To Check Status of EPAF

Step 1: Go to Originator Summary. MySTETSON

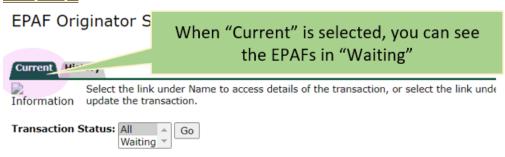
HELP LOGOUT

Electronic Personnel Action Form

EPAF Approver Summary
EPAF Originator Summary
New EPAF

Check on EPAF here.

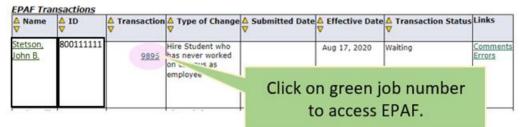
Step 2: Check any that are in "Waiting" status (If none, skip to step 4):



New EPAF | Default Routing Queue | Search | Superuser or Filter Transactions

Return to EPAF Menu

Step 3: Discover why EPAF did not submit:



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.

Step 4: Check on fully submitted forms:

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

"History" will show you all forms fully submitted.

Current 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: All Go
Cancelled Go

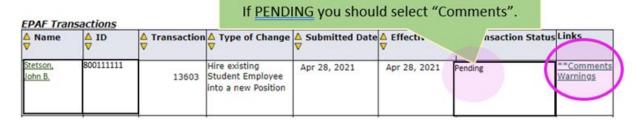
New EPAF | Default Routing Queue | Search | Superuser or Filter Transactions

Return to EPAF Menu

Step 5: View Transaction Status:

△ Name ∇	∆ ID	△ Transaction ▼	∆ Type of Change ∇	△ Submitted Date ▼	△ Effective Date ▼	△ Transaction Status ▼	Links	
Stetson, John B.	800111111	13603	Hire existing Student Employee	Apr 28, 2021	Apr 28, 2021	Completed	**Comments Warnings	
			into If	COMPLETED	you would h	ave received an		
				"Employment Approved" e-mail				

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



Step 7: Contact Student if necessary:

Student <u>HAS ACCEPTED</u> 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: 1460

Job and Suffix: S05041-00, Student Asst - Stdnt Employmnt

Approval Category: Student Rehire, STUD03

Enter Comment

Save