





### 3. New Functionality – Who can work/approve my ePAF request


To assist you in tracking the status and processing of your ePAF requests, we have added some new functionality. Current functionality has allowed you to see what role (Departmental HR Approver, Departmental HR User, Student Front Office, etc.) had the ePAF on their worklist to approve. It did not, however, tell you who was in that role. You will now have the ability to see who has the request on their worklist and can approve the request.


To see this information, click on *View an ePAF* on the *ePAF Home Page*. After searching and selecting the request you wish to view go to step 2 by clicking on the next button.


## Electronic Personnel Action Form (ePAF) Home Page

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**[My Worklist](#)**  
Work the items that have been routed to you.
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**[Start a New ePAF](#)**  
Start a new ePAF, which will then be routed to the appropriate approvers.
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**[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.
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**[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.
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**[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.

Under the *Formlist Fields* is a section indicating the *Next Approving RoleName*. You will see the role name of the next approver (who it is awaiting approval) and now a link to *Who can work this form*—click on this. This will bring you to a page where it will indicate everyone who has the request on their worklist currently and can work the item. It will also provide email addresses and phone numbers for your assistance in following up.

## View Form Details

### 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

<b>Workflow Form ID:</b> 4316	<b>Workflow Form Status:</b>	Part Apprv
<b>Workflow Form Type:</b> HIRE		
<b>Original Operator:</b> Susan Davis		
<b>Original DateTime:</b> 05/12/2005 9:05:04AM		
<b>Last Operator:</b> Jessika Walker		
<b>Last By Alternate Operator:</b>		
<b>Last DateTime:</b> 05/20/2005 4:39:03PM		
<b>Next Approving RoleUser:</b>		
<b>Next Approving RoleName:</b> BYU Staff Back Office		<a href="#">Who can work this form?</a>

#### Current Form Worklist Items

Alisha Steere	<a href="mailto:alisha_steere@byu.edu">alisha_steere@byu.edu</a>	801/422-9448
Don J. Brown	<a href="mailto:don_brown@byu.edu">don_brown@byu.edu</a>	
David Harker	<a href="mailto:dave_harker@byu.edu">dave_harker@byu.edu</a>	
Gayle Brown	<a href="mailto:gayle_brown@byu.edu">gayle_brown@byu.edu</a>	801/422-8327
Test gob user	<a href="mailto:gayle_brown@byu.edu">gayle_brown@byu.edu</a>	
John Young	<a href="mailto:john_young@byu.edu">john_young@byu.edu</a>	801/422-8650

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