Navigating Your EPAF Originator Summary

Your EPAF Originator Summary is a useful tool for tracking EPAFs that you have saved and submitted.

Log on to Self Service Banner and click on the Employee tab. Select the box labeled Electronic Personnel Action Forms. This brings up the main EPAF menu. Choose EPAF Originator Summary. Shown below is what appears.

If you have saved your EPAF and not submitted it, it will be stored under the “Current” tab. EPAFs with a transaction status of Waiting are stored under the “Current” tab. In the EPAF Originator Summary example above, there is one transaction found under the Current tab because the originator has only saved the EPAF and has not submitted it yet. Once the EPAF is submitted it will move into the “History” tab of the EPAF Summary.

Under the History tab, you will find all EPAFs that you have submitted. They may be in various Transaction Statuses, such as Pending, Approved, Completed, Returned for Correction, Cancelled, Disapproved, or Voided. It is possible to search for all statuses or limit your search to one status. Shown below is how an EPAF Originator Summary might look under the History tab.
Your EPAF Originator Summary allows you to sort your EPAFs by:

1. Name
2. BSU ID number
3. Transaction number
4. Type of Change (Type of EPAF)
5. Submitted Date
6. Effective Date
7. Transaction Status

To sort in ascending order, click the upward yellow arrow. To sort in descending order, click the downward yellow arrow:

Once you have located the EPAF, click once on the employee’s name to display the entire EPAF.

If you have questions, please send an email to erphr@bsu.edu.