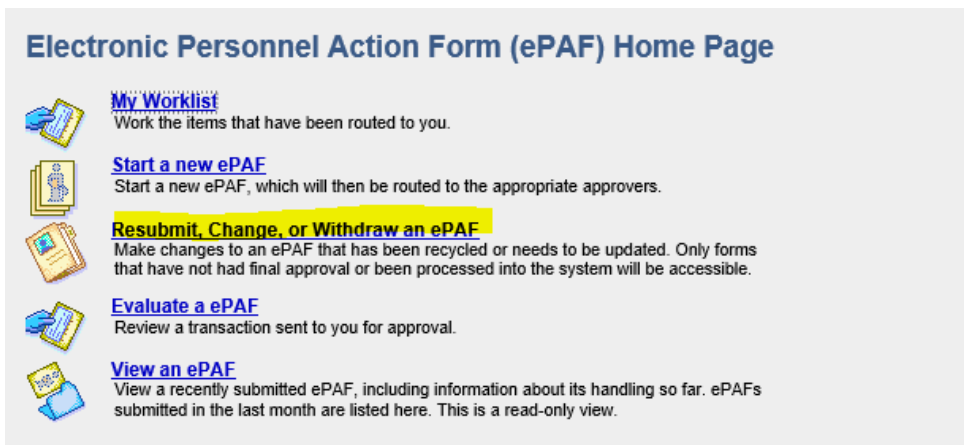


## Resubmit, Change or Withdraw ePAF forms

*Only forms without final approval and have not yet been processed in the system will be accessible to be Changed and Resubmitted or Withdrawn.*

1. Log into HR Direct and navigate to the ePAF Home Page.
  - a. Access the NavBar by selecting the Compass and choose the **Navigator > Department Self Service** and then the **ePAF Home Page**.
2. Click on the link to **Resubmit, Change or Withdraw an EPAF**.



3. Search for the eForm ID using the available options and select the eForm to Resubmit, Change or Withdraw.
4. If the ePAF will be withdrawn, jump ahead to Step 7.
5. To change and resubmit, navigate to the sections of the ePAF form you need to change and update the form.
6. Once all changes have been made, navigate to the last page of the form and **enter a comment** in the **Comments section** describing the reason for the change and then click the **Resubmit button**.
  - a. This will resubmit the ePAF form through workflow and will begin the approval process again.

7. If you are withdrawing the ePAF, **enter a note in the Comments section** and click the **Withdraw button**. This will close out the ePAF and it will not be processed.

eForm ID: 3638

Actions & Action Reasons				
	Action Code	Action Description	Reason Code	Action Reason Description
1	DTA	Data Change	DTA	Data Change

File Attachments				
	Upload	View	Description	Attachment Id
1	Upload	View		Delete

Add File Attachment

#### Comments

Your Comment:

changed the effective date from 4/1/13 to 5/1/13

Resubmit Withdraw  
<< Previous Next >>  
Save for Later