

How to Submit or Delete an EPAF in the Waiting transaction status

- 1) Once in the EPAF menu select EPAF Originator Summary

CC COLORADO COLLEGE SELF-SERVICE BANNER

Employee

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Electronic Personnel Action Form

[EPAF Approver Summary](#)
[EPAF Originator Summary](#)
[New EPAF](#)
[EPAF Proxy Records](#)
[Act as a Proxy](#)

RELEASE: 8.12.1.5

- 2) Now you will be able to view/edit any transaction you had started. From the example below you can see which transactions are waiting by using the transaction status filter or by viewing any EPAF that has the waiting transaction status listed in their record.

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Employee

Search Go [RETURN TO EMPLOYEE MENU](#) [SITE MAP](#) [HELP](#) [EXIT](#)

EPAF Originator Summary

Current History

Select the link under Name to access details of the transaction, or select the link under Transaction to update the transaction.

Transaction Status: All Waiting

[New EPAF](#) | [Default Routing Queue](#) | [Search](#) | [Superuser or Filter Transactions](#)
[Return to EPAF Menu](#)

1 - 1 of 1
[Jump to Bottom](#)

Name	ID	Transaction	Type of Change	Submitted Date	Effective Date	Transaction Status	Links
Cheng, Yuzhu Student Worker, CS0002-01	174307	13551	Hiring for Student Employee		Feb 01, 2019	Waiting	Comments

1 - 1 of 1
[Return to Top](#)
**Comments Exist

[New EPAF](#) | [Default Routing Queue](#) | [Search](#) | [Superuser or Filter Transactions](#)
[Return to EPAF Menu](#)

- 3) To edit these waiting transactions you will need to click on the student's highlighted name. Once clicked you will be directed to the screen shown below.

Search Go

EPAF Preview

Name and ID: Yuzhu Cheng, 174307 **Job and Suffix:** CS0002-01, Student Worker
Transaction: 13551 **Query Date:** Feb 01, 2019
Transaction Status: Waiting **Last Paid Date:**
Approval Category: Hiring for Student Employee, SEHIRE

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[Jump to Bottom](#)

* - indicates a required field.

New Student Employee Record

Enter Changes	Current Value	New Value
Current Hire Date: *	09/26/2018	02/01/2019
I9 Form Indicator:	Temporary	
Home Organization:	180051, Financial Aid Office	180051, Financial Aid Office
Home COAS:	T	T
Employee Class Code:	SS, Students	SS, Students
Employee Status:	Active	Active



Job Record, CS0002-01 Student Worker

Enter Changes	Current Value	New Value
Job Begin Date: *		02/01/2019
Jobs Effective Date: *		02/01/2019
Title: *		Test
Salary Grade:		1
Step: *		1
Timesheet Orgn: *		180051
Contract Type: *		Secondary
Job Change Reason:		00001
Job Status:		Active
Workers Comp Code:		P

Job Labor Distribution, CS0002-01 Student Worker

- a. To update the EPAF and submit for approval you will need to click on the "Update" link.
 - i. Once you have made any changes needed be sure to select SAVE then SUBMIT
 - ii. You will know this transaction was submitted when you receive the message below.

Electronic Personnel Action Form

 *The transaction has been successfully submitted.*
 Enter the information for the EPAF and either Save or Submit

- b. If you are looking to delete this EPAF as it may be a duplicate or other reasons you will need to select the "Delete" button.