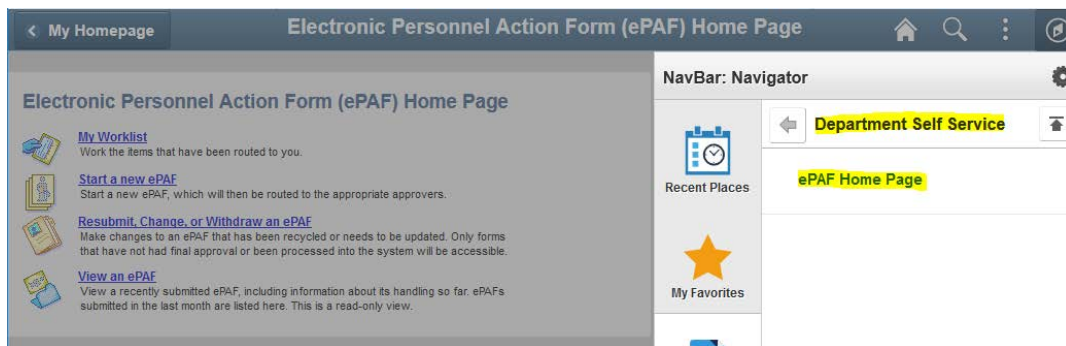


## Overview

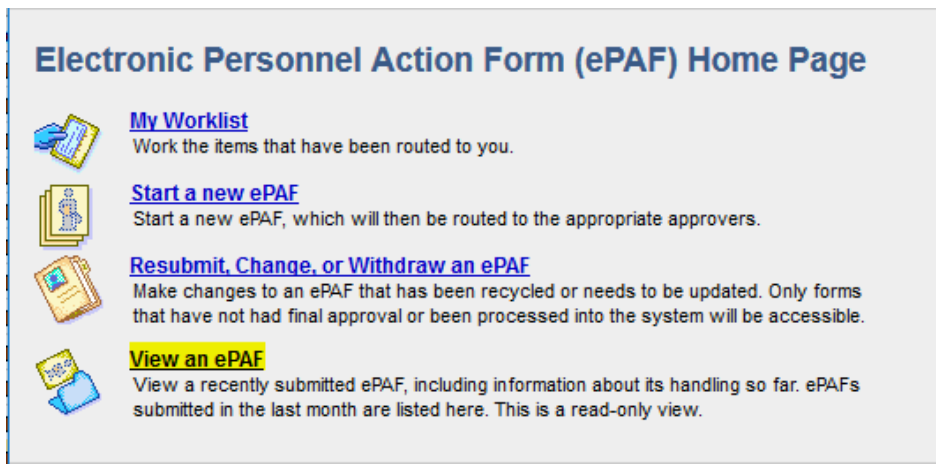
This job aid outlines how to view a funding change ePAF (electronic personnel action form). ePAF's are created by department initiators and are electronically routed for approvals.

## 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 >=

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 >=

Originated Date Thru <=

Last Operator begins with

Case Sensitive

[Search](#) [Clear](#) [Basic Search](#) [Save Search Criteria](#)

### Search Results

View All First 1-3 of 3 Last

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.

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

Pay Group:	UMW	UMass Worcester		
Empl Class	1	Faculty-Calendar Year	Job Indicator	
Workgroup:	W_FAC	Faculty	FICA Status	Medcr only
Taskgroup:	UM_EXP	Exception Taskgroup		

**Time and Labor Schedule**

Schedule ID:

Schedule different from standard?     Select Schedule ID

Schedule Description:

**File Attachments**      Personalize | Find | |      First 1 of 1 Last

	View	Description	Attachment Id
1	<a href="#">View</a>	Other	100023782018-06-18-12.02.05

**Comments**

Comment History:

[<< Previous](#)    [Next >>](#)  
[<< Search](#)    [Close](#)

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

Authored by  
**GIDEON TAYLOR**

### View Hire

**Step 2 of 2: Form History**

View the form data below. Click Next for the Form History page.

**FormList Fields**

eForm ID: 4333	Workflow Form Status:	On Hold
Workflow Form Type: HIRE		
Original Operator: TESTGT10084761		
Original DateTime: 05/21/2013 2:38:17PM		
Last Operator: TESTGT10084761		
Last By Alternate Operator:		
Last DateTime: 05/21/2013 2:38:17PM		
Next Approving RoleUser:		<a href="#">Who can work this form?</a>
Next Approving RoleName:		

**Process Visualizer**

```

graph LR
    1["1: (TESTGT10084761)"] --> 2["2: HCMU_GT_DEPT_APPR"]
    2 --> 3["3: HCMU_GT_CE_ADMIN"]
    3 --> 4["4: HCMU_GT_PI"]
    4 --> 5["5: HCMU_GT_FIN_DEPT_HO"]
    5 --> 6["6: HCMU_GT_HR_REVIEWER"]
    6 --> 7["7: HCMU_GT_HR_UPDATE"]
    7 --> 10["10: Integration Broker"]
    10 --> 11["11: System"]
  
```

**Transaction Log**

Current DateTime	Role Name	User ID	User Description	Form Action	Workflow Form Status	Skip Stamp
06/18/2018 12:03:30PM	HCMU_GT_INITIATOR	1		Submit	Pending	<input type="checkbox"/>

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** Approved by  
GIDEON TAYLOR

**Step 2 of 2: Form History** i

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

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**FormList Fields**

eForm ID: 226767	Workflow Form Status:	Executed
Workflow Form Type: JOBCHANGE		
Original Operator: 1( [redacted] ) L [redacted]		
Original DateTime: 06/18/2018 12:03:30PM		
Last Operator: 1 [redacted] C [redacted]		
Last By Alternate Operator:		
Last DateTime: 06/20/2018 7:41:55AM		
Next Approving RoleUser:		
Next Approving RoleName:		<a href="#">Who can work this form?</a>

The list will open in a new window.

New Window ? Help Customize Page http

Current Form Worklist Items		
TESTGT10004158	Gail [redacted]	[redacted]@umassmed.edu
TESTGT10008783	Phillip [redacted]	[redacted]@umassp.edu
TESTGT10040194	Nancy [redacted]	[redacted]@umassmed.edu
TESTGT10151998	Cheryl [redacted]	[redacted]@umassmed.edu
TESTSC10008888	Test Alan [redacted]	[redacted]@umassp.edu
TESTSC10029700	Test J [redacted]	[redacted]@umassp.edu
TESTSC10084878	Test Jeff [redacted]	[redacted]@umassp.edu
TESTSCC10008888	Test Alan [redacted]	[redacted]@umassp.edu