How to check the status of an EPAF

If you originated the EPAF, you should look in your **Originator Summary** on the **History** tab or use the search option to search by name, G#, or EPAF transaction number. If you approved the EPAF, you can look in your **Approver Summary** following the same directions.

Once you find the EPAF, you will be able to see the status.

If the status is **completed**, there is nothing more to be done because the EPAF has been applied.

If the status is **waiting**, that means the originator has not submitted the EPAF.
If the status is **pending** or **approved**, you can check to see where the EPAF is pending by clicking on the employee name in blue and scrolling to the bottom of the EPAF to find the routing queue.

If the EPAF is pending with HR, it is likely documentation necessary to process this EPAF has not been submitted to HR.

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