

## EPAF Instructions For Viewing Originator Summary

Use for Viewing Originator Summary

The Electronic Personnel Action Form, or EPAF, will take the place of paper Personnel Action Forms. Originators can view all EPAFs they have originated along with the EPAFs current status in the Originator Summary. The Originator Summary contains all EPAFs the Originator has started and saved, submitted, and those returned for correction in the Originator Summary.

Log into myGate and click on the Employee Tab. Select the Personnel Action Notices channel and click on Originator Summary.

### STEP 1: Originator Summary

- x Click on Originator Summary.

### STEP 2: View

- x Click on History to view EPAFs that have already been submitted.

## STEP 3: The Originator Summary

- x Click on student name to view EPAF details.

EPAF Details

EPAF FOAPAL

EPAF Termination Details

EPAF Routing Queue Details

EPAF Transaction History

Originator Summary