

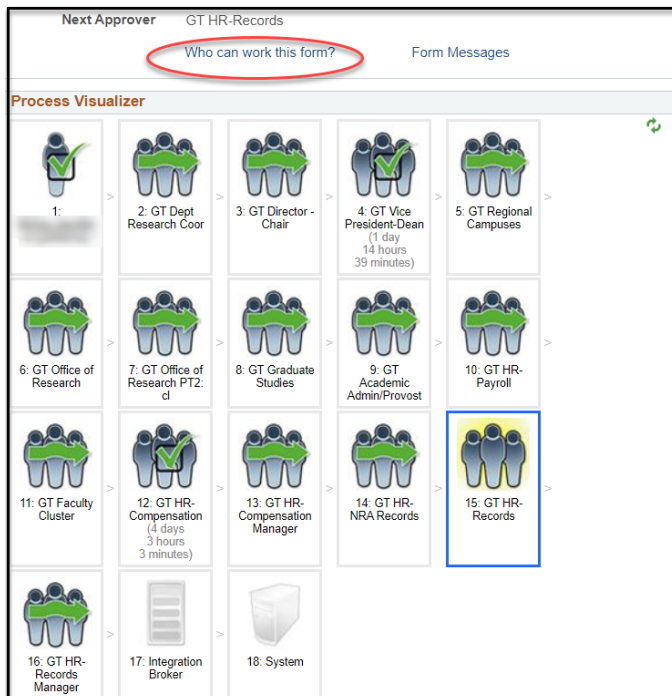
Tracking ePAFs

The Look Up an Archived ePAF is a great tool to use in tracking the progress of an ePAF that was submitted greater than 30 days ago. The original form can be easily and quickly retrieved to determine exactly where it is in the electronic approval process, who can approve it, and where it will be going next.

- Navigate to ePAF Home Page (Human Capital Management-Main Menu-Department Self Service-ePAF Home Page)
- Click on Look Up an Archived ePAF (for ePAFs submitted less than 30 days ago, select View an ePAF).
- Click on the type of ePAF you want to view
- Enter the ePAF number or Employee ID number
- Scroll to the bottom and click the “next” button



This screen shows all the stages and who can approve for said department



-If there is a green check it has already gone thru this stage

-The green horizontal arrow means that an approver is not required in this stage for this particular ePAF

-The blue box indicates where the ePAF is now

-The grayed-out stage(s) are department(s) that still need to approve

-Records is the last approver. The integration broker is always on unless we are paused (payroll processing or loading information)

-Once the last box “system” is checked that means the ePAF has posted to job data

This screen also contains a log of who approved/submitted for each stage

Transaction / Signature Log						
	Current DateTime	Role Name	User ID	User Description	Action	Status
1	02/05/2020 5:42:44PM	GT Department	[REDACTED]	Jennifer M McKay	Submit	Pending
2	02/07/2020 8:21:45AM	GT Vice President-Dean	[REDACTED]	Doshie M Walker	Approve	Part Apprv
3	02/11/2020 11:24:54AM	GT HR-Compensation	[REDACTED]	Kay West	Approve	Part Apprv

If you click on the “who can work this form” link it will bring you to a page showing all the people who can approve the form in the stage it currently is in.

Current Form Worklist Items		
[REDACTED]	Abbee Camen	Abbee.Camen@ucf.edu
[REDACTED]	Connie A Gauthreaux	Connie.Gauthreaux@ucf.edu
[REDACTED]	Diana E Stein	Diana.Stein@ucf.edu
[REDACTED]	Garnette Garricks	ggarricks@ucf.edu
[REDACTED]	Karen Sgambati	Karen.Sgambati@ucf.edu
[REDACTED]	Karen A Black	Karen.Black@ucf.edu
[REDACTED]	Kelly Marie Welch	Kelly.Fernandez@ucf.edu
[REDACTED]	Lorena Perez	Lorena.Flores@ucf.edu

Reports

There are additional reports that can be run to view the status of ePAFs. You will find those reports under Self Service Reports on the Human Capital Management homepage.

ePAF Originators have access to the ePAF Originator Report

ePAF Approvers have access to the ePAF Approver Report.

