

# To Check Status of EPAF

## Step 1: Go to Originator Summary.



[HELP](#) [LOGOUT](#)

### Electronic Personnel Action Form

[EPAF Approver Summary](#)

[EPAF Originator Summary](#)

[New EPAF](#)

Check on EPAF here.

## Step 2: Check any that are in "Waiting" status (If none, skip to step 4):

EPAF Originator S

When "Current" is selected, you can see the EPAFs in "Waiting"

[Current](#)

Select the link under Name to access details of the transaction, or select the link under Information to update the transaction.

Transaction Status:

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

[Return to EPAF Menu](#)

## Step 3: Discover why EPAF did not submit:

Name	ID	Transaction	Type of Change	Submitted Date	Effective Date	Transaction Status	Links
<a href="#">Stetson, John B.</a>	800111111	9895	Hire Student who has never worked on campus as employee		Aug 17, 2020	Waiting	<a href="#">Comments</a> <a href="#">Errors</a>

Click on green job number to access EPAF.

If no error, SAVE form and then press SELECT When page reloads.

If error exists, try to use [EPAF FAQ](#). If error persists, e-mail [studentemployment@stetson.edu](mailto:studentemployment@stetson.edu).

## Step 4: Check on fully submitted forms:

If nothing in "Waiting" choose the "History" tab.

EPAF Originator Summary

**Current** **History**

"History" will show you all forms fully submitted.

Information Select the link under Name to access details of the transaction, or select the link under Transaction

Transaction Status:

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

[Return to EPAF Menu](#)

## Step 5: View Transaction Status:

*EPAF Transactions*

Name	ID	Transaction	Type of Change	Submitted Date	Effective Date	Transaction Status	Links
<a href="#">Stetson, John B.</a>	800111111	13603	Hire existing Student Employee into	Apr 28, 2021	Apr 28, 2021	Completed	<a href="#">Comments</a> <a href="#">Warnings</a>

If COMPLETED you would have received an "Employment Approved" e-mail

## Step 6: Select "Comments" to view if student has ACCEPTED the position:

*EPAF Transactions*

If PENDING you should select "Comments".

Name	ID	Transaction	Type of Change	Submitted Date	Effective Date	Transaction Status	Links
<a href="#">Stetson, John B.</a>	800111111	13603	Hire existing Student Employee into a new Position	Apr 28, 2021	Apr 28, 2021	Pending	<a href="#">Comments</a> <a href="#">Warnings</a>

## Step 7: Contact Student if necessary:

**Student HAS ACCEPTED  
the position, waiting on  
Student Employment  
for processing:**

**Comments**

 Information Enter a comment.

**Name and ID:** Stetson, John B. 800111111  
**Transaction:** 14317  
**Job and Suffix:** S25041-00, Lead Student Manager  
**Approval Category:** Add Student Position, STUD02

**Previous Comments**

**Date:** Jun 21, 2021 01:23:06 PM  
**Made by:** NAME NOT FOUND FOR PIDM: 99999999, STETSON  
**Comments:** Job Offer Acceptance Form submitted

**If you see this, student  
still needs to ACCEPT  
the position.**

**Comments**

 Information Enter a comment.

**Name and ID:** Stetson, John B. 800111111  
**Transaction:** 14606  
**Job and Suffix:** S05041-00, Student Asst - Stdnt Employmnt  
**Approval Category:** Student Rehire, STUD03

**Enter Comment**

Save