


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.

EPAF Originator Summary

Current **History** 

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

Transaction Status:

 **No transactions found in your queue.**

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

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.

EPAF Preview

Name and ID:		Job and Suffix: PT3299-00, PT Administrative Assistant
Transaction: 6227		Query Date: Aug 04, 2014
Transaction Status: Completed		Last Paid Date: Mar 15, 2015
Approval Category: Hire New Part-Time Non-Teaching Staff, HIRE40		

If the status is **waiting**, that means the originator has not submitted the EPAF.

EPAF Preview

Name and ID:		Job and Suffix: I99860-00, Technical Support Analyst I
Transaction: 14639		Query Date: Apr 01, 2015
Transaction Status: Waiting		Last Paid Date:
Approval Category: Change or Add Default Earnings on Existing Job, CHNG55		

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.

EPAF Preview

Name and ID: _____ **Job and Suffix:** C99734-00, Accounting Assistant
Transaction: 14658 **Query Date:** Mar 31, 2015
Transaction Status: Pending **Last Paid Date:** Mar 15, 2015
Approval Category: Change Labor Distribution on Existing Job, CHNG50

EPAF Preview

Name and ID: _____ **Job and Suffix:** ADJHR1-00, Adjunct Hourly CC
Transaction: 14628 **Query Date:** Mar 27, 2015
Transaction Status: Approved **Last Paid Date:** _____
Approval Category: Hire New Part-Time Adjunct Faculty with Job, HIRE50

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

Routing Queue

Approval Level	Name	Required Action	Queue Status	Action Date
Financial Aid, 10		Approve	Approved	Mar 30, 2015 10:57:09 AM
HR Review, 20		Approve	Approved	Mar 30, 2015 03:35:47 PM
First Level Leader, 25		Approve	Approved	Mar 30, 2015 05:54:01 PM
Second Level Leader, 30		Approve	Approved	Mar 31, 2015 09:41:35 AM
Board Report, 68		FYI	FYI	Mar 31, 2015 09:41:35 AM
HR EPAF Apply, 99	EPAF APPLIER, EPAFAPPLIER	Apply	Pending	