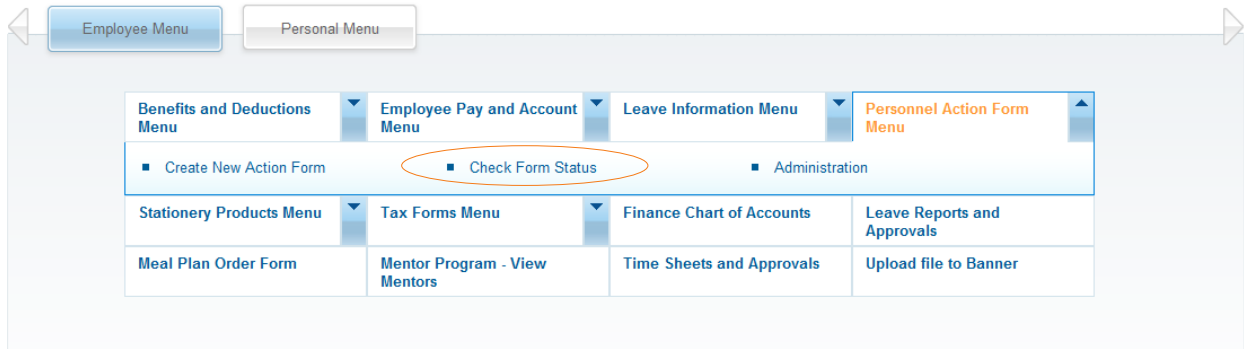


# Electronic Personal Action Form (EPAF)

## Checking the Status of an EPAF

### 1. Click the Personnel Action Form Menu in the Banner Information System. Click “Check Form Status.”

Home > Employee Main Menu > Personnel Action Form Menu



### 2. To view the specifics about an EPAF record, click “View.”

Home > Check Form Status

EPAF Status						
	Employee	Position Title	Originator	Status	Document Status	
<a href="#">View</a>	Abate, Alexandra B.	270067 Student Employment	Washington, Katie J.	Completed	Incomplete. Still Need: I9 ( <a href="#">Click Here</a> ). Direct Deposit ( <a href="#">Click Here</a> ).	
<a href="#">View</a>	Abate, Alexandra B.	270136 Community Service Project	Washington, Katie J.	Pending	Incomplete. Still Need: I9 ( <a href="#">Click Here</a> ). Direct Deposit ( <a href="#">Click Here</a> ).	
<a href="#">View</a>	Asberg, Lauren M.	170080 Gwinn Commons Food	Washington, Katie J.	Completed	Complete	

### 3. This page shows you the following information:

- Employee Name
- Position Number (17\* = non-work study, 27\* = work study, 37\* = graduate student)
- Title
- Originator
- Status:
  - Waiting = Not submitted and waiting for some action to be taken by the Originator.
  - Pending = Submitted and waiting for approval by Student Employment.
  - Disapproved = Submitted, but not approved by Student Employment. See comments to revise EPAF.
  - Return for Correction = Submitted, but not approved by Student Employment. See comments to revise EPAF.
  - Approved = Approved by Student Employment and waiting to be applied to by payroll.
  - Completed = Applied to payroll.
- Document Status: All students are required to complete a W4 and I-9. If the student has incomplete documents, the student MUST stop working immediately OR submit the documents ASAP.