:							

Transaction Log							
							Customize Find
Log Instance	Current DateTime	Role Name	User ID	User Description	Form Action	For Rolename	Alternate User ID
1	05/10/2005 10:15:36AM	BYU Departmental HR User		Liz Bentley	Submit		
2	05/10/2005 10:19:57AM	BYU Departmental HR Approver		Edward A Geary	Hold		
3	05/10/2005 10:20:30AM	BYU Departmental HR Approver		Edward A Geary	Approve		
4	05/10/2005 10:22:59AM	BYU Student Front Office		Kimberly Alder Bond	Hold		
5	05/10/2005 10:26:06AM	BYU Student Front Office		Kimberly Alder Bond	Approve		
6	05/10/2005 10:27:04AM	BYU Student Back Office		GTC's Student Back Office User	Hold		
7	05/10/2005 10:28:31AM	BYU Student Back Office		GTC's Student Back Office User	Authorize		
8	05/10/2005 10:29:08AM	SYSTEM	PS	Peter A Sentz	Execute		

[Form Messages](#)

<< Previous Next >>

In a short time you will see a new link at the bottom of the transaction log. This link will take you to a page where it will indicate who checked/approved certain checklist items (or form messages) and when they did so.

Form Messages						
Message Text	Description	Message Comment	User ID	Name	DateTime	
<input checked="" type="checkbox"/> Nepotism Statement	I have determined that this applicant is not related to anyone within the administrative scope of control of this position. Scope of control begins at the vice-president level and continues from level to level.			Liz Bentley	05/10/05 10:15:26AM	
<input checked="" type="checkbox"/> BYU Student Status		Comment		Kimberly Bond	05/10/05 10:22:59AM	
<input checked="" type="checkbox"/> Number of Credits and Semester		Comment		Kimberly Bond	05/10/05 10:22:59AM	
<input checked="" type="checkbox"/> Year in School		Comment		Kimberly Bond	05/10/05 10:22:59AM	
<input checked="" type="checkbox"/> I-9 Status		Comment		Kimberly Bond	05/10/05 10:26:04AM	

[Return](#)