# Viewing an ePAF

By using this View an ePAF page you can determine what the status is of the ePAF form. You will be able to determine if the ePAF is still pending approval, where the form is. Is it pending approval within the department? Has it made its way to HR where it is pending processing? Has HR loaded the ePAF?

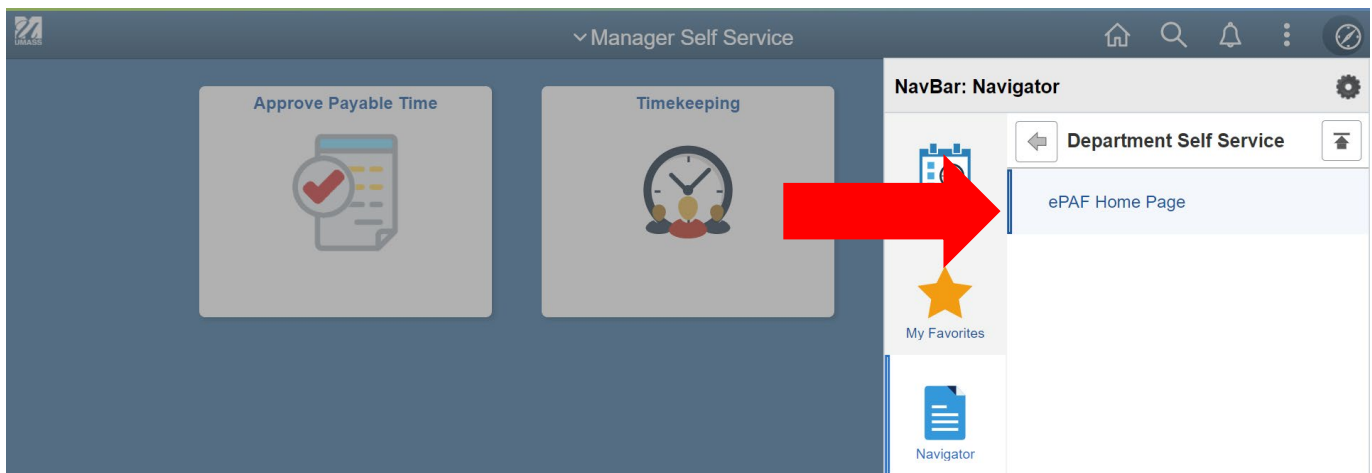From your main dashboard in HR Direct

Select and open the **NavBar**
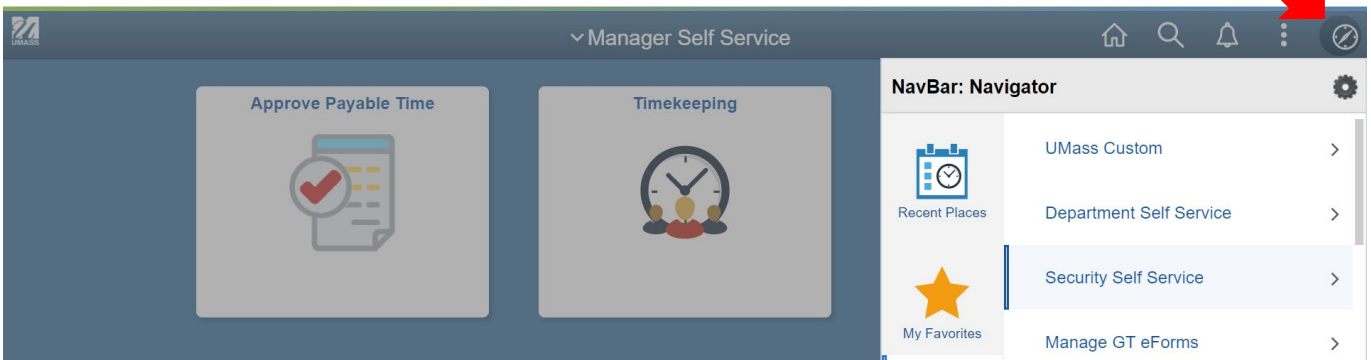
Select Department Self Service
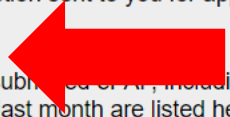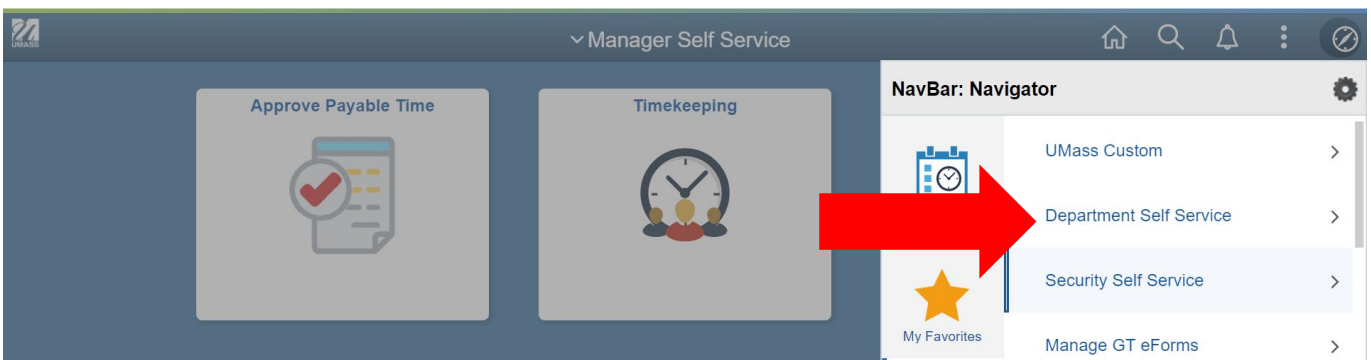
Select ePAF Home Page

Select View and ePAF

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.

Evaluate a ePAF
Review a transaction sent to you for approval.

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.

Hire Load Control Page
Use this page to upload a file and auto generate Hire eFroms

Hire Staging Page
Use to page to check out staging table of loads.

Enter the ePAF Form ID and search

‹ G Form Home

ePAF Employee History

Enter any information you have and click Search. Leave fields blank for a list of all value

Find an Existing Value

▼ **Search Criteria**

eForm ID | begins with ∨ | 409578

Empl ID | begins with ∨ |

Empl Record | = ∨ |

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

Also note when searching to remove any dates that default in.

Searches can also be conducted by using the Name and Last Name field.

Once the ePAF is pulled up, scroll to the bottom of the ePAF and select **NEXT**

This section shows you details of what is going on with the ePAF.

Original Operator: shows you who initiated the ePAF.
Next Approving Role User: shows you where the ePAF currently is.

Who can work this form? Shows you who has access to approve the form

The Process Visualizer will show you where the ePAF is currently located.

The blue square shows you the current ePAF location. If the Integration Broker or System is selected in bblue then the employee has been processed by HR.

Visualizer Helpful hints:

Squares with check marks means that the form stopped in that queue and was approved.

Arrows mean that the form bypassed that approval queue (approval was not required).

HCMU_GT_HR Reviewer approval queue is where HR evaluates if this is a new employee. A review for the proper documentation (I9 and Personal data) is done. If so, the form will be approved. If a form is lingering in this approval queue, then the employee should reach out to HR and confirm their documentation is completed.

HCMU_GT_HR_UPDATE and HCMU_GT_HR_UPDATE_2 are the HR queues where the employee is pending process entry by HR. Please note that there are deadlines in place on when a form needs to be fully approved and in HR for HR to process on the next payroll run.

Transaction Log will show you step by step for each stop the form has made who has approved the form.

Transaction Log

	Current DateTime	Role Name	User ID	User Description	Form Action	Workflow Form Status	Skip Stamp
1	07/30/2021 11:37:50AM	HCMU_GT_INITIATOR	10197207	Candice Garabedian	Submit	Pending	☐
2	08/02/2021 10:45:09AM	HCMU_GT_STU_EMPLOY	10154785	Richard Wood	Approve	Part Apprv	☐
3	08/02/2021 10:45:09AM	HCMU_GT_DEAN_DIR	10154785	Richard Wood	Approve	Part Apprv	☑
4	08/02/2021 11:03:21AM	HCMU_GT_VCAF	10003355	Steven Henry O'Riordan	Approve	Part Apprv	☐
5	08/02/2021 2:18:34PM	HCMU_GT_HR_REVIEWER	10245101	Jacquelin Francois	Approve	Part Apprv	☐