EPAF ORIGINATOR SUMMARY PAGE

The EPAF Originator Summary page is available to all originators to check the status of their EPAF transactions. This page consists of two tabs:

- **Current** – In the Current tab, you can access EPAF transactions having the following transaction statuses: *All, Return for Correction, or Waiting*. The Current tab identifies transactions in which you, the Originator, must take an action either Submit or Void.

- **History** – In the History tab, you can access EPAF transactions having the following transaction statuses: *All, Pending, Approved, Partially Complete, Complete, Disapproved, or Voided*. The History tab identifies transactions were you, the Originator, have already submitted the transaction.
Components of the Originator Summary Page

Definitions for the Originator Summary Columns

✓ **Name** – provides the name and title of the employee. You can click on the name to preview the transaction.

✓ **ID** – The employee’s University ID.

✓ **Transaction Number** – the unique identifier for EPAF.

✓ **Type of Change** – provides the description of the category you are applying to the employee

✓ **Submitted Date** – the date your EPAF transaction was submitted in the routing queue.

✓ **Effective Date** (Query Date) – the date represents the pay cycle in which the transaction will take effective in Banner.

✓ **Transaction Status** – identifies the position and where the transaction is in the queue

✓ **Message** – Will indicate if there are any comments, warnings or errors associated with the transaction.
  
  o **Comments** – Select this link to either enter a comment for an EPAF or access existing comments. Existing comments are indicated by two asterisks.
  
  o **Warnings** – This link is displayed only if warning messages exists for an EPAF. Warning messages will not stop an EPAF from processing.
  
  o **Errors** – This link is displayed only if errors and/or warning messages exist for an EPAF. Some error messages may prevent an EPAF from processing.

**EPAF Originator Summary**

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

Transaction Status:

<table>
<thead>
<tr>
<th>Current</th>
<th>History</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>select the link under Name to access details of the transaction, or select the link under Transaction to update the transaction.</td>
</tr>
</tbody>
</table>

**EPAF Transactions**

<table>
<thead>
<tr>
<th>Name</th>
<th>ID</th>
<th>Transaction Number</th>
<th>Type of Change</th>
<th>Submitted Date</th>
<th>Effective Date</th>
<th>Transaction Status</th>
<th>Messages</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cora M. Fawcett</td>
<td>409276668</td>
<td>10271</td>
<td>Non-Salary and Lump Sum</td>
<td>Mar 30, 2008</td>
<td>Waiting</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

New EPAF | Default Routing Queue | Search | Superuser or Filter Transactions