Return for Correction

If an approver needs you to make a change on the EPAF, they will return the EPAF for correction. If you receive an email notification that indicates that you have an EPAF in your queue, the EPAF has been returned to you.

Click on EPAFS (Electronic Personal Action Forms) on the TC Services page and select the EPAF Originator Summary link under Electronic Personnel Action Form page to see what is in your queue.
In your Current tab, you will see any EPAFs that have been returned to you for correction. You will be able to see that the EPAF has been Returned for Correction by checking the Transaction Status.

Click the employee’s name or on the **Comments link to see why the EPAF was returned (do not click on the Transaction number).
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Click on the Comments link or scroll down to see the reason that that EPAF was returned.

You have the option to Void or Update the EPAF. Click on Void to delete the EPAF and remove it from your queue. Click on Update to make changes. If you choose to update, you will be able to alter the salary, the routing queue, and add new comments. You must then submit the EPAF.

Note: The EPAF will remain in your queue until you void or update and resubmit the EPAF.