View an ePAF

- The View an ePAF is a great tool to use in tracking the progress of an ePAF that was submitted within the 30 day period prior to the current date. The original form can be easily and quickly retrieved to determine exactly where it is in the electronic approval process.
- Go to Department Self Service-ePAF Home Page- View an 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 next approver or if you want to send an email to the next approver, click on “Who can work this form”

- You can view the Process Visualizer which allows anyone viewing the ePAF to see the actual route the ePAF took or will take during the approval process. Under each role, after approval, the number of days or hours the ePAF remains in that particular worklist is displayed.

- You can view the transaction log to see all the actions taken on the ePAF. Under the transaction log, once the form status shows executed, it means the ePAF has been loaded into the PeopleSoft system and the ePAF approval is complete.