View an Archived ePAF

- The Look Up an Archived ePAF is a great tool to use in tracking the progress of an ePAF that was submitted more than 30 days prior to the current date.

- Go to Department Self Service-ePAF Home Page-Lookup an Archived ePAF -Select ePAF Type-Input Emplid or ePAF Number and click Search. Scroll to the bottom of the ePAF and click Next.

- You can view the status of the ePAF. In this example, the ePAF workflow is complete. You will notice a green check mark icon next to the system, and also that the ePAF status shows executed.