University of Massachusetts Medical School
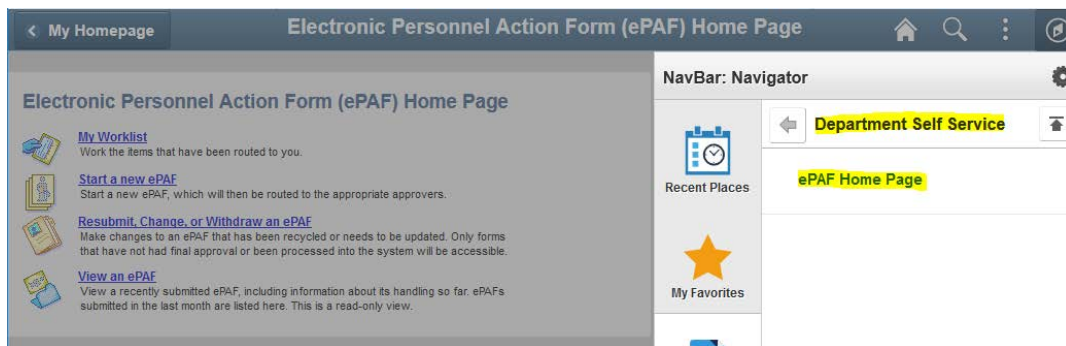
View An ePAF
Job Aid

Overview

This job aid outlines how to view a funding change ePAF (electronic personnel action form). ePAF's are created by department initiators and are electronically routed for approvals.

View an ePAF

1. Log into HR Direct and navigate to the ePAF Home Page.
   a. Access NavBar by selecting the Compass and choose **Department Self Service** and then the **Epaf Home Page.**

2. Click on the View an **ePAF link**.
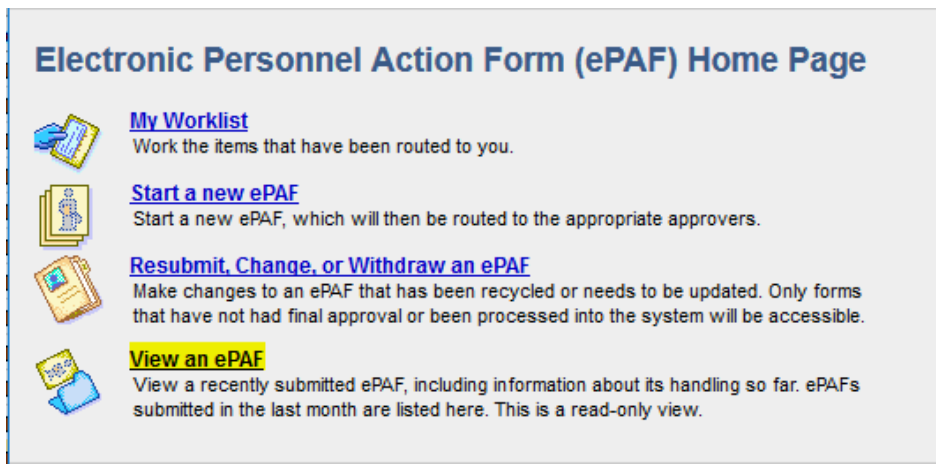
3. Search for an ePAF by entering the EForm ID, Employee ID or any of the other search options on the page.

ePAF Employee History

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

▼ **Search Criteria**

eForm ID	begins with ⌄	
Empl ID	begins with ⌄	
Empl Record	= ⌄	
Name	begins with ⌄	
Last Name	begins with ⌄	
Workflow Form Type	begins with ⌄	🔍
Workflow Form Status	= ⌄	⌄
Original Operator	begins with ⌄	
Originated Date From	>= ⌄	08/05/2018 📅
Originated Date Thru	<= ⌄	📅
Last Operator	begins with ⌄	

☐ Case Sensitive

[Search] [Clear] Basic Search 📇 Save Search Criteria

For example search using a date range in the Originated field to view a list of ePAFs including the workflow status.

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

▼ **Search Criteria**

eForm ID	begins with ⌄	
Empl ID	begins with ⌄	
Empl Record	= ⌄	
Name	begins with ⌄	
Last Name	begins with ⌄	
Workflow Form Type	begins with ⌄	🔍
Workflow Form Status	= ⌄	⌄
Original Operator	begins with ⌄	
Originated Date From	>= ⌄	07/15/2018 📅
Originated Date Thru	<= ⌄	09/04/2018 📅
Last Operator	begins with ⌄	

☐ Case Sensitive

[Search] [Clear] Basic Search 📇 Save Search Criteria

Search Results

View All   First ◄ 1-3 of 3 ► Las

Empl ID	Empl Record	eForm ID	Name	Last Name	Workflow Form Type	Workflow Form Status	Original Operator	Original Date	Last Operator	Last Date	Department
10:	1	231399			JOBCHANGE	Part Apprv	10	07/19/2018	10004241	07/23/2018	W
10:	1	231606			TERMLVRET	Executed	10	07/23/2018	10210130	07/23/2018	W
10	5	231743			TERMLVRET	Executed	10	07/23/2018	10210130	07/24/2018	W.

4. Click on the link to view the form.

5. The summary screen displays for the selected ePAF. Scroll to the bottom of the page and click next to view the status page.

6. The status page includes a summary of the workflow information, the process visualizer and a transaction log.

7. To view a list of users who have access to this form, click on the link **Who can work this form?**

View Job Change

Authored by
GIDEON TAYLOR

Step 2 of 2: Form History

The history and audit trail of the form is displayed below.

FormList Fields

eForm ID:	226767
Workflow Form Type:	JOBCHANGE
Workflow Form Status:	Executed

Original Operator: 1(Li
Original DateTime: 06/18/2018 12:03:30PM

Last Operator: 1....... C
Last By Alternate Operator:
Last DateTime: 06/20/2018 7:41:55AM

Next Approving RoleUser:

Next Approving RoleName: Who can work this form?

The list will open in a new window.

New Window   ? Help   Customize Page   http

Current Form Worklist Items

TESTGT10004158	Gail	@umassmed.edu
TESTGT10008783	Philip	@umassp.edu
TESTGT10040194	Nancy	@umassmed.edu
TESTGT10151998	Cheryl	@umassmed.edu
TESTSC10008888	Test Alan	@umassp.edu
TESTSC10029700	Test J	@umassp.edu
TESTSC10084878	Test Jeff	@umassp.edu
TESTSCC10008888	Test Alan	@umassp.edu