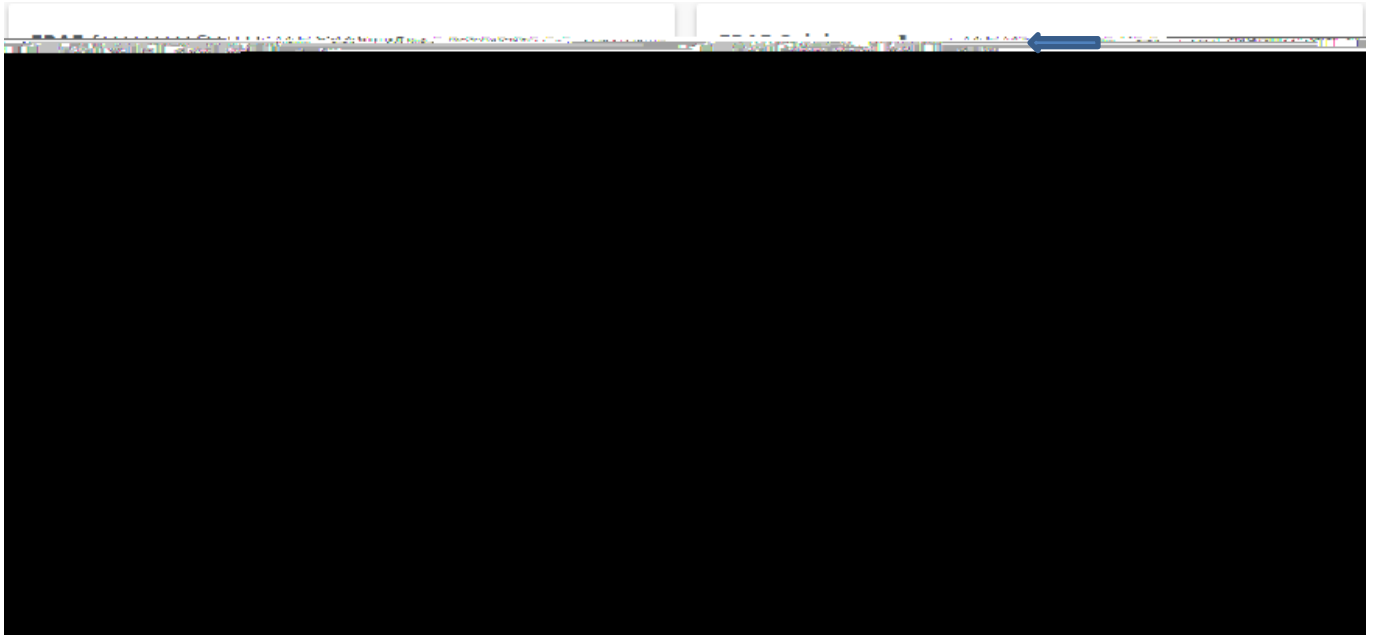# Electronic Personnel Action Forms (EPAF)
Originate an EPAF

1. Select **Electronic Personnel Action Forms (EPAF)** under My Activities**.**

3.
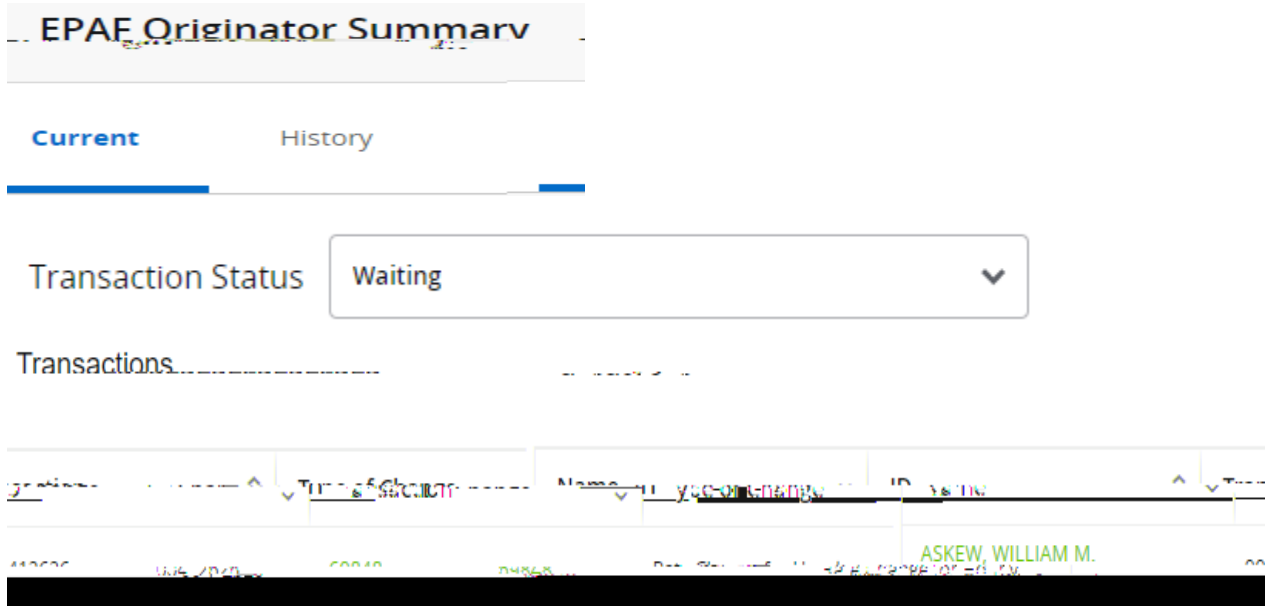
EPAF Originator Summary

1. The main Electronic Personnel Action Form (EPAF) menu.
   Select **EPAF Originator Summary**.
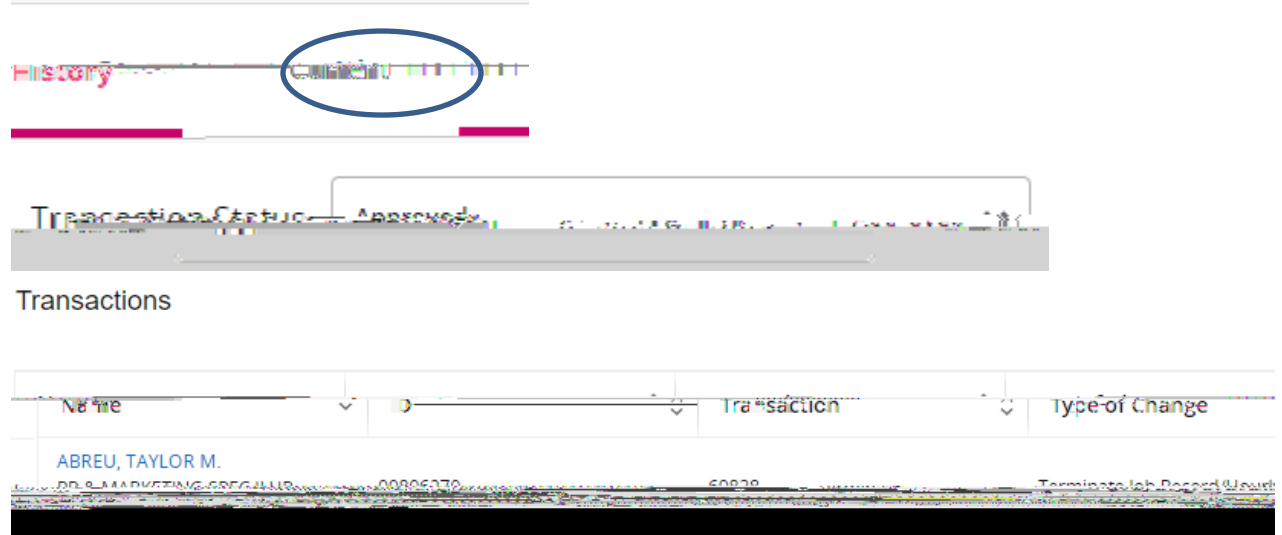

2. The EPAF Originator Summary appears.

Click on Employee's name to view/access EPAF.

The **Current tab** displays EPAF transactions that require action by you as the Originator. Transaction statuses of **Waiting** or **Return for Correction**.

The Originator can either **Delete**, **Void**, **Update**, or **Add a Comment** to the EPAF.

Click on Employee's name to view/access EPAF.

The **History Tab** displays EPAF transactions that have already been submitted by you as the Originator within the past 24 months and no longer require action.