

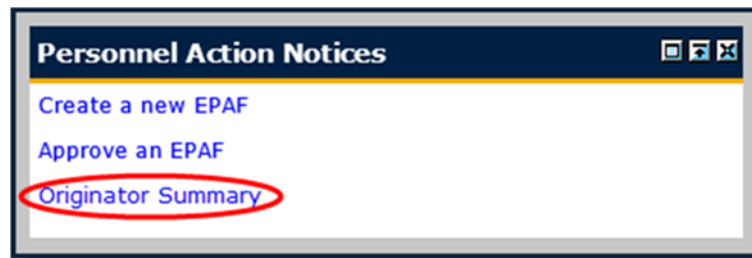
## EPAF Instructions For Viewing Originator Summary

*Use for Viewing Originator Summary*

The Electronic Personnel Action Form, or EPAF, will take the place of paper Personnel Action Forms. Originators can view all EPAFs they have originated along with the EPAFs current status in the Originator Summary. The Originator Summary contains all EPAFs the Originator has started and saved, submitted, and those returned for correction in the Originator Summary.

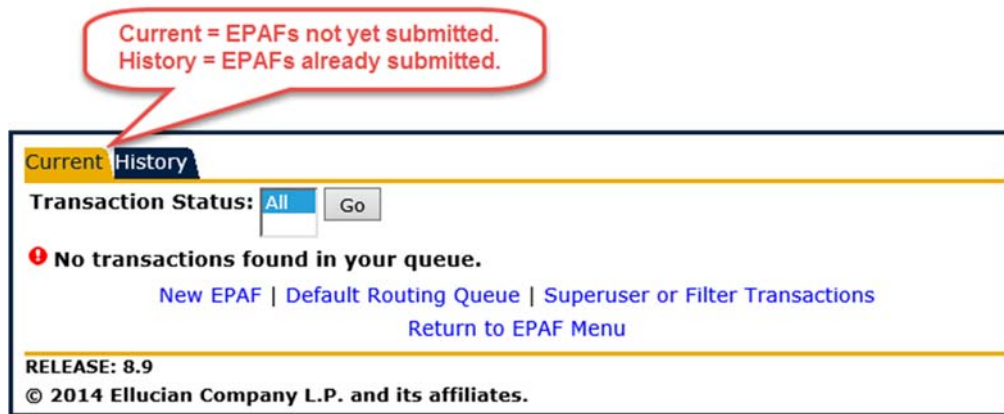
Log into myGate and click on the Employee Tab. Scroll to the Personnel Action Notices channel and click on Originator Summary.

### *STEP 1: Originator Summary*



- Click on **Originator Summary**.

### *STEP 2: View*



- Click on **History** to view EPAFs that have already been submitted.

### STEP 3: The Originator Summary

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**EPAF Transactions**

Name	ID	Transaction	Type of Change	Submitted Date	Effective Date	Transaction Status	Links
Bell, Tinker, M00000000 100776 GA-Exmpt, GE0144-00	M00163678	545	R400 Restricted GA First Hire	May 23,2014	May 23,2014	Completed	<a href="#">Comments</a> <a href="#">Warnings</a>
Pan, Peter, M00000000 101108 Student Workers, SA0174-00	M00172105	546	R220 Restricted Student Pay Rate Change	May 23,2014	Mar 01,2014	Pending	<a href="#">Comments</a> <a href="#">Warnings</a>

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[Return to Top](#)  
 \*\*\*Comments Exist

[New EPAF](#) | [Default Routing Queue](#) | [Search](#)

**Transaction Status**  
 Completed -- EPAF submitted, approved, and applied.  
 Pending -- EPAF submitted; in approval queue  
 Returned for Correction -- EPAF submitted; returned for correction by an approver.  
 Voided -- EPAF has been voided by originator.  
 Waiting -- EPAF saved but not submitted.

- Click on **student name** to view EPAF details.

### EPAF Details

Enter Changes	Current Value	New Value
Employee Status: *		Active
Employee Class Code: *		GS, GA Salaried
Home COAS: *		1
Home Organization: *		100776, Accounting and Financial Services
Jobs Effective Date: *		09/01/2014
Personnel Date: *		08/15/2014
Job Status: *		Active
Employee Class Code: *		GS, GA Salaried
Job Change Reason: *		E0001
Annual Salary: *		4000
Factor: *		4
Pays: *		4
Shift: *		1
Contract Type: *		Primary
Job Begin Date: *		09/01/2014

### EPAF FOAPAL

New							
Effective Date: 09/01/2014							
COA Index	Fund	Organization	Account	Program	Activity	Location	Project
1	100001	100776	611001	6020			
						Cost Percent	100.00
						Encumbrance Override	
						End Date	

*EPAF Termination Details*

**Terminate EE Job, GE0144-00 100776 GA-Exmpt**  
 ⚠ **User does not have access to view current values.**

Enter Changes	Current Value	New Value
Jobs Effective Date: *		12/31/2014
Personnel Date: *		12/15/2014
Job Status: *		Terminated
Job Change Reason: *		E0002

*EPAF Routing Queue Details*

Note Queue Status and Action Date.

<b>Routing Queue</b>					
Approval Level	Name		Required Action	Queue Status	Action Date
Financial Manager, 10	Financial Manager Approver		Approve	Approved	May 27,2014 10:07:01 AM
Dean & Director, 20	Dean & Director Approver		Approve	Approved	May 27,2014 10:07:13 AM
VPAA- GA (GPA & Enrollment), 65	Matthew L Jones, MJONES1	Matthew L Jones, MJONES1	Approve	Approved	May 27,2014 10:12:07 AM
VPAA-Graduate Assistant, 70	Robert H Pervine, RPERVINE	Robert H Pervine, RPERVINE	Approve	Approved	May 27,2014 10:12:07 AM
Grants Approval, 70	Heather Renee Macha, HMACHA	Heather Renee Macha, HMACHA	Approve	Approved	May 27,2014 10:12:07 AM
Student Financial Aid, 80	Wendy Cain, WCAIN	Wendy Cain, WCAIN	Approve	Approved	May 27,2014 10:12:07 AM
Payroll and Superuser, 90	Stephanie Jennings, SJENNINGS	Stephanie Jennings, SJENNINGS	Apply	Applied	May 27,2014 10:12:21 AM

*EPAF Transaction History*

<b>Transaction History</b>		
Action	Date	User Name
Created:	May 23,2014	
Submitted:	May 23,2014	
Applied:		S Jennings